

CHRISTIAAN DE WET



GEKOMBINEERDE SKOOL • COMBINED SCHOOL

ADMISSION POLICY

POLICY OF CHRISTIAAN DE WET CS REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL OR GRADES AT THE SCHOOL

Whereas Christiaan de Wet Combined School (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;

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 contained in Act No. 108 of 1996 (hereinafter referred to as “the Constitution”);
- (ii) Section 3(3)(4)(l) and 5 of the National Education Policy Act, No. 27 of 1996 (“NEPA”);
- (iii) 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
- (iv) the Education Laws Amendment Act, No. 50 of 2002.

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 It is acknowledged that –

- (a) the Head of Department (Education) (hereinafter referred to as “the HOD”) and/or officials of the Free State Department of Education (FSDOE) 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.
- 1.2 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 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 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 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. 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 so forth. Consequently, the HOD/the HOD delegate(s)/the School Principal are required to ensure that this approach is strictly adhered to.
- 1.6 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 September of the year preceding the next school year.
- 1.7 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 Where a learner or prospective learner is two years or more above the normal, legally prescribed grade age for the grade in which he/she is, or for the grade to which admission is sought on his/her behalf, the School Principal must consult with the SGB regarding whether the learner must be admitted to an appropriate grade in the School, or be admitted to a bridging programme/fast tracking facility provided by the District

- Director of the Provincial Department of Education before deciding what action to take in the circumstances.
- 1.9 The SGB regards the norm age for Gr. R to be 5 years, turning 6 years old in the year and the norm age for Gr. 1 to be 6 years, turning 7 years old in the year.
- 1.10 The SGB further reserve the right not to admit a learner who is not academically, emotionally or socially ready for the challenges of Gr.1.
- 1.11 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.”
- 1.12 The capacity of the school will be determined as set out in Schedule B of this policy. This may be altered as necessary after an external safety audit of the buildings as would be done from time to time.
- 1.13 The SGB reserves the right to conduct interviews with parents and perspective learners in order to assess if the application meets the requirements set out in this policy.

2. 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 familiarising him/herself with the School’s Code of Conduct for Learners and seeing to the observance thereof by the learner.

3. SCHOOL FEES

- 3.1 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.
- 3.2 In terms of Sections 38-41 of SASA, an Annual General Meeting (“AGM”) of parents of learners enrolled at the School must be held on thirty (30) days’ written notice to parents. At the AGM 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 Regulations, 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.

- 3.3 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 ..."

- 3.4 "Parent" is defined in SASA to mean-

- (a) the parent or guardian of the learner;
- (b) the parent legally entitled to the custody of the learner; or
- (c) a person who undertakes to fulfil the obligations of the persons referred to in (a) and (b) towards the learner's education at the school.

So, for example, if the learner has a father and mother, but lives with his/her aunt, who is a person such as the one referred to in (c) above, the combined gross income (before tax or deductions) of all three, the mother, father and aunt, will be taken into account in deciding whether there may be a total or partial exemption from the payment of school fees.

- 3.5 It is for this reason that the details of all persons who fall within the definition of "parent" must be furnished to the School in the application for admission.

- 3.6 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 ..."

- 3.7 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.

4. SCHOOL PROPERTY

The Applicant's attention is drawn to the following:

- (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.
- (2) The parents of a learner at a public school shall be liable for any damage to or loss of school property in respect of which the learner concerned is liable to the school.
- (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.

5. 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 onto the School premises by the learner or his/her parent(s). It matters not who causes such damage, 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.

6. ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION

- 6.1 Unless and until the HOD, after consultation with the SGB, decides otherwise, the natural feeder area of the School is Dewetsdorp.
- 6.2 The School is currently an Afrikaans and English-medium institution equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is the medium of tuition at the School. If said learners chosen language of tuition is English preference will be given to Sotho and Afrikaans home language applications. Sotho and Afrikaans are offered as home languages at our school from Gr. R - 12. English home language will incrementally be implemented from Gr. 8 in 2025 and then yearly thereafter until English home language is offered from Gr. 8 – 12. In the latter case preference will be given to applicants that successfully completed English at home language level in Gr. 7 and would prefer to reside in the hostel.
- 6.3 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, and whilst they are desirous of playing their part in the education of learners in partnership with the State, they 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 the foregoing, it is the School's policy that the following preference be afforded to applications –
 - (a) 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 the medium of tuition of the School.
 - (b) Second, 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 chosen medium of tuition (the choice being exercised by the parent(s) in the application of admission) is the medium of tuition of the School.
 - (c) Third, those in respect of learners who does not live in the natural feeder area of the school and whose mother tongue or chosen medium of instruction is the medium of tuition at the school and whose choice it is to stay in the school hostel will receive preference over those not choosing to stay in the hostel.
 - (d) Special requests for placement by the department must be done through the office of the HOD, and signed by the HOD. All information and documentation regarding the applicant must be given and reason for placement must be motivated for attention of the SGB. The SGB will handle these requests on a case-by-case basis. The best interest of the school, the learners, the capacity of the school and the admission requirements, as set out in the admission policy, must serve as a guide when a

decision is made on the placement of the learner. A decision to place a learner on a special request from the Department may only be made after proper consultation between the HOD and the school governing body took place.

Notwithstanding the foregoing, the SGB reserves the right to afford overriding preference to siblings of learners already enrolled at the School. Preference will also be given to learners who fall within the age cohort of the grade they apply for and who has successfully completed the preceding grade. In the case of learners applying for admission in other grades than entrant grades and at times not deemed to be the start of an academic year, the School retains the right to test the academic level of the learner in order to ensure the best placement for the learner. The admission of the learners in all grades, accept Gr. R & 1, will be subject to interviews with the principal or his delegated authority. The SGB will consider admission in Grade 12 on a case-by-case method. The SGB prefers not to admit new learners in Grade 12.

7. REQUIREMENTS

Save where 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

8. ADMISSION OF NON-CITIZENS

As per regulation

9. THE SGB AND THE LEARNERS OF THE SCHOOL

- 9.1 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.
- 9.2 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 to the full extent of its power to do so and further, to foster the physical, mental and moral welfare of learners. To this end, the SGB -
 - (a) reserves the right to scrutinise the disciplinary and behavioural record of any prospective learner of the School, and to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the very interest the SGB considers itself to be in duty bound to protect;
 - (b) may enquire from and take issue 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;
 - (c) 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
 - (d) 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.

10. THE PARENTS AND THE SCHOOL/SGB

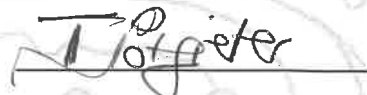
- 10.1 The parents(s)/guardian(s) of learners are requested to complete the consent form, annexed hereto, to enable the School staff to act in the best interest of the learner in cases of emergency or to relieve the learner's pain or discomfort until the "parent(s)" can intervene.
- 10.2 Parents of learners at the School have, apart from their duties, several rights. In this regard they are referred to the Code of Rights and Duties of Stakeholders of the School. *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.
- 10.3 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 are 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.

12. This Policy may be amended, supplemented, modified or altered from time to time by the SGB.

This Policy was accepted at a meeting of the governing body of Christiaan de Wet CS at Dewetsdorp on _____ 2024.



MR. B. MDHLULI
CHAIRPERSON



ME. I. POTGIETER
SECRETARY



MR. W.M.L. STRYDOM
ACTING PRINCIPAL

SCHEDULE A

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

1. The name, residential address, work address and all telephonic, cellphone or e-mail contact details of each person falling under the definition of "Parent" in SASA.
2. A certified copy of any Court Order confirming guardianship or custody or any similar right of the person ("Parent") claiming such right.
3. An 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.
4. A copy of the identity or other document (including Passport) confirming the identity of each person falling within the definition of "parent" in SASA to the reasonable satisfaction of the SGB.
5. Written authority of the parent(s)/guardian(s)/person(s) referred to in paragraph 2, 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.
6. The language of tuition chosen on behalf of the prospective learner.
7. Details of any notifiable disease from which the learner is or may be suffering.
8. A copy of the medical aid card of prospective hostel learners.
9. A copy of a valid study permit for non-citizen applicants.
10. Details of any serious misconduct of which the learner may have been found guilty by a Court of Law or an SGB at any school where the learner may previously have been enrolled.
11. A Certificate of Conduct completed by the school where the learner is presently enrolled.
12. Details of any condition in the learner which may endanger the physical welfare of any of the learners or staff members of the School.
13. 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.
14. 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.
15. 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.

Failure to comply with these prescripts will result in applications being unsuccessful.

SCHEDULE B: CAPACITY

The SBL has determined the school's maximum capacity for student admission as follows:

The general guideline for space of 1m² per learner and 7m² per educator was taken into consideration.

Total number of students in the school: 835

Per class:

Grade	Total	Per Class	No of Classes	Special
RR	24	20	1	
R	24	24	1	
1	32	32	1	
2	32	32	1	
3	32	32	1	
4	32	32	1	
5	32	32	1	
6	32	32	1	
7	70	35	2	1x Class for Lesotho/ Cambridge learners
8	105	35	3	1 x English HL Class from 2025
9	105	35		1 x English HL Class from 2026
10	105	35		1 x English HL Class from 2027
11	105	35		1 x English HL Class from 2028
12	105	35		1 x English HL Class from 2029
Total	835			

The following factors were taken into account in determining the School's capacity:

- That the learner's interests are preferred
- The number of available educators
- The available space for administrative needs
- The available number of suitable classrooms
- The need for space for sports, cultural, and recreational activities
- The available space in the existing media and computer centres, science and technology laboratories, and the school hall
- The available sanitary facilities
- Parking facilities
- Security measures
- The maximum allowable number of students per class
- Internationally recognized best practices regarding class sizes to deliver efficient and effective quality education.

