ADMISSION POLICY

1. PREAMBLE

This policy is founded on principles and regulation contained in the following:

1.1. Those enshrined in the Constitution of South Africa.

1.2. The South African Schools Act No 84 0f 1996, as amended.

1.3. The Admission Policy for Ordinary Public Schools published in the Government Gazette No 19377.

1.4. KZN Circular 99 of 2006.

1.4. The Administration of Learner Admissions in Public School in 2017 – KZN Circular No 38 of 2015.

2. INTRODUCTION

- **Parkside Primary School is a juristic, public school of the KwaZulu-Natal Department of Education.**
- **Parkside Primary School is situated in Malvern, Queensburgh to serve the Malvern community.**
- **We provide opportunities for growth in academic, cultural and sporting fields in our quest to provide the highest quality, holistic education for all our learners.**
- **It seeks to support the Creed, Mission Statement and Vision of the school by ensuring that the school is able to provide high quality education for all learners, regardless of race, ethic or social/cultural origin, colour, gender, disability, religion or HIV/AIDS status.**
- **It seeks to achieve this by creating a multicultural campus that values uniqueness, difference and culture, one that identifies with unity within diversity.**
- **No learner will be unfairly discriminated against.**
- **The school acknowledges and understands that all learners in South Africa have the right to basic education, and so will conduct admissions in as fair, equitable and transparent a manner as possible.**

3. FACTORS GUIDING THE ADMISSION POLICY

The SGB of Parkside Primary School has, after deliberation of all material factors, adopted as its Admissions Policy according to the provisions contained herein:

3.1. GEOGRAPHICAL BOUNDARIES

- **As a result of the number of ordinary public primary schools in the Queensburgh area, the Geographical Boundary will be defined by marking off the streets (residential address/place of work) which are the closest to the school, as compared to other surrounding primary schools in close proximity. This will be dictated by the shortest public route to Parkside Primary.**
- **All learners residing on or within the specified geographical boundary have the right to attend Parkside Primary.**
- **Learners living outside of the geographical specified boundary are encouraged to attend a school closest to their residence, but may be admitted to Parkside at the discretion of the School Governing Body.**

3.2. AGE OF ADMISSION

In terms of section 5(4)(a) of SASA, the admission age of a learner to a public school will be as follows:

- **Grade 1 – learners who are age 5, turning 6 by 30 June in the year of admission.**
- **Grade 0 – Learners who are age 4, turning 5 by 30 June in the year of admission.**
- **All learners in others grades must be age cohort in the year of admission.**
- **Learners older than 14 years of age will not be admitted.**

3.3. LANGUAGE OF INSTRUCTION

In terms of Section 6(2) of SASA, the SGB of a public school may determine the language policy of that school.

- **The SGB of Parkside Primary School has, in its language policy, determined that the school will be a single medium school and that the language of learning and teaching (LOLT) will be English (HL).**
- **Accordingly, it is recommended that learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress.**

4. ANNUAL SCHOOL FEES

The Annual School Fees for this calendar tear (2017), as determined by the general parent body at its Budget and Fees Meeting held on 11 November 2016, is R11 480-00.

5. CAPACITY OF THE SCHOOL

In reaching a decision on the actual capacity of Parkside Primary, the SGB has taken into account all relevant factors including, but not limited to:

- **The working space required by each learner to function effectively – is 1.2 to 1.5 m² per learner, per classroom. (Government Gazette NO: 36837 of 2013)**
- **The number of available educators, as provided for by the KZN Department of Education.**
- **Educators' space requirements including areas for their administration.**
- **The number of designated, suitably sized classrooms provided by the KZN Department of Education.**
- **The space required for sports, creative and cultural programmes and activities to take place.**
- **Ablution Facilities at the school.**
- **Provisions for continued space for a library, computer room, music rooms, multi-purpose centre, after-care facilities and the capacity of the school hall.**
- **The need to support the educational process by providing designated and exclusive space for the management and administration of the school and a staff common room.**

Admission of learners will cease once the capacity of the school has been reached.

6. ADMISSIONS PERIOD

1. The Admission Period will be as follows:

- **20 February – Siblings of learners already enrolled at Parkside.**
- **01 March – for all other applications, including those applicants living outside of the geographical boundary of Parkside.**
- **The Admission Period will commence on first school day in March and close on the last school day in October of the current calendar year.**

7. BIOLOGICAL PARENTS & LEGAL GUARDIANS

- **Only applications for admissions submitted by a biological parent/s or legal guardian/s will be considered.**
- **Legal Documentary proof, validating the status of a legal guardian must be provided with an application, if the application is being made by a legal guardian/s.**

- **Legal Documentary proof must be provided, if the parent has sole custody of the child.**

8. COLLECTION & SUBISSION OF APPLICATION DOCUMENTS

- **Parents or legal guardians are required to collect application documents from and submit these documents to the Admissions Secretary in person.**
- **Requests to have Admission documents collected by Proxies or representatives will not be accepted.**
- **Documents to be collected and submitted will be restricted to the following times on work days: - 8:00 to 10:00.**

9. DOCUMENTS REQUIRED FOR ADMISSION.

The following documents are compulsory and must be submitted with the original application form obtained from the school.

- **Fully completed application form. Any incomplete field will render the application incomplete and will therefore not be considered.**
- **Original Document validating the applicant's place of residence. Deed of Sale, Rates Certificate, Electricity Bill, bank statement.**
- **Lease agreements will only be accepted after proof is established. The application will be cancelled by the school should there be evidence of false information.**
- **Original Identity Documents of both biological parents or legal guardians.**
- **Original Death Certificate of biological parent/s in the case of the parent/s being deceased.**
- **Unabridged Birth Certificate of the learner for whom admission is being requested.**
- **The child's Immunisation Record (Clinic Card)**
- **Original last school report if the learner is being transferred from another school. (Grade 4 to 7)**
- **Transfer Card from the previous school (Grade 2 to 7)**

10. ACCEPTANCE FEE

- **An Acceptance Fee of R3000-00 per application will be levied and is payable two calendar months of acceptance of the current calendar year.**
- **Applications accepted in September and October will be subject to the acceptance fee being paid by 31 October of the current calendar year.**
- **The Acceptance Fee will form part of the annual school fee and will be deducted accordingly.**
- **The school reserves the right to reject an application if the Acceptance Fee is not paid by the stipulated date mentioned above.**

11. FACTORS AFFECTING THE ADMISSION OF A LEARNER

An application for admission may be rejected on any one or a combination of the following factors.

- **The appropriate age cohort of a learner seeking admission**
- **The submission of incomplete application forms**
- **The submission of application forms without any of the prescribed, appropriate original documents.**
- **The submission of falsified/fraudulent information or misrepresentation of facts.**
- **Non-payment of the prescribed Acceptance Fee by the due date.**
- **Applications submitted after 31 October of the current calendar year.**
- **The financial track record of a parent/legal guardian.**