



ADMISSION POLICY

1. Purpose

The purpose of the policy is to provide reasonable and clear guidelines for the admission of learners to Middelburg Preparatory School. The policy aims to ensure that Middelburg Preparatory School provides the quality learning experience for its learners in conjunction with existing infrastructure and facilities.

2. Interpretation

In this policy document, unless the context indicates otherwise:

- 2.1 “the Act” means the South African Schools Act 84 of 1996
- 2.2 “learner” means any person receiving education or obliged to receive education in terms of the Act.
- 2.3 “parent” means
 - 2.3.1 the parent or guardian of a learner
 - 2.3.2 the person legally entitled to custody of a learner
 - 2.3.3 a person who undertakes to fulfil the obligations of a person referred to in paragraphs 2.3.1 and 2.3.2 towards the learner’s education at the School
- 2.4 “the School” means Middelburg Preparatory School
- 2.5 “the Governing Board” means the directors of Middelburg Preparatory School

Identified learner facilities

Middelburg Preparatory School will only admit a learner to the School if there is capacity based on recognized classrooms. Facilities that do not qualify as classrooms in accordance with the noted definition will not be deemed as capacity.

Definition of classrooms

For the purposes of this policy, classrooms at Middelburg Preparatory School are defined as specific areas for the education of learners, which include the following:

- walls to delimit the classroom space
- adequate ventilation
- natural and electric lighting
- space available for specific educational equipment and material such as 1) cupboards, 2) book shelves, 3) educator’s desk, 5) tables and chairs for learners, 6) chalk board
- power points
- adequate personal space for learners (1.2 – 1.5 square meters per child)

3. Fundamental Principles

The Admissions Policy of Middelburg Preparatory School is a commitment by the Governing Board and educators to an equitable and fair process of admissions in line with the relevant legislation.

Middelburg Preparatory School will admit learners without unfairly discriminating on the grounds of race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status, or any other illness.

3.1 Admission age of learners

The admission age of a learner going to Grade 1 is age six (6) turning seven (7) in the year of admission.

3.2 Learners who are too old

If a learner is one year or more above the normal grade age the Principal will decide whether it is in the learner's interests to be admitted to the School.

3.3 Repetition: A learner who has repeated one or more years at school in terms of this policy is exempt from the age grade norm, except that, if a learner is three years older than the norm age per grade, the principal must determine whether the learner will be admitted to that grade. In principal, learners should progress with their age cohort. Repetition of grades seldom results in significant increases in learning attainment and frequently has the opposite result. The norm for repetition is one year per school phase where necessary. Multiple repetition in one grade is not permissible. The norm is not to be construed as promoting the practice of automatic promotion. A learner's needs must be attended to through the efforts of the learner, and his or her teachers, with support from the learner's family and peers.

3.4 Learners who are above school-going age and who have never attended a school
A learner who is sixteen years and older and who has never attended school or did not make the required progress as stipulated in the Notice for Age Requirements for Admission to an Ordinary Public School (Notice 2433 of 1998), must be advised to enroll at an Adult Basic Education and Training Centre (ABET).

3.5 Learners with special education needs

The School will admit learners with special education needs provided that the principal is of the opinion that there are appropriate facilities available to allow the learner to learn in an optimal way, and that it is in the best interests of the learner to attend the School.

4. Responsibility for administration of admission

The principal or his/her deputy or any other delegated person will be responsible for the administration of admission to a school.

5. Who must register?

A parent/guardian of a learner currently enrolled at Middelburg Preparatory School must confirm in writing before the end of September of the current year, if the parent intends to retain the learner at the School.

6. New admissions

A new learner may be admitted to the School if the following documentation is available:

- Transfer card from the previous school
- Portfolio with personal details and history of progress

If the above documents are not available the principal of the School may admit the learner and place the learner in a grade on the basis of the following documentation:

- The last report card issued by the previous school
- Other equivalent documentation from the previous school

7. Documents required for Admission

7.1 The parent must fully complete and sign an application form for the admission of a learner in the form prescribed by the School from time to time. The application form together with the additional documents described in section 6.2 shall be delivered to the school during official office hours of the school. Preference shall be given to applicants whose applications are complete and have been submitted timeously. Late and/or incomplete applications may be disregarded.

7.2 When a parent applies for the admission of a Learner, the Parent must present:

- 7.2.1 an unabridged birth certificate of the learner;
- 7.2.2 a copy of the identity document of the signing parent
- 7.2.3 proof that the learner has been immunized against the following communicable diseases, namely polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B
- 7.2.4 a copy of the last report card issued by the previous school of learner or other equivalent documentation from the previous school;
- 7.2.5 a transfer card
- 7.2.6 an authority, duly executed by the parent, authorizing the previous school attended by the learner to supply information concerning the learner
- 7.2.7 the School's application form duly completed and signed;
- 7.2.8 such additional documents as may be prescribed by the School from time to time.

7.3 Admission of non-citizens: The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs. A learner who entered the country on a study permit must present the study permit on admission to the public school. Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalize their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

7.4 Should the required documentation not be obtained within three months of the child having been conditionally admitted to the School, the Governing Board must attend to the matter by liaising with the relevant authorities and the parent.

7.5 Age of learners

- 7.5.1 Grade One; a learner will not be allowed to enroll in the School if the learner does not turn 7 (seven) by 31 December that year. All Grade One learners should ideally enroll within the first 10 school days of the school year.
- 7.5.2 If the Principal is of the opinion that a learner is not of school going age and the parents cannot furnish documentary proof of the child's age, the principal could refuse the particular learner admission to the school.
- 7.5.3 Under age learners who are of the correct age for Grade R will be referred to the Grade R class, space permitting.

7.6 Language of learning and teaching

Middelburg Preparatory School has, in its language policy, determined that the school will be a single medium school and that the language of learning and teaching will be English. Accordingly, learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress. This School is an English medium school and all instructions and teaching will be in English except for the first additional language when it applies.

7.7 Learners with Special Education Needs (LSEN)

Learners with special educational needs will be admitted to the School in accordance with the Inclusive Education guidelines. In these instances, each case will be assessed individually and the Principal must be of the opinion that adequate facilities are available and that the learner will be able to progress in an optimal way.

7.8 Time for registration

Registration will normally take place during the months of July, August and September, but this may be changed by the Governing Board.

- 7.9 The School will be deemed to be full when the following number of learners per class are registered and are attending regularly.

- 7.10 A waiting list will be maintained, and learners will be admitted on a 'first come first serve' basis, as space becomes available.

7.11 School fees

A parent of a learner must pay the school fees that have been duly approved. If a parent refuses or fails to pay school fees or a part thereof, the necessary steps must be taken. The Governing Board has the right to use legal procedure (to obtain a court order) to ensure that the non-paying parent pays the outstanding amounts, and will obtain the services of an attorney to institute proceedings against a non-paying parent.

REVISED: 30 AUGUST 2019