



Thuto Tsebo Public School

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LINDLEY

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Admission Policy

1. Effective Date

- 1.1 The policy will be effective from the 11 May 2024 after been adopted by the governing body of Thuto Tsebo Full Service School.

2. Date of the next review

- 2.1 The policy will be reviewed annually by the School Governing Body

3. Preamble

- 3.1 We the School Governing Body and School Management of Thuto Tsebo Public School prioritize the early admission of learners for the academic year to start on time.

4. Definitions & Acronyms.

“**Governing body**” means the body vested with the governance of Thuto Tsebo as contemplated in sect 16(1) of the schools act.

“**Learner**” means any person receiving education or obliged to receive education in terms of the schools act.

“**Head of Department**” means the superintendent – general of the Free State Department of Education.

“**Principal**” means the educator appointed or acting as the head of Thuto Tsebo Public School.

“**School Act**” means the School African School Act of 1996 as amended.

“**Sibling**” each of two or more children one or both parents in common

“**Parent**” means a biological or adoptive parent or legal guardian of a learner who undertakes to fulfil the obligations of the learner towards education.

5. Application and scope of the policy.

- 5.1. This policy applies uniformly to all parents and guardian in Lindley and the surrounding area.

6. Legislative framework

The policy shall be guided by the following legislations documents.

- 6.1. South African Schools Act/84 of 1996 as amended.

- 6.2. National Education Policy Act /27 of 1996

6.3. Constitution of the Republic of South Africa Act 108/1996

6.4. Aliens Control Act/96 of 1991

6.5. Free State Education Act/2 of 2000

7. Purpose and Objective of the policy

7.1. Purpose

7.1.1 The purpose of this policy is to regulate and clarifies the principles and requirements for admission of learners at Thuto Tsebo Public School and ensure the correct fair and lawful administration of learner's registration.

7.1.2 To promote and facilitate the admission of learners at Thuto Tsebo Public School.

7.2 Objectives

7.2.1 To comply with the constitutional responsibility of the National Education Department by ensuring learners access to quality public education.

7.2.2 Make provision during the enrolment process for applicants from a diversity of backgrounds including race, gender, religion, language, and socio- economic status.

8 General Principle regarding admission.

8.1 No learner will be refused admission on ground of race, gender, culture, language, religious belief or financial circumstances.

8.2 Children of all staff employed at Thuto Tsebo will be considered for admission at the school.

9 Policy Statements

9.1 Administration of Admissions.

9.1.1 The principal of Thuto Tsebo Public School has a delegated power by the Head of Department to be responsible for the admission of learners at Thuto Tsebo.

9.1.2 The principal will work with the school admission team comprising of: Two administrators ,the principal , deputy principal and one SGB member.

9.2 Admission Process

9.2.1 Admission Period

The admission period of Thuto Tsebo Public School shall be from the 01 April to 30 July.

9.2.2 Informing Parents

- 9.2.2.1 Parents will be informed of application period through parents meetings, SMS and social media platforms such as facebook.

9.2.3 Application for Admission

- 9.2.3.1 The school shall distribute application forms for admission during the application period.
- 9.2.3.2 All entry phase application will be entered into admission list A and late application will be entered into admission list B.
- 9.2.3.3 All applicants for admission to a school, who do not qualify for admission list A will be entered into admission list B.
- 9.2.3.4 Applicants on List C will be advised in writing by the school admission team that they should seek admission at a school where there is still a space.
- 9.2.3.5 At the end of the application period, successful and unsuccessful applicants in line with the requirements for admission will be informed in writing of the outcome of their application.

9.2.4 Requirement for admission

Thuto Tsebo Public School shall admit learners as follows:

- 9.2.4.1 Grade R is age 4(Four) turning 5(five) by the 30 June in the year of admission.
- 9.2.4.2 Grade 1 is age 5(five) turning (six) by 30 June in the year of admission.
- 9.2.4.3 A learner residing in the same household with a learner already attending school at Thuto Tsebo may be admitted if the space permits.

9.2.5 Documents required for admission

- 9.2.5.1 Certify copy of the birth certificate of the child.
- 9.2.5.2 Certify copies of the parent's identity documents.
- 9.2.5.3 Copy of immunization certificate.
- 9.2.5.4 Recent ECD centre (optional) or school report.
- 9.2.5.5 Proof of the child residence or parents work address.
- 9.2.5.6 Documents supporting the parent legal relationship with the learner if not biological parent.

9.2.6 Re-admission after removal from the school roll.

- 9.2.6.1 Should a learner be removed from the roll for whatever reason and the learner apply for re admission to the school, the application will be considered. The admission policy and its various requirements apply only after.

- 9.2.6.1.1 It has been ascertained that there is a space for that learner.
- 9.2.6.1.2 The learner and his/her parents have convinced the school that his/her re-admission will be in the best interest of the learner and the school.
- 9.2.6.1.3 Every application will be considered on its merit as determined by the principal in consultation with other professionals.

9.2.7 Undocumented Learners.

- 9.2.7.1 Parent or guardian of undocumented child applying for admission at Thuto Tsebo must make a written affirmation or sworn written statement in the form of an affidavit about the age of the child to the principal.
- 9.2.7.2 The learner will be admitted conditionally for 4 months.

9.2.8 Admission of non citizen

- 9.2.8.1 Learners who are non citizen must present the study permit on admission.
- 9.2.8.2 Illegal immigrants must present evidence that they have applied to the Department of Home Affairs to legalise their stay in the country.

9.2.9 Learners with Special Educational Needs

- 9.2.9.1 Thuto Tsebo is a full service school and as such learners with special educational needs will be admitted if they meet the requirements for admission.
- 9.2.9.2 Facilities at the school shall be user friendly and accommodative for such learners.
- 9.2.9.3 Educators shall differentiate content, assessment, teaching methods and the learning environment to accommodate diversity.

9.2.10 Principal intervention

- 9.2.10.1 It is the principals responsibility to finalize the conditional admission of learners
- 9.2.10.2 In doing so the principal must coordinate with the nearest office of the Department of Home affairs for assistance relating to undocumented learners.

9.2.11 Capacity of the school.

- 9.2.11.1 The capacity of the school is 1120 excluding grade R classes. With grade R the capacity is 1225.

9.2.11.2 Declaring the school full must be officialised in writing by the Principal in collaboration with the School Governing Body. The Circuit Manager must be informed as the Department is having a final say in declaring the school full.

9.2.12 Parents rights, obligations and appeal process

9.2.12.1 Parents whose applications for admission were unsuccessful will be informed in writing.

9.2.12.2 Parents have the right to lodge an appeal with District CES: Management and Governance through the office of the Circuit Manager.

Compiled by the school stakeholders and adopted by the School Governing Body at a meeting held on the 11 May 2024

Signatures:

SGB CHAIRPERSON

PRINCIPAL

Ratified by the district official on the _____

CIRCUIT MANAGER

SGB MEMBERS

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