

REDCLIFFE PRIMARY SCHOOL



education
Department:
Education
PROVINCE OF KWAZULU-NATAL



PO BOX 195, VERULAM 4340, REDCLIFFE DRIVE, VERULAM
TEL/FAX 032-533 8000

ADMISSION POLICY

THE OFFICIAL CLOSING DATE FOR ADMISSIONS IS BY THE END OF SEPTEMBER

VISION:

We, at Redcliffe Primary School, are dedicated to transforming education in order to build a firm foundation in numeracy, literacy as well as the holistic development of the learner.

MISSION STATEMENT:

To partner effectively with all the stakeholders to develop reading and numeracy skills.

To foster positive qualities of self-discipline, punctuality, responsibility, self-confidence, integrity and respect.

To create a loving, safe, equal and unified school environment.

MOTTO:

Strive and endure.

1. PREAMBLE

This policy is founded on principles and regulation contained in the following:

- 1.1. Those enshrined in the Constitution of South Africa.
- 1.2. The South African Schools Act No 84 Of 1996, as amended.
- 1.3. The Admission Policy for Ordinary Public Schools published in the Government Gazette No 19377.
- 1.4. KZN Circular 99 of 2006.
- 1.5 The Administration of Learner Admissions in Public School in 2017 – KZN Circular No 8 of 2015.

2. INTRODUCTION

- Redcliffe Primary School is a juristic, public school of the KwaZulu-Natal Department of Education.
- Redcliffe Primary School is situated in Redcliffe, Verulam to serve the Redcliffe and surrounding communities.
- We provide opportunities for growth in academic, cultural and sporting fields in our quest to provide the highest quality, holistic education for all our learners.
- It seeks to support the Creed, Mission Statement and Vision of the school by ensuring that the school is able to provide high quality education for all learners, regardless of race, ethnic or social/cultural origin, colour, gender, disability, religion or HIV/AIDS status.
- It seeks to achieve this by creating a multicultural campus that values uniqueness, difference and culture, one that identifies with unity within diversity.
- No learner will be unfairly discriminated against.
- The school acknowledges and understands that all learners in South Africa have the right to basic education, and so will conduct admissions in as fair, equitable and transparent a manner as possible.

3. LANGUAGE OF INSTRUCTION

- In terms of Section 6 (2) of SASA, the SGB of a public school may determine the language policy of that school.
- The SGB of Redcliffe Primary has, in its language policy, determined that the school will be a single medium school and that the language of instruction will be English. Accordingly, learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress.

4. AGE OF ADMISSION

In terms of section 5(4)(a) of SASA, the admission age of a learner to a public school will be as follows:

- Grade R – Learners who are age 4, turning 5 by 30 June in the year of admission.
- Grade 1 – learners who are age 5, turning 6 by 30 June in the year of admission.
- All learners in others grades must be age cohort in the year of admission.

5. PARENTAL RESPONSIBILITY

In terms of SASA Section 3(6), every parent must ensure that a child for whom the parent is responsible, attends a school from the first school day of the year in which such a learner turns seven, until the last school day of the year in which the learner reaches the age of 15 years or the ninth grade, whichever occurs first.

6. IMMUNISATION

Parents who do not want their children to be immunised, shall apply to the Head of Education (HoD), who shall make a decision in this regard.

Pending a decision from the HoD, the learner concerned **may not**, in the health interests of the other learners, be admitted to the school.

7. ANNUAL SCHOOL FEES

The Annual School Fees for this calendar Year (2022), as determined by the general parent body at its Budget and Fees Meeting held on 07 November 2022 the school fee is R 600.

8. BIOLOGICAL PARENTS & LEGAL GUARDIANS

Only applications for admissions submitted by a biological parent/s or legal guardian/s will be considered. Legal Documentary proof, validating the status of a legal guardian must be provided with an application, if the application is being made by a legal guardian/s. Legal Documentary proof must be provided, if the parent has sole custody of the child.

9. COLLECTION & SUBMISSION OF APPLICATION DOCUMENTS

- Parents or legal guardians are required to collect application documents from and submit these documents to the Admissions Secretary in person.
- Requests to have Admission documents collected by Proxies or representatives will not be accepted.
- Documents to be collected and submitted will be restricted to the following times on work days: - 08:00 to 14:00.

10.DOCUMENTS REQUIRED FOR ADMISSION.

The following documents are compulsory and must be submitted with the original application form obtained from the school:

- Fully completed application form. Any incomplete field will render the application incomplete and will therefore not be considered.
- Original Document validating the applicant's place of residence.
Deed of Sale, Rates Certificate, Electricity Bill, bank statement.
- Original Identity Documents of both biological parents or legal guardians.
- Original Death Certificate of biological parent/s in the case of the parent/s being deceased.

- Unabridged Birth Certificate of the learner for whom admission is being requested.
- The child's Immunisation Record (Clinic Card)
- Original last school report if the learner is being transferred from another school. (Grade 4 to 7)
- Transfer Card from the previous school (Grade 2 to 7)

If the learner is not a citizen of the Republic of South Africa, the following documents have to be presented on registration:

- Study permit
- Temporary or permanent Residence permit from the Department of Home Affairs.

11.ADDITIONAL FACTORS

Where selection becomes necessary because the number of applicants exceeds the number of available places, selection will be based on the following factors:

- Preference will be given to siblings (brother or sister presently at Redcliffe primary Gr.R to Gr.6), except in cases where this is not in the best interest of the child OR the school OR the older sibling is leaving and will not be attending Redcliffe Primary in the year following the application OR the application is received late OR the application is incomplete/illegible.
- Preference will be given to applicants for whom Redcliffe Primary School is the nearest primary school provided that application is submitted in time and fully completed with the correct certified documents.
- Applicants living out of the area will be invited for an interview **ONLY** if the school has place in the grade that the application is made for.
- The age of the pupil.
- Parents who move into the area (relocation etc.) after the closing date of applications. These applications will ONLY be considered if Redcliffe Primary is not over-subscribed, in the required grade of placement.
- Every effort will be made to ensure that a balanced boy/girl ratio is maintained in each grade.
- Admission must be considered to be in the best interests of the applicant. Every application will be considered on its merits as determined by the Principal, the Admissions secretary, one other staff member; and, where necessary, in consultation with other professionals.
- Redcliffe Primary School will consider admitting applicants with special needs, where this is reasonably practical and is in the best interest of the applicant and where the school believes it can fully support these needs.

12. Incomplete or Irregular Applications:

An application will be rendered null and void if:

- the prescribed form is not completed in full;
- the supporting documentation is not attached; or
- the content is misleading or misrepresents the facts

Late Applications: Applications submitted after the applicable closing date will only be considered:

- After the applications received by the closing date have been processed; and
- If there are still places available at Redcliffe Primary School

Re-admission after removal from the roll:

It may happen that a learner has been removed from the roll following poor attendance and in accordance with the procedures enumerated in the national or provincial attendance policies. Should such a learner apply for readmission to the school, the application will be considered and the admissions policy and its various criteria applied only after:

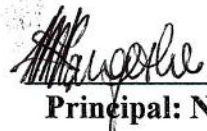
- It has been ascertained that there is a vacant place in the school.
- The learner and his/her parents have convinced the school that his/her re-enrolment will be in the best interest of the applicant and the school. Every application will be considered on its merits as determined by the principal and in consultation with other professionals.

12.1

FINANCIAL OBLIGATION

In terms of the SA Schools' Act 1996 9 (act No 84 of 1996) Redcliffe Primary School is a fee-paying school and parents/guardians are liable for the payment of school fees and if they cannot afford to do so they need to apply for exemption.

 (19/04/2022)
SGB Chairperson: M.J Buthelezi

 (19/04/22)
Principal: N.P Zwane

"Championing Quality Education – Creating and securing a Brighter Future"

ADMISSION POLICY

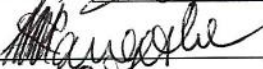
KZN-DEPARTMENT OF EDUCATION
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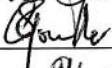
This policy was adopted by the SGB on 26/07/2022

Signatures:

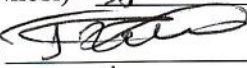
SGB Chairperson (M.J Buthelezi) - 

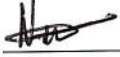
SGB Deputy Chairperson (A. Nzama) - 

School Principal (N.P Zwane) - 

SGB Secretary (S. Govender) - 

SGB Deputy Secretary (T.M Nkosi) - 

SGB Treasurer (J. Magwaza)- 

SGB Educator Rep (N. Mvunguse) - 

SGB Parent Rep (T. Luhlangothi) - 

SGB Parent Rep (M. Ngcobo) - 

SGB Parent Rep (A. Zulu) - 

SGB Non-Educator Rep (M. Coopsamy) - 