



POLICY DOCUMENTS

ADMISSION POLICY

Whereas **Bellpark Primary School** is a public school, having juristic personality by virtue of the provisions of Section 15 of the SA Schools Act, No. 84 of 1996 (as amended), the governance of which is entrusted to its School Governing Body (hereinafter referred to as "SGB") referred to in Section 16 of the SA Schools Act.

The SGB is mindful of the following enactments relating to the question of admission of learners to the School or different grades at the School, namely:

- **The Constitution of the RSA 1996**
- **The SA Schools Act, No. 84 of 1996 (as amended)**
- **Section 3(4)(i) and 5 of the National Education Policy Act, No. 27 of 1996**
- **The Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 19377 dated 19 October 1998**
- **Applicable provincial laws**

Whereas the school and its SGB referred to the relevant provisions of the enactments, the SGB now 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 The Head of Education delegates the responsibility for the administration of the admission of learners to the school to the Principal.

1.2 That the Principal must take this policy into account demonstrably, fairly and in accordance with law at all times whilst acting in accordance with paragraph 1.1 above.

1.3 It is important that applicants are informed and taken note of the contents of the following important documents as stated on the website of the school (The School's **Language Policy**; **Admission Policy** as well as the **Code of Conduct for Learners**.)

1.4 The school and the SGB subscribe to the view that according to law, the legal guardian(s)/parent(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled.

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.

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 a 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. 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 R1052).

3.2 The applicant's attention is drawn to the following provision of SASA: **(Section 41) – "The SGB of a public school may by process of law enforce the payment of school fees by parents who are liable to pay"**

4. PROCEDURES WITH APPLICATIONS

For **Grade R; Grades 1 – 3** and **Grades 4 – 7** see procedures as found in the **School's Prospectus**.

A parent will be required to complete an online application form in full for admission on the web page of the WCED. As soon as the learner is accepted at the school, the parent must hand in an application form. Together with this form, the parent must submit an official birth certificate of the learner. Upon application for admission, the parent must produce evidence that the learner has been immunised against the following illnesses: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

Should a learner move from one public school to another, the principal must complete a transfer card and either hand it to the parent or forward it to the other school. **See a full list of documents required for admission in the application form.**

5. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR VARIOUS GRADES OF THE SCHOOL

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.**

6. PROCEDURES

6.1 Parents who wish to enrol their children at the school for the first time must register the learner online on the WCED's web page in the year preceding the school year to which the learner's application for admission pertains.

6.2 The school will receive a list of applicants from the WCED after the closing date for admissions.

6.3 The learner's parents will receive written notice of the acceptance or refusal of their application, within a reasonable time.

6.4 All unsuccessful applicants will then be waitlisted in order of the distance from the school and advised also to apply at other schools apart from the school.

6.5 The school will keep a proper register of all applications for admission.

7 CAPACITY

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

- That learners' best interests have preference.
- The number of educators available.
- The number of appropriate classrooms available.
- The sanitary facilities available.
- Safety measures.
- The maximum number of learners permitted per class.
- Internationally recognised best practice with regard to class size in order to deliver effective quality education.

Capacity – learners per classroom

(ECD/Grade R – as prescribed by the Department; FP/Grade 1: as prescribed by the Department. Other grades – according to the formula)

Formula: Class size (m²) minus total number of learner desks (m²) and teacher's desk (m²) and other furniture/equipment such as cabinets/mat for PF (m²), minus 2,25 m² (space of educator) divided by 0,9 m² (space per learner) = learner capacity per classroom

CAPACITY – LEARNERS PER CLASSROOM

- Grade R = 30
- Foundation phase = 35
- Intersen phase = 36

4 (Admission Policy: No. A1/06/2015)

(Now therefore the SGB, on behalf of the school, declares the School's Policy for Admission of Learners to the school. The SGB delegate powers to the Principal to use his/her discretion to determine which learners will be accepted. The Principal could delegate certain tasks to members of staff, but in the end the final decision will lie with him/her.

8. ADMISSION OF NON-CITIZENS

Applications for admissions of non-citizens will be dealt with in accordance with paragraphs 19-21 of the ministerial policy.

9. CRITERIA FOR ADMISSION

Bellpark Primary is currently a dual-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.

Whilst the school and the 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. It is the school's policy that the following preference be afforded to applications:

(The natural feeder area of Bellpark Primary is as follows: • Oakdale – North of Wellington Street; • Blomtuin; • La Rochelle; • Bellair/ Oak Glen; Ridgeworth/Stellenridge; • Parts of Stellenberg/Eversdal; • Blommendal; • Other areas)

- **First**, those in respect of learners whose brother or sister is a present learner at Bellpark Primary and are residing closest to the school within the natural feeder area of the school.

- **Second**, those in respect of learners *bona fida* (genuinely) residing with their parents (as defined in SASA) closest to the school within the natural feeder area of the school, and those whose mother tongue is the medium of tuition of the school.

- **Third**, those in respect of learners *bona fide* residing with their parents (as defined in SASA) closest to the school 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.

- **Fourth**, those in respect of learners whose parent or parents is/are genuinely employed at the address closest to the school within the natural feeder area of the school, and whose mother tongue is the medium of tuition of the school.

- **Fifth**, 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 the medium of tuition of the school.

- **Sixth**, learners residing outside the natural feeder area of the school, and whose mother tongue or chosen medium of tuition is the medium of tuition of the school, on the basis of first come, first served.

Notwithstanding the foregoing, the SGB reserves the right, in conjunction with the district director, to afford overriding preference to siblings of learners already enrolled at the school, the language of learning that the parents choose for their child and that the learner is residing closest to the school within the natural feeder area of the school. A parent must realise that when a learner is enrolls at the school for the first time and a language of learning is chosen, their child can't be moved to another language of learning in his /her career from Gr. R – 7 in Bellpark Primary School.

10 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 in terms of section 5(9) of SASA.

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

Approved by the Governing Body on 6th March 2023



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Governing Body Chair



BELEIDSDOKUMENTE

TOELATINGSBELEID

Aangesien Laerskool Bellpark 'n openbare skool is met regspersoonlikheid ingevolge die bepalings van artikel 15 van die SA Skolewet, Nr. 84 van 1996 (soos gewysig) waarvan die beheer aan sy skoolbeheerliggaam (hierna "die SBL) soos in artikel 16 van die Skolewet, toevertrou is om beleid te bepaal t.o.v. toelating van leerders tot die skool.

Die SBL let op die volgende wetgewing m.b.t. die kwessie van leerdertoelating tot die skool of verskillende grade by die skool:

- Die Grondwet van die RSA 1996
- Die SA Skolewet, Nr. 84 van 1996 (soos gewysig)
- Artikel 3(4)(i) en 5 van die Wet op Nasionale Onderwysbeleid, Nr. 27 van 1996
- Die Toelatingsbeleid vir Gewone Openbare Skole, deur die Minister van Onderwys in Staatskoerant Nr. 19377 van 19 Oktober 1998 gepubliseer
- Toepaslike Provinsiale Wetgewing

Aangesien die skool en sy SBL die betrokke bepalings van die wetgewing geraadpleeg het, verklaar die SBL namens die skool nou die skool se Beleid vir Toelating van Leerders tot die skool of verskillende grade by die skool soos volg:

1. AANSOEK OM TOELATING TOT DIE SKOOL

1.1 Die Onderwyshoof deleger die mag vir die administrasie van leerdertoelating tot die skool aan die Skoolhoof.

1.2 Dat die Skoolhoof hierdie beleid te alle tye sigbaar, billik en ingevolge die Wet in aanmerking moet neem tydens optrede ooreenkomstig paragraaf 1.1 hierbo.

1.3 Dat die aansoekers hulself sal vergewis van die inhoud van die volgende dokumentasie wat op die Skool se webblad beskikbaar is. (Die **Skool se Taalbeleid, Gedragskode vir Leerders** asook die **Toelatingsbeleid**.)

1.4 Die skool en die SBL onderskryf die siening dat ingevolge die reg die wettige ouer(s)/voog(de) van 'n minderjarige leerder die uitsluitende reg het om te besluit by watter skool hulle kind/pleegkind ingeskryf word.

Gevolgtik aanvaar die skool geen aansoek tensy dit ingedien word deur die ouer(s)/voog(de) van die minderjarige leerder. Voorts beskou die skool nougesette nakoming van hierdie benadering as noodsaaklik aangesien dit verseker dat geldige toestemming verleen word vir die behandeling van die leerder *in loco parentis*, vir die leerder se deelname aan uitstappies, ens.

2. DIE SKOOL SE GEDRAGSKODE VIR LEERDERS (INSLUITEND DRAGKODE)

Hoewel aansoekers se weiering om die skool se Gedragskode vir Leerders te onderskryf, nie die toelating van die leerder tot die skool kan verhoed nie, sal die kode nietemin bindend wees vir die leerder. Artikel 8(4) van die Skolewet bepaal soos volg: **“Geen bepaling van hierdie Wet stel ’n leerder vry van die verpligting om die gedragskode van die skool wat deur sodanige leerder bygewoon word, na te kom nie.”** Aansoekers word aangemoedig om die skool te ondersteun in die nakoming van die Gedragskode.

3. SKOOLGELD

3.1 Ouers (soos in artikel 1 van die Skolewet omskryf) se versuim, weiering of onvermoë om skoolgeld te betaal, kan nie die toelating van leerders tot die skool verhoed nie. Ouers wat nie daartoe in staat is om enige gedeelte van die bedrag of die volle bedrag te betaal nie, is daarop geregtig om op die voorgeskrewe vorms by die SBL om algehele of gedeeltelike vrystelling van die betaling van skoolgeld aansoek te doen. Sodanige aansoeke moet vertroulik deur die SBL hanteer word. Die **Regulasies vir die Vrystelling van Ouers van die Betaling van Skoolgeld in Openbare Skole (Goewermentskennisgewing R1052)** word toegepas.

3.2 Die aansoeker se aandag word voorts op die volgende bepaling van die Skolewet gevestig: **(Artikel 41) – “Die SBL van ’n openbare skool kan die betaling van skoolgeld deur ouers wat daarvoor aanspreeklik is, deur regsproses afdwing.”**

4. PROSEDURE VAN AANSOEKE

T.o.v. **Graad R; Grade 1 – 3 en Grade 4 – 7** sien prosedures soos uiteengesit in die **Skool se Prospektus**.

’n Ouer moet eers op die WKOD se webtuiste aansoek doen. Sodra die leerder by die skool aanvaar is, moet die ouer ’n aansoekvorm om toelating by die skool inhandig. Tesame moet die ouer ’n amptelike geboortesertifikaat van die leerder aan die skool toon. By aansoek tot toelating moet die ouer bewys lewer dat die leerder teen die volgende siektes ingeënt is: polio, masels, tuberkulose, witseerkeel, klem-in-die-kaak en hepatitis B.

Wanneer ’n leerder van een openbare skool na ’n ander verskuif, moet die Skoolhoof ’n oorplatingskaart voltooi en dit aan die ouer oorhandig of na die ander skool aanstuur. Aansoekers moet kennis neem van die **volledige lys van vereiste dokumente vir toelating** soos vervat in die aansoek om toelatingsvorm.

5. LEERDEROUDERDOMVEREISTES VIR TOELATING TOT DIE SKOOL OF VERSKILLENDE GRADE VAN DIE SKOOL

’n Leerder wat met meer as twee jaar buite die ouderdomsverskil val, sal nie vir toelating oorweeg word nie. Die ouderdomsnorm is die bepaalde graad plus 6 jaar.

6. PROSEDURE

6.1 Ouers wat hul kinders die eerste keer by die skool wil inskryf, moet die leerder aanlyn op die WKOD se webblad registreer in die jaar voor die skooljaar waarop die leerder se aansoek om toelating betrekking het.

6.2 Die skool ontvang die lys met aansoekers vanaf die WKOD na die sluitingsdatum.

6.3 Die ouers van die leerder sal binne 'n redelike tydperk, skriftelik van die aanvaarding of afwysing van hul aansoek in kennis gestel word.

6.4 Alle onsuksesvolle aansoekers sal in volgorde van die afstand vanaf die skool na die residensiële adres op die waglys geplaas word en aangeraai word om by ander skole aansoek te doen.

6.5 Die skool sal 'n behoorlike register van alle aansoeke om toelating byhou.

7. KAPASITEIT

Die SBL het die Skool se maksimum kapasiteit vir leerdertoelating soos volg bepaal. Die volgende faktore is by die bepaling van die Skool se kapasiteit in ag geneem:

- Dat die leerder se belange voorkeur geniet.
- Aantal beskikbare opvoeders.
- Beschikbare aantal geskikte klaskamers.
- Beschikbare sanitêre geriewe.
- Veiligheidsmaatreëls.
- Die maksimum toelaatbare getal leerders per klas.
- Internasionale erkende beste praktyk m.b.t. klasgroottes ten einde doelmatige en doeltreffende onderrig van gehalte te lewer.

Kapasiteit – leerders per klas

(VKO/Graad R: volgens Dept. Voorskrif; GF/Graad 1: volgens Dept. Voorskrif. Ander grade volgens formule)

Formule: Klasgrootte (m^2) minus totale getal leerdertafels/banke (m^2) en onderwysertafel (m^2) en ander meubels/toerusting/mat vir GF groepwerk (m^2), minus $2,25 m^2$ (ruimte vir opvoeder) gedeel deur $0,9 m^2$ (bewegingsruimte per leerder) = leerdervermoë per klas

KAPASITEIT – LEERDERS PER KLAS

- Gr R = 30
- Grondslagfase = 35
- Intersenfase = 36

4 (Toelatingsbeleid: No. A1/06/2015)

(Die SBL neem volle verantwoordelikheid vir die implementering van die toelatingsbeleid. Hulle kan egter magte aan die Skoolhoof delegeer om sy diskresie te gebruik om leerders toe te laat binne die bepalings van die toelatingsbeleid. Die Skoolhoof kan sekere take in die verband aan sy personeel delegeer, maar die finale besluit berus steeds by hom.)

8. TOELATING VAN PERSONE SONDER SUID-AFRIKAANSE BURGERSKAP

Aansoeke om toelating van persone sonder SA burgerskap sal hanteer word ooreenkomstig paragrawe 19 – 21 van die ministriële beleid.

9. KRITERIA VIR TOELATING

Laerskool Bellpark is 'n dubbelmedium-instelling en beskik dus oor menslike hulpbronne wat hoofsaaklik voorsiening maak vir daardie leerders wie se moedertaal of gekose onderrigtaal die onderrigtaal van die skool is.

Aangesien die skool en die SBL weet dat hulle nie onregverdig teen 'n leerder mag diskrimineer namens wie 'n toelatingsaansoek ingedien word nie, begryp hulle dat die skool nie alle leerders kan inneem nie en dat een of ander vorm van billike diskriminasie rakende leerdertoelating onvermydelik is. Daarom en in die lig van voorgenoemde, is dit die skool se beleid dat aansoeke in die volgende gebiede van voorkeur hanteer word:

(Die afbakening van Laerskool Bellpark se voedingsgebied is as volg: • Oakdale- Noord van Wellingtonstraat; • Blomtuin; • La Rochelle; • Bellair/Oak Glen; • Ridgeworth; • Stellenridge en gedeelte van Stellenberg en Eversdal; • Blommendal; • Ander areas)

- **Eerstens**, aansoeke namens leerders **wie se broer of suster 'n leerder by Laerskool Bellpark is** en wat **naaste aan die skool, binne die natuurlike voedingsgebied van die skool woon**.

- **Tweedens**, aansoeke namens leerders *wat bona fide (werklik)* saam met hulle ouers (soos in die SA Skolewet omskryf) **naaste aan die skool binne die natuurlike voedingsgebied van die skool woon**, en **wie se moedertaal die onderrigtaal van die skool is**.

- **Derdens**, aansoeke namens leerders *wat bona fide* saam met hulle ouers (soos in SA Skolewet omskryf) **naaste aan die skool binne die natuurlike voedingsgebied** van die skool woon, en **wie se gekose onderrigtaal** (welke keuse deur die ouer(s) op die toelatingsaansoek aangedui word) **die onderrigtaal van die skool is**.

- **Vierdens**, aansoeke namens leerders **wie se ouer(s) werklik by 'n adres naaste aan die skool binne die natuurlike voedingsgebied van die skool in diens is**, en **wie se moedertaal die onderrigtaal van die skool is**.

- **Vyfdens**, aansoeke namens leerders **wie se ouer(s) werklik by 'n adres naaste aan die skool binne die natuurlike voedingsgebied in diens is**, en **wie se gekose onderrigtaal** (welke keuse deur die ouer(s) op die toelatingsaansoek aangedui word) **die onderrigtaal van die skool is**.

- **Sesdens**, aansoeke namens leerders **wat buite die natuurlike voedingsgebied van die skool woon, wie se moedertaal of gekose onderrigtaal die onderrigtaal van die skool is**, op 'n eerste-kom, eerste-keuse grondslag.

Nieteenstaande voorgenome en in oorleg met die distriksdirekteur, behou die SBL die reg om oorheersende voorkeur te gee aan broers of susters van leerders wat reeds by die skool ingeskryf is, en wat volgens die ouers se keuse die taal van onderrig gekies het, wat naaste aan die skool, binne die natuurlike voedingsgebied van die skool woon. Wanneer ouers vir die eerste keer met toetrede tot die skool die taal van onderrig kies, moet hulle besef dat leerders nie weer na 'n ander taal van onderrig geskuif kan word in die loop van die leerder se tyd van Gr. R – 7 by Laerskool Bellpark nie.

10. APPÊLPROSEDURE

Indien 'n ouer ontevrede is met die skool se besluit om nie 'n leerder tot die skool toe te laat nie, kan sodanige ouer ingevolge artikel 5(9) van die SA Skolewet by die Lid van die Uitvoerende Raad teen die besluit appelleer.

Hierdie beleid mag van tyd tot tyd deur die SBL gewysig, aangevul, verander of aangepas word.

Goedgekeur deur die Beheerliggaam op 6 Maart 2023.


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Voorsitter van die Beheerliggaam