Die Laerskool KENRIDGE Primary School

Every Child.Every Chance.Every Day.

Elke Kind. Elke Kans. Elke Dag.

Van Riebeecklaan / Van Riebeeck Avenue
KENRIDGE
7550
Tel: 021 976 3046/7
Fax/Faks: 021 975 1312
www.kenridgeprimary.co.za

ADMISSION POLICY

1. OBJECTIVE

This policy serves as a framework within which to admit learners, subject to the provisions of:

- The Constitution of Republic of South Africa, Act 108 of 1996 (as amended);
- Section 5(5) of the South African Schools Act No. 84 of 1996;
- Admission Policy for Ordinary Public Schools N 2432 GG 19377 of The WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools;
- Other applicable Legislation

In applying the policy we strive to provide for the quality educational needs of our learners in their best interests and without discriminating unfairly in any way. In this endeavour, the safety, well-being and best interests of the learners are of paramount importance when determining acceptance or declining applications to the school.

2. **LOGISTICAL FACILITIES OF THE SCHOOL**

2.1 On average, the school can accommodate between 210 and 245 learners per grade. This will depend on availability in the various classes, with possible smaller intakes in some years due to fewer classes. The balancing of the number of English and Afrikaans learners, and the ideal number of learners in a class will mean that numbers ranging between 210 and 245 learners may be applied for some grades. Consideration is also given to the fact that in some Foundation Phase grades there are nine classes per grade which, due to space constraints, have to filter into eight classes in the Intermediate/Senior Phase.

2.2 Class sizes: Kenridge Primary School offers quality education under optimal conditions. In order to promote this optimal education, we believe it prudent to keep the class sizes within reasonably manageable parameters in the foundation and the intermediate/senior phases. In adopting these conditions and to realise the School's objectives, the SGB has taken into account all relevant factors including, but not limited to:

- The number of available educators as provided by the Department of Education and those employed by the SGB in accordance with the approved budget in each year;
- Educators' space requirements including a staffroom and areas for their administration to be carried out;
- The number of designated, suitably sized classrooms and space to accommodate furniture and equipment;
- The adequate provision of toilet facilities;
- The safety of the learners during all activities both inside and outside the classrooms, as well as the impact of traffic;
- The need for space for sports, and cultural programmes and activities to take place;
- Provision for continued space for a library, computer rooms, remedial rooms, art & music rooms, technology room, enrichment venues, school hall and workshop currently in existence;
- The need to provide workspace for the management and administration of the school;
- The fiscal demands placed on parents and as budgeted and approved from time to time.

3. ADMISSION PRINCIPLES

3.1 No Applicant Learner may be refused or discriminated against on the grounds of race, religion or culture.

3.2 No Applicant Learner, other than a foreign citizen whose home language is not English, shall be required to write any entrance tests. Where such an applicant does not display a sufficient command of the English language, they may be refused entry in terms of the requirements set out by the Department of Home Affairs. They shall also comply with all of the other requirements as demanded by the Department.

3.3 The Applicant Learner's age must conform to accepted norms of the school. This age must be confirmed by an official identity document or unabridged birth certificate. Learners are usually admitted to Grade 1 in the year in which they turn seven years of age but may also be admitted in the year during which they turn six (before 30 June), if they fulfil the requirements of the Department of Education.

4. LANGUAGE OF INSTRUCTION

Kenridge is registered as a parallel medium school, with English and Afrikaans being the two languages of instruction. Learners should be proficient in one of these two languages. Any additional language being offered, i.e. Xhosa, is offered with the objective of exposing our learners to the language at an entry level only.

5. NON SOUTH AFRICAN CITIZENS/FOREIGN NATIONALS

Only the biological children of Non South African Citizens/Foreign Nationals will be considered for enrolment, subject to the relevant legal documentation being in order. In addition, Non South Africa Citizens/Foreign Nationals, who apply for admission to the School, may be required to undergo an English proficiency test.

6. SCHOOL FEES

Unless exempted, parents must agree to pay the School Fees as per the resolution adopted by the majority of Parents attending the School Budget Meeting in accordance with the School Governing Body Constitution. Both Parents must indicate their agreement by signing the application form. In the case of divorced/separated Parents, it is the responsibility of the Parent applying for application at the School to obtain a signed copy of the application form from the divorced/separated partner.

7. DECISION-MAKING AUTHORITY

Final admission of the Applicant Learner to the School is determined on the criteria as set out herein, the Enrolment criteria and at the discretion of the Principal and the Governing Body and, where appropriate, after consultation and referral to the HOD.

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ENROLMENT PROCEDURE

The Enrolment procedure has two phases:

1.1 The first phase starts on 1 February and ends in the second last school week in March of the year preceding the year of enrolment.

1.2 The second phase starts in the last week of the first term of the year preceding the year of enrolment. Only available spaces will be filled.

Documents required for the Admission of a Learner:

2.1 The Parent/s must complete and sign the prescribed application forms for the admission of a Learner. The application forms together with the additional documents described in sub-paragraph 2.2 below must be delivered to the school within the admission dates as set out in 1.0 above.

2.2 When a Parent applies for the admission of an Applicant Learner, the Parent must present:

- 2.2.1 identity document or an official unabridged birth certificate of the Applicant Learner. Where the learner is not in possession of an Identity document or an official unabridged birth certificate, the Principal shall direct the parent or learner to the Department of Home Affairs in order to apply for the document;
- 2.2.2 proof that the Applicant learner has been immunized against the following communicable diseases, namely, polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B;
- 2.2.3 the School's application form duly completed and signed, including a signed debit order, financial undertaking and completed confidential information on the Applicant Learner;
- 2.2.4 proof of permanent residential address i.e. original municipal account and / or a copy of a lease agreement, duly drafted by a recognized leasing agent or attorney;

2.3 Failure to fully complete the prescribed application forms in full shall render the application null and void and delay enrolment;

2.4 Providing misleading information and / or misrepresenting facts in the prescribed application, shall render the application null and void;

2.5 Failure to make application within the enrolment dates as set out in paragraph 1.0 above, shall result in the application being reviewed and assessed subsequent to those lodged within the prescribed date, irrespective of the category of the application.

The following placement criteria are followed:

3.1 Applicant Learners whose parents / legal guardians reside permanently in the Feeder Community i.e. De Bron, Doordekraal, Durbanville Hills (as far as Tindale Road), Durbell, Kanonberg, Kenridge, Oude Westhof, Protea Valley, Van Riebeeckshof, Welgedacht and Welgemoed North. The residence must be owned by the parent or an authentic rental contract for at least one year must be presented. Casual accommodation with a relative or friends is not acceptable.

3.2 Applicant Learners who have elder brothers or sisters currently enrolled at KPS. These applicants may be resident outside the Feeder Community.

3.3 Parents are advised to enrol as soon as possible 1 February. Enrolling early increases your chance of being accepted. Please note, however, that enrolling early DOES NOT guarantee acceptance if the application does not comply with the enrolment conditions explained in this communication.

4. Parents of Applicant Learners will be informed in writing as to the status of their Application.