Laerskool Vryburg



ADMISSION
POLICY

ADMISSION POLICY OF LAERSKOOL VRYBURG PRIMARY

Date of effect			
Date of approval by SGB Chairperson		Date of next review	
Date of verification by Circuit Manager		Date (s) of amendments	
Approved by SGB Chairperson Print Name		Signature SGB Chairperson	
Verified by Circuit Manager Print Name		Signature Circuit Manager	
Legislative Framework	1. The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended. 2. The South African Schools Act, 1996 (Act 84 of 1996) as amended. 3. National Policy Act, 1996 (Act 27 of 1996) as amended. 4. Employment of Educators Act, 1998 (Act 76 of 1998). 5. Education Policy Act, 1998 (Act 12 of 1998) 6. North West Schools Act 3 OF 1998 7. Refugees Act, 1998 (Act 130 of 1998). 8. Aliens Control Act, 1991 (Act 96 of 1991). 9. Admission of Learners to Public Schools (General Notice 4138 of 2001). 10. Education White Paper 6: Special Needs Education, 2001. 11. Education White Paper 5, 2004 12. ANNEXURE DBE CIRCULAR 1 0F 2020 13. ANNEXURE 20190916 PHAKAMISA 14. BELA Act (2025)		

Admission policy to Laerskool Vryburg Primary

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ADMISSION POLICY

1. INTRODUCTION

LAERSKOOL VRYBURG PRIMARY, (hereinafter referred to as "the School"), is a public school, having juristic personality by virtue of the provisions of Sections 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.

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.

The SGB is mindful of the following legislation relating to the admission of learners to the School and/or different grades at the School.

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)
III. Section 3(4)(I) and 5 of the National Education Policy
IV. Act, No. 27 of 1996 ("NEPA")
V. 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")
VI. Provincial Notice no 1 of 14 March 2013
VII. Applicable North West Education Provincial Laws
VIII. Other relevant legislation
IX. Relevant School Policies
X. The Basic Education Law Amendment Act (2025)

2. PURPOSE OF THE POLICY

The main purpose of the policy is to ensure that learner admission to the public school takes place according to the legislation and State policy. The policy will ensure that:

1. Learners are not prevented from entering public schools for any reason that violates their constitutional rights;
2. Parents, educators, learners and the community are fully aware of the procedures for admission to the school;
3. Administrative procedures for admission are clearly defined;
4. A school makes the right decision when it is processing the admission of learners.

Further, this policy:

1. Recognizes our diversity, and therefore promotes respect for all who choose to apply for admission to the school;
2. Protects/ enhances the dignity and status of all the learners.

3. OJECTIVES OF THE POLICY

The objectives of this policy are to:

3.1 provide for general principles under which learners may be admitted to this school.

3.2 prescribe how admissions will be administered by the school.

3.3 clearly identify the admission age for learners and compulsory school attendance in line with the SASA.

3.4 provide for the admission of learners in terms of the approved feeder zone and language policy of the school.

3.5 prescribe the administrative procedure for the registration of new learners and re-registration of learners already in this school including repeat learners and late registrations.

3.6 identify documentation required for admissions, determine the capacity of this school, and

3.7 explain the role of this school's governing body in relation to admissions, determination of policies, capacity and feeder zones in line with the legislation.

4. APPLICATIONS FOR ADMISSION TO LAERSKOOL VRYBURG PRIMARY

4.1 The Head of Department (Education) (hereinafter referred to as "the HOD") and/or officials of the Department of Education (DOE), 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 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. The HOD and the SGB should encourage parents to apply for admission of their children as stipulated in the regulations.

4.2 The HOD and his/her delegate(s) and the School Principal must take this policy into account fairly and in accordance with law at all times whilst acting in accordance with the relevant regulations or whilst engaged in the process of deciding upon applications for admissions. The School and its SGB will have full access to any copies of any registers or files kept as part of the admission process as the SGB determines the admissions policy of the school.

4.3 The School and the SGB require the School Principal to ensure that Applicants are informed of:

I. the SGB Constitution,
II. the School's Language Policy,
III. Parent Code of Conduct,
IV. the Code of Conduct for Learners,
V. this Admission Policy,
VI. the School's Attendance Policy.

4.4 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/ren is to be enrolled. The School and SGB do not recognize 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 authorized by them in writing, The School and the SGB also regard adherence to this approach as being essential in that it ensures that valid permission may be given for the treatment of the learner in loco parentis for the learner to embark on excursions, and other school activities or during the school day or in the hostel. Consequently, the HOD/the HOD delegate(s)/the School Principal are required to ensure that this approach is strictly adhered to.

4.5 The SGB undertakes to support the HOD/the HOD delegate(s)/The School Principal in encouraging the persons referred to in paragraph 4.4 to apply for the admission of their child/Ren before the cut of date determent by the Education Department.

4.6 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, in terms of the South African Schools Act 19961 Subject to this policy.

4.7 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.

4.8 This admission policy of Laerskool Vryburg Primary and the administration of admissions by the NWED must not unfairly discriminate in any way against an applicant for admission. This aspect of the admission policy will be applied with due cognizance that the language of teaching and learning in Afrikaans and English Learners applying to be admitted to the school may need to be supported to become sufficiently proficient in English and Afrikaans so as not to prejudice their ability to progress academically.

4.9 A learner is admitted to Laerskool Vryburg Primary total school program and may not be denied access to cultural, sporting or social activities of the formal school program subject to the provision that participation to such activities are a privilege and not a right. Learners may also not be denied a report or transfer certificate or otherwise victimized on the grounds that his or her parents are unable to pay or has not paid the required school fees.

4.10 The SGB of Laerskool Vryburg Primary will not administer any test relating to the admission of a learner to the school or direct or authorize the principal or any person to administer such a test.

4.11 The name of a learner must be removed from a school's admission register, when a learner:

4.11.1 Leaves the school after grade 7 or after completing the compulsory school attendance register,

4.11.2 Applies for a transfer to another school and the transfer is affected

4.11.3 Is expelled from the school; or

4.11.4 Dies

4.11.5 The learner is absent without permission for ten consecutive school days without notifying the school.

5. THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)

The Applicant is to note that whilst his/her refusal to subscribe to the School's Code of Conduct for Learners (including dress code) cannot be an obstacle to the admission of the learner to the School. The Code is nevertheless binding on the learner, Section 8(4) of SASA provides as follows:

"Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner."

The Applicant is encouraged to support the School in terms of paragraph 6 of the National Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for learners in familiarizing him/herself with the School's Code of Conduct for Learners and seeing to the observance thereof by the learner,

6. SCHOOL FEES

6.1 The Applicant is to note that the failure or refusal or inability of parents (as defined in Section 1 of SASA) to pay school fees cannot be an obstacle to the admission of the learner to the School.

A learner is admitted to the full school program and may not be suspended from attending class, refused entry to cultural, sports and social activities subject to such participation being a privilege and not a right or refused a school report card or transfer certificate, or be victimized in any other way based on his/her parents'

(a) inability to pay school fees or failure to have done so at any stage,

(b) failure to support the mission statement and code of conduct of the School.

(c) refusal to enter into a contract in terms of which the parents waive their right to claim for any consequential damage relating to the learner's education.

6.2 In terms of Sections 38-41 of SASA a budget meeting of parents of learners enrolled at the School must be held on thirty (30) days' written notice to parents. At the meeting the majority of parents present decide whether or not to accept the budget prepared by the SGB for the next financial year. At the same meeting the majority of parents present and voting may decide that the payment of school fees is to be compulsory, what the amount of school fees per learner per year will be and what criteria will be used to grant total or partial exemption to parents who are unable to pay the compulsory fees or the full compulsory fees. Parents who are unable to pay any of the fees or the full amount of the fees are entitled to apply to the SGB on the prescribed forms for total or partial exemption from the payment of school fees. Such applications must be dealt with in confidence by the SGB which must act fairly and apply the abovementioned criteria and the provisions of the applicable ministerial policy and Regulations Relating to the Exemption of Parents from Paying School Fees in Public Schools (Government Notice R 1052), a copy of which will be furnished to parent(s) on request. Parents applying for relief may request an educator at the School or any other person to assist him/her/them with the application. A parent/parents who feel aggrieved at the decision of the SGB may appeal to the HOD, following the procedure set out in the said Regulations.

6.3 It is important however for Applicant(s) for exemption to note that the combined

annual income of parents is taken into account in the decision as to whether or not the parent(s) qualify for exemption. "Combined annual gross income of parents" is defined in Regulation 1 of the aforesaid Regulations as "the gross income of all the parents of a learner as defined in the Act, calculated together.

6.4 The Applicant's attention is drawn to the following provision of SASA (Section 41) "The governing body of a public school may by process of law enforce the payment of school fees by parents who are liable to pay..."

6.5 Parents of learners are encouraged to support the high standard of education and the sound school facilities and environment by paying school fees and, where they are exempted totally or partially from the payment of compulsory school fees, to offer their services to the SGB for the benefit of the School.

7. DOCUMENTS REQUIRED FOR ADMISSION

7.1 A parent must complete an application form for admission which will be made available to him or her by the principal of the school or his/her delegate together with the admission policy and the code of conduct for the school, (must be available on request). The principal must ensure that parents are given whatever assistance they may require to complete the form.

7.2 Together with the application form, the parent must submit to the principal an official birth certificate of the learner. Should the parent be unable to furnish a birth certificate, the learner may be provisionally admitted until a copy of the certificate has been obtained from the regional office of the Department of Home Affairs. The principal is required to inform the parents that any false statement with regard to the age of the learner constitutes a crime. The parent must ensure that the admission of the learner is finalised within three months following provisional admission,

7.3 Upon application for admission the parent must produce evidence that the learner has been Immunized against the following illnesses: polio, measles tuberculosis, diphtheria, tetanus and hepatitis B.

7.4 When a learner is transferred from one public school to another, the principal will complete a transfer card and hand It to the parent or forward it to the principal of the receiving school. The learner's original transfer card must be attached to the application form for admission to the receiving school.

7.5 If the transfer card is not available, the principal of Laerskool Vryburg Primary may admit the learner and place the learner in a grade on the basis of the following documentation:

7.5.1 The last report card issued by the previous school; or

7.5.2 Other equivalent documentation from the previous school; or

7.5.3 Written affidavit of the parent stating the reason for not having the transfer card and the grade the learner attended at the previous school,

7.6 Undocumented Learners

7.6.1 Subject to this policy, in a case where a parent is unable to submit the birth certificate of the learner and has only submitted an original sworn written statement about the age of a learner, the school will admit the learner and request the parent/guardian/care giver to obtain a copy of the birth certificate from the Department of Home Affairs or their country of origin

The school will refer cases of parents who failed to submit documents to the District Director,

7.6.2 The school will report undocumented learners, annually to the Department by submitting a list of undocumented learners through the office of the District Director to the Provincial Director responsible for admissions, and maintaining a database of undocumented learners.

7.6.3 On submission of a completed application, the school will issue parents an allocated waiting list number from the relevant admissions register.

7.6.4 The school will refer cases of parents who failed to submit documents to the District Director.

7.6.5 The school will annually report undocumented learners to the Provincial Director responsible for admissions.

7.6.6 Parents of undocumented learners are liable to pay school fees unless they apply for exemption.

7.6.7 See Schedule A to this policy for a complete list of documents required for Admission. Particularly certified proof of physical residence and work addresses must be provided.

7.6.8 Parent who has submitted a complete application, will be issued with a number receipt, the receipt constitute acknowledgement that the application has been received; it does not constitute acceptance of the application. Parents should retain these documents of proof for future follow-up.

7.6.9 Once all applications have been considered and the admission process has been completed, parents will be informed via an SMS/WhatsApp to report to the admin office of the Laerskool Vryburg Primary School to collect written confirmation of the outcome of application. This is applicable to those learners who have been accepted and including those on the waiting list

7.6.10 If a parent does not confirm acceptance of admission within the period set in the notice the offer will be deemed to have lapsed and the allocated place may be offered to another applicant.

7.7 All admissions of the learners will be recorded in the admission register of SA SAMS system of Laerskool Vryburg Primary School after conformation of all registered learners.

8. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR VARIOUS GRADES OF THE SCHOOL AS DETERMINED BY SECTION 5(4) OF SOUTH AFRICAN SCHOOLS ACT 84/1996 IS AS FOLLOW:

8.1 Admission must be considered to be in the best interest of the applicant.

8.2 Every application will be considered on its merits as determined by the principal, admission secretary, one other staff member; and, where necessary, in consultation with professionals.

8.3 A learner who falls outside the age norm by more than two years will not be considered for admission, the age norm is the grade plus 6 years, the applicable age is determined by the learners age with his birthday in the year of enrollment and not the age at enrollment.

8.4 Grade R in the year they turn 6.

8.5 Grade 1 in the year they turn 7.

8.6 Grade R learners of Laerskool Vryburg Primary School are already in the system and move on to Grade 1.

8.7 Grade 1 Learners of Laerskool Vryburg Primary School repeating the Grade are

already in the system and remain in Grade 1.

8.8 A learner who is 16 years of age or older and who has never attended school and who is seeking admission for the first time or did not make sufficient progress with his or her peer group, will be advised to enroll at an Adult Basic Education and Training (ABET) Centre.

8.9 Learners with special needs will be admitted where it is reasonable practical in, a school learner with special educational needs and full service schools. (L SEN-Class)

9. REPETITION AT LAERSKOOL VRYBURG PRIMARY

9.1 A learner who has repeated one or more years/grades at Laerskool Vryburg Primary 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 Head of Department must determine whether the learner will be admitted to that grade.

9.2 In principle learners should progress with their age cohort. Repetition of grades seldom result 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 will not be permissible.

9.3 The norm is not to be construed as promoting the practice of automatic promotion, a learner's needs will be attended to through the efforts of the learner, and his or her educators, with support from the learner's family and peers.

10. LEARNERS WITH SPECIAL EDUCATIONAL NEEDS

10.1 The rights and wishes of learners with special education needs will be taken into account at the admission of the learners to Laerskool Vryburg Primary School. The South African Schools Act 1996 requires ordinary public schools to admit learners with special education needs where this is reasonably practical.

10.2 Where the necessary support which would facilitate the integration of a learner in a particular educational context, cannot be provided, the principal of Laerskool Vryburg Primary must refer the application for admission to the Head of Department to have the learner admitted to a suitable public school in this province or to a school in another province.

10.3 Before the Head of Department refers a learner with special needs, the Head of Department must arrange for consultation with parents, educators and the school based support team concerned. These consultations must form part of the assessment of the learner before the learner is referred to another public school. This process should be handled as a matter of urgency to facilitate the admission of a learner as soon as possible to ensure that the learner is not prejudiced in receiving appropriate education.

10.4 Assessment and consultation relating to a change of placement must be carried out by a support team based at the school in consultation with parents, educators and other relevant support personnel. The Head of Department of the province concerned must approve the placement.

11. REGISTRATION PERIOD

11.1 Application for admission for Grade R and Grade 1 starts in April and closes at the end of August with regard to the enrolment of learners for the following year.

11.2 Therefore, parents who wish to enroll their children at the School for the first time must register the learner at the School in the year preceding the school year to which the learner's application for admission pertains.

11.3 All applications for admission to the school on behalf of a learner must be submitted to the principal or his/her delegate(s).

11.4 The learner's parents will by means of acknowledged electronic media, receive notice of the acceptance or refusal of their application within a reasonable time or the period determined by the HOD in this notice they will be informed to collect a letter from the school as written proof of the school's decision. If not collected within a month, it will be posted and deemed delivered.

11.5 All unsuccessful applicants will then be waitlisted. The unsuccessful applicants will be advised to apply at other schools apart from the School,

11.6 The School will keep a proper register of all applications for admission.

12. DUTIES AND RESPONSIBILITIES OF SGB AND PRINCIPAL REGARDING SCHOOL FEE

The principal will notify a parent of the following:

12.1 The amount of the annual school fee, which is an all-inclusive fee, including registration/administration fee, or other fee name: purchase of textbooks and stationery, payment of educational excursions, educational tours and sport tours organized by the school, to be paid and procedures applying for exemption (SASA Section 39(5)).

12.2 The 'Resolution to charge school fees' (Section 39) adopted at the AGM as contemplated in Section 38 of South African Schools Act, 84 of 1996, as amended

12.3 The parent is liable for the payment of school fees unless he/she has been exempted from the payment thereof.

The checklist form must be completed by the parent, indicating that the parent has been informed about the provisions of paragraph (12.1) and (12.2.)

13. SCHOOL ZONING

The feeder zone for the school is the nearest school to the parents' home address or work address for parents who live in the domicile of the employer.

13.1 On waiting list "A", preference will be given to

13.2 Learners whose parents' home address or work address is the closest to the School.

13.3 Learners whose siblings are already in the school.

13.4 Learners from the feeder primary schools or in the same geographical area.

13.5 On waiting list "B" should be:

13.6 This is for parents who live and work outside the area. A parent of a learner who lives outside the feeder zone is not prevented from seeking admission at whichever school he/she chooses, but will be placed on the waiting list "B"

and immediately provided with a written response and referred to a school closest to place of residence for application.

14. CAPACITY

Determining capacity of ordinary public school

14.1 The capacity of an ordinary public school is the sum total of the capacity of all the classrooms, excluding specialist classrooms, in that ordinary public school.

14.2 The capacity of an ordinary public school classroom must be determined using the minimum norms and standards determined.

(a) in regulation 9(1) or (2), as the case may be, for a classroom size;
(b) in regulation 9(2)(b) or (5)(b), as the case may be, for the average educator teaching space; and
(c) in regulation 9(2)(a) or (5)(a), as the case may be, for the average learner space.

14.3 As a minimum uniform norm and standard, the capacity of an ordinary public school classroom must be determined through the application of the following formula:

$$\text{Grade R Classroom Capacity} = \frac{\text{Classroom Size} - \text{Educator Teaching Space}}{\text{Average Learning Space}}$$

$$\text{Grade 1 -7 Classroom Capacity} = \frac{\text{Classroom Size} - \text{Educator Teaching Space}}{\text{Average Learning Space}}$$

14.4 In determining the capacity of an ordinary public school, an assessment form may be used.

14.5 A complete capacity redetermination of an ordinary public school may be required in the event of:

(a) space being removed or more space being added;
(b) several small spaces being converted into a larger space;
(c) changes that affect the type or function of space, such as, the conversion of underutilized space into specialist classrooms such as science laboratories; or
(d) exceptional and unforeseen circumstances such as emergencies, special events or changes in local demographic that affect the ordinary public school's ability to accommodate leaners in the traditional manner of the capacity of an ordinary public school.

Number of teachers and class size

14.6 The minimum norm and standard ratio for the number of teachers and class size for Laerskool Vryburg Primary is:

(a) in the case of Grade R, one teacher to a maximum of 30 learners; and
(b) in the case of Grades 1 to 7, one teacher to a maximum of 35 learners.

14.7 The SGB has determined the school's maximum capacity for learner admission as follows:

Total number of learners in School: 1100

Grade R Afrikaans		60
Grade R English		60
Grade 1 to 3 Afrikaans		210
Grade 1 to 3 English		210
Grade 4	Afrikaans	70
Grade 4	English	70
Grade 5	Afrikaans	70
Grade 5	English	70
Grade 6	Afrikaans	70
Grade 6	English	70
Grade 7	Afrikaans	70
Grade 7	English	70

Register classes per grade 4

Learners per class:	GR R:	30
	GR 1-3:	35
	GR 4-7:	35
Learners per grade:	GR R:	120
	GR 1-3:	140
	GR 4-7:	140

14.8 The following factors were considered in determining the School's capacity:

14.8.1 That Learners' best interests have preference
14.8.2 The number of educators available
14.8.3 The space available for administrative needs
14.8.4 The number of appropriate classrooms available
14.8.5 Space needs for sports cultural and recreational activities
14.8.6 The available space in the current media and computer centers, science and technology laboratories and the school hall
14.8.7 The sanitary facilities available
14.8.8 Parking facilities
14.8.9 Safety measures
14.8.10 The maximum number of learners permitted per class
14.8.11 Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education
14.8.12 Reading Corner
14.8.13 Mat for group work

A document relating to the most recent capacity assessment will be available on request.

15. SCHOOL PROPERTY

The Applicant's attention is drawn to the following:

15.1 Every learner of a public school shall take good care of the property of the school which is placed at his/her disposal, and shall return it to the school on or before a date specified by any educator employed at the school.

15.2 The parents of a learner at a public school shall be liable for any damage to or loss of Laerskool Vryburg Primary school property in respect of which the learner concerned is liable to the Laerskool Vryburg Primary school.

15.3 It is the duty of every parent to assist the State and the governing body of a school to promote a culture of respect for school property.

16. RISK OF DAMAGE OR LOSS

The Applicant is notified that the School accepts no liability for the damage to or destruction or loss of any property brought on the School premises by the learner or his/her parent(s). It matters not who causes such damager destruction or loss, how it is caused, whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. The School accepts no liability. Learners are encouraged to safeguard property brought onto the School premises and Applicants and parents of learners are encouraged to take out their own insurance against such damage, destruction or loss.

17. ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION

17.1 Unless and until the HOD, after consultation with the SGB, decides otherwise, the natural feeder area of the School is Dr. Ruth Segomotsi Mompati District which include Naledi, Greater Taung, Kagisano- Molopo, Mamusa and Lekwa Temane,

However, applicants who does not fall within the feeder area are not precluded from seeking admission but preference will be given to learners who choose Afrikaans as their LOLT (language of learning and teaching) in the interest of furthering the diversity and inclusion imperatives of the school.

17.2 The School is currently a Parallel-medium institution equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is a medium of tuition at the School. The two languages of teaching at the school are Afrikaans and English. Only Afrikaans Home Language, English Home Language and Setswana Home Language as well as Afrikaans and English First Additional Language are provided.

17.3 Whilst the School and SGB know that they may not unfairly discriminate against a learner on whose behalf an application is made for admission and have no intention thus to discriminate, the applicants appreciate that the School cannot accommodate all learners and that some process of (fair) discrimination regarding admission of learners is inevitable. Therefore, and in view of a foregoing, it is the School's policy that the following preference be afforded to applications:

17.3.1 First those in respect of learners bona fide (genuinely) residing with their parents (as defined in SASA) within the natural feeder area of the School, and whose mother tongue is Afrikaans,

17.3.2 Secondly those in respect of learners whose parent or parents is/are genuinely employed at an address within the natural feeder area of the School, and whose mother tongue is a medium of tuition of the School.

17.3.3 Third, those in respect of learners whose parent or parents is/are genuinely employed at an address within the natural feeder area of the School, and whose chosen medium of tuition (the choice being exercised by the parent(s) in the application for admission) is a medium of tuition of the School.

17.3.4 Fourth, learners residing outside the natural feeder area of the School, whose mother tongue is Afrikaans, and who wish to study a subject or subjects offered by the School and no other school closer to the learner's place of residence.

17.3.5 Fifth learners residing outside the natural feeder area of the School, whose chosen medium of tuition (the choice being exercised by the parent(s) in the application) is Afrikaans, and who wish to study a subject or subjects offered by the School and no other school closer to the learner's place of residence.

17.3.6 Notwithstanding the foregoing the SGB reserves the right to afford overriding preference to siblings of learners already enrolled at the School.

17.3.7 Finally, learners residing outside the natural feeder area of the School, and whose mother tongue or chosen medium of-tuition is a medium of tuition of the School on the basis of first come first served.

18. SUBJECTS

The following subjects are offered by Laerskool Vryburg Primary:

Foundation Phase Grade R to 3

Afrikaans Home language
English Home Language
Afrikaans First Additional Language
English First Additional Language
Setswana Second additional
Mathematics
Life Skills

Intermediate Phase 4 to 6 Grade 4-2024 Grade 5 - 2025 Grade 6 - 2026

Afrikaans Home Language
Setswana Home Language
English Home Language (from Grade 4 - 2024, Grade 5 - 2025, Grade 6 - 2026)
English First Additional Language
Social Science (Geography and History)
Natural Science and Technology
Mathematics
Life skills

Senior Phase Grade 7
Afrikaans Home Language
English Home Language from 2027
English FAL
Social Science (Geography and History)
Natural Science
Mathematics
Technology
Creative Arts
EMS
Life orientation

18.1 For learners whose language at home is Setswana it will be compulsory to take Setswana or English as Home Language and Afrikaans as FAL.

18.2 For learners whose language at home is Afrikaans it will be compulsory to take Afrikaans as Home language and English as FAL.

18.3 **Admission Integrity:**

18.3.1 Admission to the school under specific language of instruction must be based on the learner's bona fide home language or the genuine language preference of the learner and parent during the admission declared process.

18.3.2 No learner may apply for admission under a particular language of instruction solely for the purpose of gaining admission to the school with the intention of requesting a change of language after admission has been granted.

18.3.3 Where it is established, whether during or after admission, that incorrect, misleading or false information was provided regarding the learner's home language or language preverence in order to secure admission, the school reserves the right to review and withdraw such admission. Any such review will be conducted in accordance with the school's admission and language policies adopted by the SGB. In terms of section 5 &6of SASA act 84 of 1996, as well as applicable provincial regulations.

18.3.4 Where appropriate, the school may require the learner to be placed at another school where the declared language of learning and teaching can reasonably be accommodated. The school may further take such administrative steps as are necessary to protect the integrity of its admission and language policies and to ensure fair access for learners who genuinely qualify for admission in terms of the applicable language stream.

19. REGISTER OF ADMISSION

19.1 The principal of Laerskool Vryburg Primary will keep a register of admission to the school. All admissions of learners to Laerskool Vryburg Primary will be recorded in the SAMS computer programme. SAMS will contain the name, date of birth, age, identity number if applicable, and the address of the learner as well as the names of learner's parents as defined in the South African Schools Act, 1996 and their addresses and telephone numbers, where applicable.

19.2 Entries in the register of admission must be verified against the birth certificate or identity documents of the learner concerned.

19.3 Officials of the Provincial education department will have access to SAMS.

20. HOME EDUCATION

20.1 A parent who wishes to provide home education for his or her child must apply to the Head of Department for registration.

20.2 The Head of Department will register such a learner if he or she is satisfied that the conditions stipulated in section 51 of the South African Schools Act, 1996, are complied with..

21. REQUIREMENTS

If the requirements are not met or the provisions thereof will not serve the best interest of a learner or other learners, the SGB and the School refer to the Ministerial Policy.

22. ADMISSION OF NON-CITIZENS

22.1 Applications for admissions of non-citizens will be dealt with in accordance with paragraphs 19-21 of the ministerial policy, If the definition of "immigrant" as per the NPPPR document is complied with, they must take note of the language policy of the school. Preference may be given to non-RSA citizens who indicate Afrikaans as their mother tongue..

22.2 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 residence issued by the Department of Home Affairs.

22.3 The learner's status in the Republic should comply with the Immigration and Refugee Act.

22.4 Persons classified as illegal citizens 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 terms of the Aliens Control Act 1991 (No, 96 of 1991)

22.5 Learners with a permanent residence permit issued in terms of the Immigration act must submit a birth certificate issued by the relevant authority from his or her country of origin .

22.6 Non-citizen learners will only be admitted to Laerskool Vryburg Primary only if their residence status in the Republic complies with the immigration and Refugees Act,

22.6.1 A “refugee learner” may be admitted only if he/she produces an asylum seeker permit or a certificate granting refugee status or provides evidence that they have applied to the Department of Home Affairs to legalize their stay in South Africa.

22.6.2 Laerskool Vryburg Primary will not admit children of foreign nationals without proper residential documents.

23. THE SGB AND THE LEARNERS OF THE SCHOOL

23.1 All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights as set out in the Code of Rights and Duties of Stakeholders of the School.

23.2 The SGB considers Itself to be in duty bound to protect the educators, learners, parents and non-educators of the School from physical or mental violence and to foster the physical, mental and moral welfare of learners, and

23.2.1 reserves the right to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the welfare, safety or life of learners or staff members in the school or the very interest the SGB considers itself to be in duty bound to protect;

23.2.2. may enquire from and take sue with the HOD concerning the wisdom of admitting a learner to any grade in the School when the learner will be severely prejudiced by reason of the inability of the learner to communicate or be communicated with at the level required for proper tuition to take place in that grade,

23.2.3 may take whatever steps may be reasonably practicable, given the resources and circumstances of the School, to assimilate a disabled prospective learner into the School; and

23.2.4 requires a member of staff or a learner or any learner's parent(s) to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

24. THE PARENTS AND THE SCHOOL/SGB

24.1 The parents(s) of learners are requested to complete the prescribed consent form to enable the School staff to act in the best Interest of the learner in cases of emergency or to relieve the learner's pain or discomfort until the parent(s) can intervene.

24.2 Parents of learners at the School have apart from their duties, several rights. Inter alia they have the right to be consulted regarding the formulation of the School's language and religious policies and code of conduct, or any amendments thereto, they are also invited to submit recommendations and proposals to the SGB regarding the supplementation or amendment of existing policies or the existing Code of Conduct for consideration by the SGB.

24.3 Parents are encouraged to become involved in all the activities of the School. To offer to serve in the governance structures and support groups serving the interests of the School community, and to support the education process by interacting constructively with educators and ensuring that set work and homework is done by the learner conscientiously and punctually. Parents are also required to ensure that their children are properly equipped to participate fully in the tuition process and that they attend school punctually and regularly.

25. ROLES AND RESPONSIBILITIES OF THE SGB AND PRINCIPAL

25.1 **The SGB**

The SGB is authorised to develop the Admissions Policy of the school in accordance with legislative processes. The SGB approves and adopts the policy and ensures the implementation of the policy in school. The SGB also sees to it that it meets all its obligations regarding admissions as outlined in the SASA and provincial legislation.

25.2 **The Principal**

The principal of the school represents the Head of Department. The principal ensures that the administration of admissions is carried out and that timeframes are adhered to. The principal remains accountable for the administration of admissions and will not delegate this authority to a member of staff. School secretarial staff will not make a decision on whether to admit learners or not.

The principal will also process the registration of learners who were delayed for one reason or another, and these late registrations will be reported to the Circuit/ Area Manager. It is the discretion of the Circuit/ Area Manager to declare a school full, after consulting with theSGB.

25.3 **Parents and Learners**

Parents and learners will abide by the policy and do their best to uphold it so that the admissions process continues without difficulty and delay.

26. APPEALS PROCEDURE

Should a parent be dissatisfied with the School's decision not to admit a learner to the school, such parent may appeal against the decision to the Member of the Executive Council of Education of North West Province in terms of section 5(9) of SASA

27. SCHEDULE A:

Schedule of Documents/ Information Required by the School

Information required by the SGB in addition to that required to be furnished in terms of Ministerial Policy or Provincial Policy or Law:

27.1 The fully completed application form of the school.

27.2 Certified copy of the immunization card of the learner

27.3 The name, residential address, work address and all telephonic, e-mail contact details of each person falling under the definition of "Parent' in SASA

27.4 A certified copy of the learner's unabridged birth certificate or an original affidavit wherein the parent explains why the document is unavailable.

27.5 A certified copy of any Court Order or testamentary document confirming guardianship or custody or any similar right of the person ("Parent") claiming such right, if applicable.

27.6 An original affidavit, employer's certificate, electricity or other account or any other proof reasonably required by the SGB to verify the place of residence of a learner and his/her "parents" or the fact and place of employment of the "parents" of the learner.

27.7 A certified copy of the identity or other document confirming the identity of each person falling within the definition of "parent" in SASA to the reasonable satisfaction of the SGB.

27.8 Written authority of the parent(s)/guardian(s)/person(s) referred to in paragraph 4.4 to any person to represent him/her/them in applying for the admission of the learner to the School or in any other matter affecting the learner.

27.9 The language of tuition chosen on behalf of the prospective learner. Immigrants must indicate their status as well as the language competencies of the learner.

27.10 Details if any notifiable disease from which the learner may be suffering

27.11 Details of any medical condition which may endanger the physical welfare of any of the learners or staff members of the School.

27.12 Details of any specific needs the learner may have and which may require attention to maximise the learner's school experience or promote his/her best interests.

27.13 Details of any condition or circumstances of which the School should be aware in order to protect the best interests of the learner and/or any other learners of the School.

27.14 Any specific subjects the learners may want to study and which are not offered by a school closer to the learner's place of residence.

27.15 Names of siblings who are already enrolled as learners at Laerskool Vryburg Primary School.

Signed at _____ on this _____ day of _____.

Position	Print Name	Signature
SGB Chairperson		
SGB Treasurer		
SGB Secretary		
School Principal		
SGB Educator		
SGB Educator		
Non- Educator (AA/GA)		
Parent (Additional Member)		
Parent (Additional Member		
Parent (Additional Member)		