

**POLICY FOR THE MANAGEMENT OF ADMISSION AND REGISTRATION OF LEARNERS AT  
PAUL ROOS GYMNASIUM**

**1. PREAMBLE**

- 1.1. WHEREAS Paul Roos Gymnasium ("**the School**") is a public school, having juristic personality<sup>1</sup>, the governance of which is entrusted to the School's School Governing Body ("**the SGB**");<sup>2</sup>
- 1.2. AND WHEREAS the SGB is empowered to determine the admission policy of the School, subject to the applicable statutory provisions;<sup>3</sup>
- 1.3. AND WHEREAS it is the aim of the School to provide a school environment where the race, culture religion and economic standing of the learner are in no instances an impediment to a learner's access to the School;
- 1.4. NOW, THEREFORE the SGB has constituted the following policy as the admission policy of the School ("**the admission policy**"), in the belief that its provisions are consistent with the legislative framework below.

**2. LEGISLATIVE FRAMEWORK**

The admission of learners to the School is subject to the following statutory provisions:

- 2.1. The Constitution, No. 108 of 1996 ( "**the Constitution**");
- 2.2. The South African Schools Act, No. 84 of 1996 ( "**the SASA**" );
- 2.3. The National Education Policy Act, No. 27 of 1996;
- 2.4. The Admission Policy for Ordinary Public Schools, GG 19377, Notice No. 2432 of 1998, dated 19 October 1998 ("**the National Policy**");
- 2.5. The Western Cape Provincial School Education Act, No. 12 of 1997, as amended ("**the WCPSEA**");
- 2.6. The WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools ( "**the Western Cape Policy**");

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<sup>1</sup> Section 15 of the SASA; Section 15 of the WCPSEA

<sup>2</sup> Section 16 of the SASA; Section 13 of the WCPSEA

<sup>3</sup> Section 5 of the SASA; Paragraph 7 of the National Policy; Section 41 of the WCPSEA; Pages 3 and 4 of the Western Cape Policy

- 2.7. The Promotion of Administrative Justice Act, No. 3 of 2000;
- 2.8. The Refugees Act, No.130 of 1998;
- 2.9. The Immigration Act, No. 13 of 2002.

### **3. GENERAL PROVISIONS**

#### 3.1. The SGB acknowledges that:

3.1.1 it stands in a position of trust towards the School.<sup>4</sup>

3.1.2 it has been entrusted with a public resource that must be managed in the interests of learners, parents and the broader community in which the School is located; and

3.1.3 the admission policy has to adhere to and must be consistent with the relevant legal provisions and enactments to the extent that they are valid and binding upon them and take precedence over the right of the SGB to determine the admission policy to the School.<sup>5</sup>

#### 3.2. The SGB strives to:

3.2.1 ensure the lawful administration of learner admission and registration in the School;

3.2.2 facilitate the admission of learners to the School in a timely and efficient manner;

3.2.3 enable effective teaching and learning to commence on the first day of the school year and the first day of successive school terms; and

3.2.4 ensure the School's development by providing quality education and promoting the best interest of the learners attending the School.<sup>6</sup>

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<sup>4</sup> Section 6 of the SASA; Section 13 of the WCPSEA

<sup>5</sup> Paragraph 7 of the National Policy

<sup>6</sup> Section 20 of the SASA

#### 4. LEGAL RESPONSIBILITY FOR THE PROCESSS REQUIRED TO CO-ORDINATE AND ADMIT LEARNERS TO ORDINARY PUBLIC SCHOOLS

- 4.1. The Constitution<sup>7</sup> provides that a child's best interest is of paramount importance in every matter concerning the child. The School and the SGB require strict observance by the Head of the Department ("**the HoD**") / the HoD delegate(s) / the Rector of the aforesaid provision, as a prerequisite to any decision to be taken regarding the admission of a learner to the School.
- 4.2. The SGB determines the admission policy of the School.<sup>8</sup>
- 4.3. The HoD is responsible for the administration of the admission of learners to a public school.<sup>9</sup> The HoD may delegate the responsibility to admit learners to a departmental official.<sup>10</sup>
- 4.4. The HoD must co-ordinate the provision of schools and the administration of admissions of learners to ordinary public schools with governing bodies to ensure that all eligible learners are suitably accommodated in terms of the SASA.<sup>11</sup>
- 4.5. The HoD must determine a process of registration for admission to public schools.<sup>12</sup> The Western Cape Education Department ("**the WCED**") has developed the CEMIS registration system for the registration of learners in accordance with the provisions of the National Policy. This system is aimed at enabling the admission of learners in a timely and efficient way, as well as the tracking of all learners who enter the school system.<sup>13</sup>
- 4.6. The Member of the Executive Council for Education, referred to as the Provincial Minister of Education in the Western Cape ("**the Minister**"), considers appeals from a parent or learner who has been refused admission to a public school.<sup>14</sup>

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<sup>7</sup> Section 28(2) of the Constitution

<sup>8</sup> Section 5 of the SASA; Paragraph 7 of the National Policy; Section 41 of the WCPSEA; Pages 3 and 4 of the Western Cape Policy

<sup>9</sup> Section 5 of the SASA; Paragraph 6 of the National Policy; Page 4 of the Western Cape Policy

<sup>10</sup> Section 62 of the SASA; Paragraph 6 of the National Policy; Page 4 of the Western Cape Policy

<sup>11</sup> Paragraph 8 of the National Policy

<sup>12</sup> Paragraph 5 of the National Policy

<sup>13</sup> Pages 4, 8, 9 and 16-19 of the Western Cape Policy

<sup>14</sup> Section 5 of the SASA; Paragraph 43 of the National Policy; Parts 4 and 13 of the Western Cape Policy

- 4.7. Subject to the National Policy, the SGB requires the HoD / the HoD delegate(s) / the Rector to co-ordinate the admission of learners to the School, in consultation with it, and the SGB undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated.
- 4.8. The HoD / the HoD delegate(s) / the Rector, whilst engaged in the process of deciding upon applications for admissions, must take the admission policy in account demonstrably, fairly and in accordance with the law at all times. The SGB requires the HoD / the HoD delegate(s) / the Rector to allow the SGB full access to and copies of any register of files kept as part of the admission process.

## 5. LEGAL PRINCIPLES

- 5.1. The admission policy of the School must be consistent with the Constitution, the National Policy, the SASA and the WCPSEA.<sup>15</sup>
- 5.2. Unfair discrimination: The School will not unfairly discriminate against a learner who applies for admission to the School. Therefore, no pupil will be refused admission on grounds of race, gender, culture, language, religious belief or financial circumstance.<sup>16</sup>
- 5.3. Testing of learners: The School will not administer any test relating to the admission of a learner to the School, or direct or authorise the Rector or any other person to administer such a test.<sup>17</sup>
- 5.4. Feeder zones: The School takes cognisance of the fact that the WCED has not determined any feeder zones for public schools in the Western Cape.<sup>18</sup>
- 5.5. School language policy: The SGB determines the language policy of the School, subject to the Constitution, the SASA and any other applicable law.<sup>19</sup>
- 5.6. Over-age learners:

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<sup>15</sup> Paragraph 3 of the National Policy, Part 5 of the Western Cape Policy

<sup>16</sup> Section 5 of the SASA; Paragraph 9 of the National Policy; Part 5 of the Western Cape Policy

<sup>17</sup> Section 5 of the SASA; Paragraph 11 of the National Policy; Part 5 of the Western Cape Policy

<sup>18</sup> Part 5 of the Western Cape Policy

<sup>19</sup> Section 6 of the SASA; Section 44 of the WCPSEA; Part 5 of the Western Cape Policy

- 5.6.1 An over-age learner is a learner who is more than two years older than the age group norm (the Grade plus six years).<sup>20</sup>
- 5.6.2 The School will, subject to the provisions below, not refuse continued education at the School to learners who are in the school system, but who have become over-age because of repeating grades:
- 5.6.2.1 When transferring from one school to another, such over-age learner may be admitted only with the approval of the circuit team manager.<sup>21</sup>
- 5.6.2.2 A learner who has repeated one or more years at school is exempt from the age grade norm, except that, if a learner is three years older than the norm age per grade, the HoD must determine whether the learner will be admitted to that grade.<sup>22</sup>
- 5.6.2.3 Multiple repetition in one grade is not permissible.<sup>23</sup>
- 5.6.3 Where insufficient vacancies exist at the School, learners of the compulsory school-going age shall have preference of admission over deregistered learners who are not of compulsory school going-age and over-age and under-age learners. Deregistered learners who are above the compulsory school-going age will be referred to an AET centre or an FET college.<sup>24</sup>
- 5.7. Parental responsibility: Every parent must ensure that a child for whom the parent is responsible, attends 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.<sup>25</sup>

## **6. THE CAPACITY OF THE SCHOOL**

- 6.1. In consideration of its budget and compliance with the prescribed norms and standards, the SGB has determined that the capacity of the School shall be limited to

<sup>20</sup> Part 11 of the Western Cape Policy; WCED Circular 240/2003

<sup>21</sup> Part 5 of the Western Cape Policy; WCED Circular 240/2003

<sup>22</sup> Paragraph 30 of the National Policy;

<sup>23</sup> Paragraph 31 of the National Policy

<sup>24</sup> Part 10 of the Western Cape Policy

<sup>25</sup> Section 3 of the SASA; Part 5 of the Western Cape Policy

1200 pupils made up of an average capacity of 30 pupils per class and 240 per grade.

- 6.2. The School shall not admit more than 240 learners into grade 8.
- 6.3. The final number of learners accepted into the School at any one time shall not exceed the capacity in any one grade without the motivation of the Rector and ratification by the chairperson of the SGB. In reaching a decision on this figure all relevant factors will be taken into account, including, but not limited to the following:
  - 6.3.1 The education needs, safety and well-being of the learners are at paramount importance in the determining the capacity of the School;
  - 6.3.2 The number of available teachers at the School;
  - 6.3.3 The maximum number of learners permitted per class;
  - 6.3.4 Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education;
  - 6.3.5 Space requirements, including areas for administration needs for teachers and other staff;
  - 6.3.6 The need to provide workspace to support the educational process by providing designated and exclusive space for the management and administration of the School, staff workrooms, a staff common room including work and common rooms for maintenance Staff and storage rooms;
  - 6.3.7 The number of appropriate, designated and suitably sized classrooms;
  - 6.3.8 Space needs for sport, learning support, cultural – and recreational programmes and activities to take place at the School;
  - 6.3.9 The provision of continued space for Library education, Drama, Art, Computers, Music rooms including an Orchestra room, a School hall, Science and Technology laboratories;

- 6.3.10 The provision of sufficient sanitation and ablution facilities and playground space for the total number of pupils and staff;
- 6.3.11 Hostel facilities;
- 6.3.12 In determining capacity it will be considered that parents through the SGB have extended the buildings as well as hired additional staff in order to improve the education offered, support the School administratively and maintain the facilities.

## **7. SELECTION CRITERIA**

- 7.1. The School is a secondary school for boys only.
- 7.2. The School is currently a parallel-medium school 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.
- 7.3. The School will, where it is reasonably practicable and where the School has the relevant educational support, admit learners with special educational needs.<sup>26</sup>
- 7.4. Admission to Grades 9 – 11 will be considered only if there are vacancies in the relevant grade.
- 7.5. Only in exceptional circumstances will applications be considered for learners entering Grade 12.
- 7.6. Where it becomes necessary to select learners because the number of applicants exceeds the number of available places in the School, grade or class for which the application is made, admission shall be based on the criteria below. Applicants must note that the absence or presence of one or more of these criteria does not mean that a learner will necessarily be refused or guaranteed admission to the School.
- 7.7. The selection of a learner shall be based on the following criteria, which are set out in no particular order:

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<sup>26</sup> Section 12(4) of the SASA; Part 5 of the Western Cape Policy

- 7.7.1 The timely submission of a duly completed application form together with all the required supporting documentation;
- 7.7.2 The successful completion of or promotion out of the grade immediately below the grade in which the admission is sought;
- 7.7.3 The learner's proficiency in English or Afrikaans, which are the languages of teaching, learning and communication at the School;
- 7.7.4 The learner's choice to attend a secondary school for boys only;
- 7.7.5 The willingness of a learner to participate in and add value to school life;
- 7.7.6 School sport participation and achievements;
- 7.7.7 Participation and achievements in cultural - and other extramural and community activities;
- 7.7.8 Leadership positions and academic excellence/potential;
- 7.7.9 Disciplinary and behavioural record, diligence and social skills;
- 7.7.10 Learners residing with their parents in the Stellenbosch area or learners who attended one of the Stellenbosch Primary Schools;
- 7.7.11 Boarders are selected from outside the natural service area / feeder zone of the School to fill available boarding house places. These are boys whose residential distance from the School would otherwise make travel to the School on a daily basis very difficult;
- 7.7.12 The available number of places at the School, determined by the School's capacity and the School's commitment to providing quality education to all its learners;
- 7.7.13 Applicants who are siblings of current and immediate past pupils of the School;

7.7.14 The fact that the learner is the child of a past learner of the School, except where this is not in the best interests of the learner.

7.8. The precise application of the admissions criteria, the evaluation of each application against the criteria and the weighting afforded to each criteria shall remain within the discretion of the SGB.

## **8. SCHOOL FEES**

8.1. The School is a fee paying school. The SGB accepts the responsibility of raising the money needed to run the School through charging parents school fees. The SGB will take all reasonable measures within its means to supplement the resources supplied by the State in order to improve the quality of education provided by the School to all learners at the School.<sup>27</sup>

8.2. The SGB will raise additional funds through the active involvement of the parents of learners, who in return for their payment of school fees and other financial contributions are given a direct and meaningful say in school governance and the employment of school funds. The SGB therefore sets its own school fees and will prepare budgets for approval at an annual general meeting of parents.<sup>28</sup>

8.3. School fees payable in respect of each learner admitted to the School shall be determined by the SGB with the approval of a majority of parents attending a general parent meeting, which meeting shall be arranged each year by SGB.<sup>29</sup>

8.4. A schedule of the annual school fees payable to the School for the relevant year of admission is attached to / included in the admission application form and is also available via the Admissions Manager or from the office at the School.

8.5. A parent is liable to pay the school fees determined by the SGB unless or to the extent that the parent has been exempted by the SGB from payment in terms of the SASA.<sup>30</sup>

8.6. A parent who wishes to be exempted from the payment of school fees for a learner at the School must apply annually in writing to the chairperson of the SGB for full,

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<sup>27</sup> Section 36 of the SASA; Section 49 of the WCPSEA

<sup>28</sup> Paragraph 39 of the National Policy

<sup>29</sup> Section 39 of the SASA; Section 49 of the WCPSEA

<sup>30</sup> Section 40 of the SASA; Section 49 of the WCPSEA; Part 5 of the Western Cape Policy

conditional or partial exemption.<sup>31</sup> The form to be completed for the application is available upon request from the School.

- 8.7. A parent may appeal to the HoD against a decision of a SGB regarding the exemption of such parent from payment of school fees.<sup>32</sup>
- 8.8. The School may by process of law enforce the payment of school fees by parents who are liable to pay school fees.<sup>33</sup>
- 8.9. In the case of divorced or separated parents, the School has the right to enforce payment of the school fees against any one of the parents or against both parents, irrespective the provisions contained in the parents' divorce order or an agreement between the parents.
- 8.10. The School will not charge a registration fee, a deposit, re-admission or pre-admission testing fees, or any other fees at the time of application. School fees, and any other fees, will only be charged after the learner has been informed in writing of her/her acceptance for admission to the School.<sup>34</sup>

## **9. THE ENROLMENT OF LEARNERS AT THE SCHOOL**

- 9.1. Phase 1: Application for admission.<sup>35</sup> The first phase involves the following:
  - 9.1.1 An applicant has to make application for the admission to the School to the Rector of the School. The applicant has to complete and present the application form and the required compulsory documents to the School.
  - 9.1.2 The School has to notify the parent or learner in writing that the application for admission has been successful or unsuccessful, and if successful, the parent or learner must either accept or reject the place in the School.
  - 9.1.3 The Rector will inform the parent or learner in writing, by no later than the date determined by the WCED each year, that the learner has been admitted to the School or has not been admitted to the School. Where a learner is not

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<sup>31</sup> The Regulations relating to the exemption of parents from the payment of school fees (Government Gazette 29311 of 18 October 2006); Part 10 of the Western Cape Policy

<sup>32</sup> Section 40 of the SASA; Part 10 of the Western Cape Policy

<sup>33</sup> Section 41 of the SASA

<sup>34</sup> Section 39 of the SASA

<sup>35</sup> Parts 7, 8, 10 and 11 of the Western Cape Policy

admitted, this letter shall provide the reason.<sup>36</sup> The School will send the letter via registered post or devise a system that includes signature or receipt of notification. A copy of the letter of notification and proof of dispatch and signature of receipt will be kept on file.

9.1.4 Where the learner has been accepted, the parent or learner must confirm in writing by a specified date that the learner will accept the grade place at the School. If the School does not receive the parent or learner's written response by the due date, the learner will lose the grade place.

9.1.5 If a learner is placed on a waiting list, parents must apply to other schools to ensure the admission of the learner in the next year at another school, as a place in the School may not become available.

9.2. Phase 2: Registration for enrolment.<sup>37</sup> The second phase commences after acceptance of a learner with the compulsory registration of the learner on the Central Education Management Information System (hereinafter referred to as "CEMIS") as part of the school enrolment.

## **10. DOCUMENTATION REQUIRED FOR ADMISSION TO - AND ENROLMENT AT THE SCHOOL**

### 10.1. Admission documents<sup>38</sup>

10.1.1 The School must on request supply prospective applicants with an application form for admission. The WCED CEMIS Learner Registration Form is used by the School. In addition to the compulsory CEMIS information, the School will request other information required by the School for its own administrative and record purposes.

10.1.2 The following documents must accompany the duly completed and signed (to be signed by both parents and the learner, or in the case of a single parent, only such parent and the learner) application form in order for the application to be considered:

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<sup>36</sup> Also section 5 of the SASA

<sup>37</sup> Parts 7, 8, 12 & 13 of the Western Cape Policy

<sup>38</sup> Paragraphs 14 – 17 of the National Policy; Parts 8 and 11 of the Western Cape policy

- 10.1.2.1 An official unabridged birth certificate, or in the absence of such document, official proof that application has been made to the Department of Home Affairs for a birth certificate;
  - 10.1.2.2 Written proof of immunisation against the following contagious diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B;
  - 10.1.2.3 The most recent original academic school report issued by the school last attended by the learner;
  - 10.1.2.4 A certified copy of a utility account or lease agreement of the parents;
  - 10.1.2.5 A passport size photo of the learner;
  - 10.1.2.6 A certified copy of each parent's identity document;
  - 10.1.2.7 Such additional documents as may be prescribed by the School from time to time;
  - 10.1.2.8 To align the admission process with the WCED CEMIS, an original school transfer letter is required from the school where the learner is enrolled in cases where a learner wishes to transfer to the School from another WCED school;
  - 10.1.2.9 Learners transferred to the School from an independent school also need to have all the documents mentioned above;
  - 10.1.2.10 Learners transferred to the School from home education also need to provide all the above mentioned documents, except the transfer letter or transfer letter when applying for admission.
- 10.1.3 The Western Cape Policy applies equally to learners who are not citizens of South Africa and whose parents are in possession of a temporary or permanent permit for residents issued by the Department of Home Affairs.<sup>39</sup> In

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<sup>39</sup> Paragraphs 20 – 21 of the National Policy; Part 8 of the Western Cape Policy

addition to the aforesaid compulsory documents, non-South African citizens also need to submit the following documents:

10.1.3.1 Residents' permit

A certified copy of the official permit of residence must accompany the application form in order for the application to be considered;

OR

10.1.3.2 Study permit. A learner of a learner's parents who entered the country on a study permit, shall present the study permit when making application for admission, a certified copy of the study permit must accompany the application form in order for the application to be considered. An exception to this provision will apply to learners who come from countries where study permits are only issued once a learner can prove that he has been admitted at a school in South Africa: Such learners will not be required to submit study permits when submitting their applications for admission to the School. Should such a learner's application be successful, he will be admitted provisionally on condition that he has to submit his study permit when he registers at the School.

10.1.4 Persons classified as illegal immigrants must, when they apply for admission to the School for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the Country in terms of the Immigration Act, No. 13 of 2002, or the Refugees Act, No. 130 of 1998.

10.2. Registration documents<sup>40</sup>

10.2.1 All learners in the WCED school system must be registered in the WCED's CEMIS system.

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<sup>40</sup> Part 8 of the Western Cape Policy

- 10.2.2 A learner registration form is used to register learners who entered the WCED school system for the first time and must accompany the application when the learner registers at the School from another province or country.
- 10.2.3 The CEMIS transfer certificate is required when the learner leaves the School for another WCED school. This certificate is used to remove the learner from the one school and to register the learner at the other school.
- 10.2.4 The CEMIS de-registration certificate is required when learners who previously left the WCED school system, wish to return and enrol at a WCED public school again. The certificate therefore has to accompany the application form.
- 10.2.5 The WCED CEMIS replaces the manual admission register as required by National Policy. The School will ensure that a register or file is kept of all learners' admission details, parental addresses, medical information, etc, as this information is not on the CEMIS system. The School will also regularly update the information of learners.
- 10.2.6 The School will request a learner-profile of a learner from the previous school that the learner attended. The learner-profile will contain the latest learner information, assessment record and a record of the learner's grade progressions.

## **11. ANNUAL ADMISSION TIME FRAMES**

- 11.1. Application for the admission of learners who apply for the first time at the School for a following year starts on the first school day in February each year and closes on a date as prescribed by the WCED. The onus is placed on Applicants to familiarise themselves of the closing date for each year.
- 11.2. Therefore, parents who wish to enrol their children at the School for the first time must apply for admission and register the learner at the School in the year preceding the school year to which the learner's application for admission pertains.
- 11.3. All applications for admission to the School must be submitted to the Rector of the School.

- 11.4. The learner's parents will receive written notice by no later than the date determined each year by the WCED, whether the learner's application was successful or not successful.
- 11.5. Only after the applications received by closing date have been dealt with, will the School consider late applications, and then only if there are still places available in the School.
- 11.6. All unsuccessful applicants will then be waitlisted and advised also to apply at other schools.
- 11.7. The School will keep a proper register of all applications for admission.

## **12. RIGHT OF APPEAL**

Any learner or parent of the learner who at the end of the application period has been refused admission to the School, may appeal in writing to the Member of Executive Council (known in the Western Cape as the Minister of the Western Cape Education Department) against the decision of the School.<sup>41</sup>

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<sup>41</sup> Section 5(9) of the SASA; Paragraph 43 of the National Policy; Parts 4 and 13 of the Western Cape Policy