



# PINEHURST PRIMARY SCHOOL

Achieving excellence in a value-based community

DISCEMUS UT SERVEMUS

## ADMISSION POLICY & PROCEDURE

**Please read this document VERY carefully, together with the requirements on the Application Form. Incomplete applications may not be processed.**

### Preamble

*According to Section 5(5) of the South African Schools Act 84 of 1996 ("SASA") the Admissions Policy of a public school is determined by the school governing body ("SGB").*

*In terms of SASA, the application for admission of learners must be made in the manner that the Head of Department of the Western Cape Department of Education ("the HOD") determines in accordance to this admission policy. The HOD acting through the Principal is responsible both for professional management, and for the administration of the admission, which must be administered in accordance with the governing body's admission policy.*

*The SGB of Pinehurst Primary School has, after deliberation of all material factors, adopted as its Admissions Policy the provisions contained herein.*

### 1. Objectives of Pinehurst Primary School

Pinehurst Primary School is situated in Pinelands to serve the Pinelands community by offering -

- (a) a racially, culturally and socio-economically diverse co-educational school environment that is representative of the Pinelands community; and
- (b) an environment of excellence in the provision of academic, cultural and sporting education and activities.

### 2. Language of instruction

The SGB of Pinehurst Primary School has, in its language policy adopted in terms of section 6(2) of SASA, determined that the school is a single medium school and that the language of instruction is English.

### 3. Capacity of Pinehurst Primary School

- (1) The capacity of the school is limited to 420 learners.
- (2) In reaching a decision on this figure, the SGB –
  - (a) considers the educational needs, safety and well-being of the learners to be of paramount importance; and
  - (b) takes into account all relevant factors including, but not limited to:
    - (i) the number of available educators;
    - (ii) educators' space requirements including areas for their administration to be carried out;
    - (iii) the number of designated, suitably sized classrooms;
    - (iv) the available space for sports, remedial, and cultural programmes and activities to take place;
    - (v) provision for continued space for a library, computer room, music rooms, multi-purpose centre, after-care facilities and the school hall currently in existence;
    - (vi) 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; and
    - (vii) the capacity of the playground area.
- (3) From Grade 1 to Grade 7, there are two classes of a maximum of 30 pupils in each class.

#### **4. Principles applicable to admissions**

- (1) In considering applications for admission to Pinehurst Primary School, the Principal has discretion to admit learners.
- (2) Section 28(2) of the Constitution, which provides that “[a] child’s best interests are of paramount importance in every matter concerning the child”, is the overriding principle in the consideration of each application.

#### **5. Minimum standards applicable to admissions**

- (1) Preference will be given to seven year olds in the admission of learners to Grade 1.
- (2) Except for Grade 1, a learner must have passed and met the requirements of the grade immediately below the grade into which admission is sought.
- (3) In all grades, learners who are more than two years older than the grade cohort will only be accepted in exceptional circumstances.

#### **6. Factors to be considered for admissions**

In exercising its authority to admit learners, the Principal –

- (1) must give priority to learners who permanently reside in Pinelands; and
- (2) may, in addition, consider the following factors:
  - (a) proximity, within Pinelands, to Pinehurst Primary School;
  - (b) the potential of the learner’s parent(s) or guardian(s) to be fully involved and participate in their child’s education at Pinehurst Primary School;
  - (c) the learner’s best interests for him or her to be accepted, having regard to the academic standards and requirement of participation in the sporting and cultural spheres; and
  - (d) the learner’s disciplinary history at a previous school or schools.
  - (e) the learner has a current sibling/s at the school.

#### **7. Documentation and information to accompany an application**

- (1) In applying paragraph 6(1) and 6(2)(a), the Principal may request and consider, as part of the application, proof of permanent residency in Pinelands in the form of –
  - (a) a title deed or signed lease agreement in the name of one or both parents or guardians; and
  - (b) proof of residency according to the Financial Intelligence Centre Act 38 of 2001 (FICA).
- (2) A sublease agreement does not constitute proof of permanent residency.
- (3) The Principal shall have discretion to consider any lease period above 12 months as constituting proof of permanent residency.
- (4) In applying paragraph 6(2)(b), the Principal may invite the learner’s parent(s) or guardian(s) to a formal interview.
- (5) In applying paragraphs 6(2)(c) and (d), the Principal may request and consider, as part of the application, a certified copy of the learner’s –
  - (a) disciplinary record at a previous school or schools; and
  - (b) record of involvement in cultural, sporting or social activities.

#### **8. Application procedure**

- (1) All applications must be made in writing on the school’s prescribed application form, together with documentary proof requested in terms of paragraph 7.
- (2) Incomplete applications may not be processed.
- (3)
  - (a) With respect to Grade 1 applications, the Principal –
    - (i) must advertise annually by no later than the end of the second term, acceptance of applications for Grade 1 in the following year;
    - (ii) must determine a closing date for submission of such applications; and
    - (iii) may consider late applications only in exceptional cases.
  - (b) Applications to be admitted to the start of Grade 2 – 7 are dealt with during the fourth term and parents are informed if a place has been offered to them.
  - (c) Applications for immediate admission into Grade 1-7 are dealt with as and when required for those families moving into the Pinelands area during the year.
- (4) If an application is accepted and not taken up, and thereafter the parent(s) or guardian(s) wish to apply again for the following year, a new and complete application must be made as reacceptance will not be automatic.