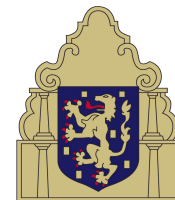


GROOTE SCHUUR HIGH SCHOOL



ADMISSION POLICY

REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL OR GRADES AT THE SCHOOL

Whereas Groote Schuur High School (hereinafter referred to as "the School") is a public school, having juristic personality by virtue of the provisions of Section 15 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter referred to as "SASA"), the governance of which is entrusted to its School Governing Body (hereinafter referred to as "the SGB"), referred to in Section 16 of SASA;

And whereas the SGB is empowered in terms of Section 5 of SASA to determine the School's policy regarding the admission of learners to the School and grades at the School, subject to the provisions of SASA and any applicable Provincial Law;

And whereas the SGB is mindful of the following enactments (hereinafter referred to as "the enactments") relating to the question of the admission of learners to the School or different grades at the School, namely:

(i) The Constitution of the Republic of South Africa 1996 (hereinafter referred to as "the Constitution"); (ii) the South African Schools Act, No. 84 of 1996 (as amended by Act No. 32 of 2024); (iii) Section 3(4)(i) and 5 of the National Education Policy Act, No. 27 of 1996 ("NEPA"); (iv) The Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 19377 dated 19 October 1998 (Notice No. 2432/98) (hereinafter referred to as the "Ministerial Policy"); and (v) applicable provincial laws.

And whereas the School and its SGB defer to the relevant provisions of the enactments to the extent that they may be valid and binding upon them and take precedence over the power of the SGB to determine the admission policy of the School, whilst being determined to ensure the full implementation of the School's admission policy within the parameters of the enactments and any other applicable enactments from time to time;

Now therefore the SGB, on behalf of the School, declares the School's Policy for Admission of Learners to the School or different grades at the School, to be as follows:

1. APPLICATIONS FOR ADMISSION TO THE SCHOOL

1.1 Administration of Admissions

It is acknowledged that – (a) the Head of Department (Education) (hereinafter referred to as "the HOD") and/or officials of the Department of Basic Education (DBE), including the Principal, delegated by the

HOD (hereinafter referred to as "the HOD delegate(s)") is/are responsible for the administration of the admission of learners to the School; and (b) the HOD/the HOD delegate(s) must determine a process of registration for admission to public schools in order to enable the admission of learners to take place in a timely and efficient manner. (c) **The HOD has final authority over admission decisions**, subject to the appeals process outlined in this policy and applicable legislation.

1.2 Policy Implementation

It is emphasised that the HOD/the HOD delegate(s)/the School Principal must (and will be required to) take this policy into account demonstrably, fairly and in accordance with law at all times whilst acting in accordance with paragraph 1.1 above, or whilst engaged in the process of deciding upon applications for admissions. The School and its SGB will also require the HOD/the HOD delegate(s)/the School Principal to allow the SGB full access to and copies of any registers or files kept as part of the admission process.

1.3 Application Requirements

The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to add to the prescribed application form, and ensure the completion by the Applicant of the Schedule of Information required by the governing body attached hereto.

1.4 Policy Acknowledgment

The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to ensure that Applicants are informed of and in writing acknowledge having read and understood:

- (a) the SGB Constitution;
- (b) the School's Language Policy;
- (c) the Code of Conduct for Learners; and
- (d) this Admission Policy.

1.5 Legal Guardian Requirements

The School and the SGB subscribe to the view that according to law, and in the absence of a Court Order directing otherwise, the legal guardian(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled. Consequently, the School and SGB do not recognise an application as being valid, unless made by the guardian(s) or person(s) by order of Court entrusted with the custody of the minor learner, or a person or persons thereto authorised by them in writing.

1.6 Early Application Encouragement

The SGB undertakes to support the HOD/the HOD delegate(s)/the School Principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards before the end of the year preceding the next school year.

1.7 Coordination of Admissions

Subject to this Policy, the SGB requires the HOD/the HOD delegate(s)/the School Principal to co-ordinate the admission of learners to public schools, including the School, in consultation with it and undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated.

1.8 Best Interests of the Child

The School and the SGB require strict observance by the HOD/the HOD delegate(s)/the School Principal of the following provision of the Constitution as a prerequisite to any decision to be taken regarding the admission of a learner to the School – **"28 (2) – A child's best interests are of paramount importance in every matter concerning the child."**

2. NON-DISCRIMINATION AND EQUAL ACCESS

2.1 Constitutional Equality

All admission processes and decisions must comply with Section 9 of the Constitution regarding equality and non-discrimination. The School shall not unfairly discriminate against any applicant on any prohibited grounds including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, or birth.

2.2 Right to Education

Every learner has the right to basic education as provided for in Section 29 of the Constitution. The School recognises this fundamental right and ensures that admission processes support rather than hinder access to education.

3. DOCUMENTATION AND ADMISSION REQUIREMENTS

3.1 Admission Without Documentation

In accordance with Section 5(1A) of SASA (as amended December 2024), any learner whose parent or guardian has not provided required documents during the application for admission shall nonetheless be allowed to attend school. The learner cannot be refused admission or attendance based solely on missing documentation.

3.2 Document Advisory

The principal must advise the parent or guardian to secure the required documents while the learner continues their education. Parents must be given reasonable time and assistance to obtain necessary documentation.

3.3 Required Documents

A parent will be required to complete an online application form for admission, which is accessible on the website of the Western Cape Education Department. The link is also available on the website of the

school, under Admissions.

When available, the following documents should be submitted:

- Official birth certificate of the learner
- Proof of immunization against communicable diseases (polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B)
- Transfer card (if applicable)
- Other documents as specified in Schedule A

3.4 Conditional Admission Process

Should a parent be unable to furnish required documents, the learner may be conditionally admitted and continue full participation in all school activities while parents work to obtain the necessary documentation. The principal must provide guidance and reasonable assistance in securing documents.

4. AGE REQUIREMENTS AND GRADE PLACEMENT

4.1 Standard Age Requirements

For Grade R: The admission age is four turning five by 30 June in the year of admission. If the school has limited Grade R capacity, preference must be given to learners subject to compulsory attendance.

For other grades: Learners should generally fall within the age norm of grade plus 6 years, with allowance for reasonable variation.

4.2 Exceptional Circumstances

The HOD may admit learners outside the standard age requirements where: (a) Good cause is shown that exceptional circumstances necessitate admission in the learner's best interest; (b) Refusal to admit would be severely detrimental to the learner's development; (c) The learner meets criteria prescribed by the Minister for underage admission.

4.3 Over-age Learners

Learners significantly over the age norm should be considered for:

- Fast track programmes where available
 - Placement with peer groups when educationally appropriate
 - Alternative educational pathways when in the learner's best interest
-

5. REGISTRATION PERIOD AND PROCESS

5.1 Application Timeline

Application for admission starts as determined by the HOD. Parents must register with the Education Department's online Admissions Portal during the year preceding the school year to which the application pertains.

5.2 Application Submission

All applications must be submitted through the prescribed online system. The link to apply online can be found on the school's website – www.gshs.co.za/admissions.html.

5.3 Response Timeline

Learners' parents will receive written notice of the acceptance or refusal of their application within a reasonable time or the period determined by the HOD.

5.4 Waiting List Process

All unsuccessful applicants will be waitlisted in chronological order and advised to apply at other schools in addition to the School.

6. APPEALS PROCEDURE

6.1 Right of Appeal - Updated Timeline

In accordance with Section 5(9) of SASA (as amended December 2024): Any learner or parent who has been refused admission may appeal against the decision to the Member of the Executive Council **within 14 days** of receiving notification of the refusal.

6.2 MEC Response Timeline

The Member of the Executive Council must, within 14 days after receiving the appeal, consider and decide on the matter and inform the learner or parent of the outcome.

6.3 SGB Appeals

If the governing body is not satisfied with an admission decision by the Head of Department, the SGB may appeal to the Member of the Executive Council within 14 days, with the MEC required to respond within 14 days.

6.4 Interim Status

During appeal processes, existing policies remain valid except for provisions specifically under appeal, which are suspended pending resolution.

7. SCHOOL CAPACITY AND LEARNER NUMBERS

7.1 Maximum Capacity

The SGB has determined the School's maximum capacity for learner admission from 1 January 2025 to be:

- **Total learners:** 1,050
- **Classes per grade:** 6
- **Learners per class:** 35 (from 2025)
- **Total learners per grade:** 210

7.2 Capacity Considerations

The following factors were considered in determining capacity:

- Learners' best interests as paramount
 - Available qualified educators
 - Classroom space and facilities
 - Administrative needs
 - Sports, cultural and recreational facilities
 - Science laboratories and technology centers
 - Safety and sanitation facilities
 - Parking and security
 - International best practices for effective education delivery
-

8. ORDER OF PREFERENCE FOR ADMISSION

8.1 Feeder Area

Unless the HOD decides otherwise after consultation with the SGB, the natural feeder area of the School is Newlands, Rondebosch and Claremont.

8.2 Language of Learning and Teaching

The School is an English-medium institution equipped with human resources to cater primarily for learners whose mother tongue or chosen language of tuition is the medium of instruction at the School.

8.3 Admission Preferences (Applied Within Constitutional Equality Framework)

All preferences operate within constitutional equality requirements and do not constitute unfair discrimination. The following preference order applies:

(a) First Priority: Learners genuinely residing with their parents within the natural feeder area, whose mother tongue is the medium of instruction.

(b) Second Priority: Learners genuinely residing with their parents within the natural feeder area, whose chosen medium of instruction is the medium of instruction.

(c) Third Priority: Learners whose parents are genuinely employed within the natural feeder area, whose mother tongue is the medium of instruction.

(d) Fourth Priority: Learners whose parents are genuinely employed within the natural feeder area, whose chosen medium of instruction is the medium of instruction.

(e) Fifth Priority: Learners residing outside the feeder area, whose mother tongue or chosen medium matches the school's medium, and who demonstrate leadership or participate in sports/cultural activities offered by the School.

(f) Sixth Priority: Learners residing outside the feeder area, whose chosen medium matches the school's medium, and whose Grade 6 reports show benchmark achievement.

(g) Sibling Priority: The SGB reserves the right to afford overriding preference to siblings of learners currently or previously enrolled at the School.

9. SCHOOL FEES AND FINANCIAL OBLIGATIONS

9.1 No Admission Barrier

The failure, refusal, or inability of parents to pay school fees cannot be an obstacle to admission. Learners admitted to the full school programme may not be:

- Suspended from classes
- Denied access to cultural, sporting, or social activities
- Refused school reports or transfer certificates
- Victimized in any way due to non-payment of fees

9.2 Fee Exemption Process

Parents unable to pay fees may apply for total or partial exemption using prescribed forms. Applications are processed confidentially and fairly according to ministerial policy and Government Notice R1052.

9.3 Combined Income Assessment

Fee exemption decisions consider the combined annual gross income of all persons defined as "parents" under SASA, including biological parents, legal guardians, and persons undertaking parental obligations.

10. LEARNERS WITH SPECIAL EDUCATIONAL NEEDS

10.1 Inclusive Education

The rights and wishes of learners with special educational needs must be considered during admission. The School will admit such learners where reasonably practical and make necessary arrangements to ensure accessibility.

10.2 Support and Referral

Where appropriate support cannot be provided, the principal must refer the application to the HOD for placement at a suitable alternative school, ensuring the process is handled urgently to prevent educational prejudice.

10.3 Assessment Process

Assessment and consultation regarding placement must involve a school-based team including parents, educators, and relevant support personnel, with HOD approval for final placement decisions.

11. ADMISSION OF NON-CITIZENS

11.1 Equal Treatment

SASA and this policy apply equally to learners who are not South African citizens whose parents possess temporary or permanent residence permits from the Department of Home Affairs.

11.2 Study Permits

Learners entering on study permits must present the permit upon admission.

11.3 Undocumented Persons

Persons seeking to legalize their stay must show evidence of application to the Department of Home Affairs, but lack of documentation cannot prevent school attendance.

12. LANGUAGE POLICY INTEGRATION

12.1 Language Policy Compliance

In accordance with Section 6 of SASA (as amended December 2024), the School's language policy must:

- Consider the language needs of the broader community in the education district
- Prioritize the best interests of the child with emphasis on constitutional equality
- Account for changing learner demographics and enrollment trends
- Ensure effective use of classroom space and resources

12.2 Policy Review Requirements

The language policy must be reviewed every three years or when circumstances require, as mandated by Section 6(6) of SASA.

12.3 HOD Language Directives

The HOD may direct the school to adopt additional languages of instruction where practical, following prescribed consultation processes and ensuring adequate resources are provided.

13. CODE OF CONDUCT AND SCHOOL PROPERTY

13.1 Binding Code of Conduct

While refusal to subscribe to the School's Code of Conduct cannot prevent admission, the Code remains binding on all learners as per Section 8(4) of SASA.

13.2 Property Care and Liability

Learners must care for school property, and parents are liable for damage or loss caused by their children. The School accepts no liability for learner property brought onto premises.

14. RIGHTS AND OBLIGATIONS

14.1 Parental Rights and Duties

Parents have rights to:

- Participate in school governance
- Be consulted on school policies
- Apply for fee exemptions
- Receive information about their obligations

Parents must:

- Ensure regular school attendance
- Support their children's education
- Comply with school policies and procedures

14.2 Learner Protection

The SGB commits to protecting all school community members from physical or mental violence and fostering the physical, mental, and moral welfare of learners.

15. POLICY REVIEW AND COMPLIANCE

15.1 Mandatory Review Schedule

This admission policy will be reviewed every three years or when circumstances require, as mandated by Section 5(5)(c) of SASA (as amended December 2024).

15.2 Factors for Review

Policy reviews must consider:

- Best interests of the child with emphasis on constitutional equality
- Availability of other accessible schools in the community
- Available school resources and effective use of state resources
- Available space at the school
- Changing community demographics and needs

15.3 Compliance Monitoring

The SGB will conduct annual compliance audits to ensure adherence to all national and provincial education legislation and policies.

16. HOME EDUCATION

Parents wishing to provide home education must apply to the HOD for registration, meeting all conditions stipulated in Section 51 of SASA.

17. FINAL PROVISIONS

17.1 Policy Amendment

This Policy may be amended, supplemented, modified, or altered from time to time by the SGB in accordance with applicable legislation and consultation requirements.

17.2 Legal Precedence

Where any provision of this policy conflicts with national legislation, provincial law, or constitutional requirements, the higher legal authority takes precedence.

17.3 Implementation Date

This updated policy takes effect from [DATE] and supersedes all previous admission policies of the School.

SCHEDULE A

Information Required by the SGB in Addition to Ministerial Policy Requirements:

1. Contact details of all persons falling under "Parent" definition in SASA
2. Certified copies of Court Orders or testamentary documents confirming guardianship

3. Proof of residence or employment in feeder area
4. Identity documents of all "parents"
5. Written authorization for representatives in application process
6. Names of siblings who previously attended the school
7. Chosen language of tuition
8. Details of any notifiable diseases
9. Certificate of Conduct from current school
10. Details of serious misconduct history
11. Information about conditions affecting other learners' welfare
12. Special educational needs requiring attention
13. Circumstances requiring awareness for learner protection
14. Specific subjects desired not offered at closer schools
15. Unabridged birth certificate (when requested)

Note: *Lack of any documentation cannot prevent school admission or attendance.*

SCHEDULE B

CAPACITY DETERMINATION POLICY

Objective

Create an ideal learning environment for maximum learning through optimal facility utilization and successful knowledge transfer.

Legal Framework

- Constitution of the Republic of South Africa, No. 108 of 1996
- South African Schools Act, No. 84 of 1996 (as amended)
- Occupational Health and Safety Act, No. 85 of 1993
- SABS 0400 building regulations
- National Curriculum Statements

Capacity Calculation

Formula: $(\text{Class size m}^2 - \text{desks m}^2 - \text{teacher desk m}^2 - \text{furniture m}^2 - 2.25\text{m}^2 \text{ for educator}) \div 0.9\text{m}^2 \text{ per learner} = \text{classroom capacity}$

Current Infrastructure:

Permanent classrooms: 17 (ranging 49-70m²)

- **Temporary classrooms:** 10 (54-66m²)
- **Maximum school capacity:** 1,050 learners

Facilities not appropriate as classrooms: Laboratories, computer centers, media center, school hall, offices, staff room, meeting rooms, storerooms, tuck shop.

This policy ensures compliance with all current South African education legislation while maintaining the school's commitment to quality education and community service.

Approved by:
Chairperson, School Governing Body: E. AVONTUUR Date:

Witnessed by: Principal: <u>M EHRENREICH</u> Date: <u>13 August 2025</u> Next Review Date: <u>August 2028</u>
