



Van Riebeecklaan /  
Van Riebeeck Avenue  
Kenridge 7550  
Tel: 021 975 1163  
Fax: 086 269 9774  
E-mail: pre-  
prim@kenridge.org.za  
www.kenridgeprimarv.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;
- 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 The school can accommodate a maximum of 224 learners in Grade R and 144 in Pre-Grade R.
- 2.2 Class sizes: Kenridge Pre- 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 parameter. In adopting these conditions and to realise the School's objectives, the Trustees have taken into account all relevant factors including, but not limited to:
  - The number of available educators as employed by the Trust 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, remedial, and cultural programmes and activities to take place;
  - 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 undergo any entrance tests. Where such an applicant does not display a sufficient control 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 the other requirements 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 R in the year that they turn six years of age but may also be admitted in the year that they turn 5 (before 30 June), if they fulfil the requirements of the Department of Education. Preference will be given to learners, who will be of compulsory school going age in the following year (six, turning 7 in Grade 1). Learners are admitted to Pre-Grade R in the year that they turn 5 only.

### **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 only with the objective to expose 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**

Parents must agree to pay the compulsory School Fees as determined by the Trustees. 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 their 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 Trust and where appropriate, after consultation and referral to the HOD.

## ENROLMENT PROCEDURE

### **The Enrolment procedure has two phases:**

- 1.1 The first phase starts in February and ends in the second 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.

### **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 abridged 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 after 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.