



## **The Settlers High School**

# **ADMISSION POLICY**

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## **I. INTRODUCTION**

This policy is drafted in terms of the requirements that the School Governing Body is required to have an admissions policy, and to ensure that the school's admission procedures comply with provincial and national legislation, regulations and directions and that it considers the particular circumstances of the school.

## **2. ACRONYMS USED IN THIS POLICY**

- SASA            The South African Schools Act
- NEPA           National Education Policy Act
- HoD            Head of Education Department
- SGB            School Governing Body
- WCED          Western Cape Education Department

## **3. LEGISLATION AND POLICIES GOVERNING THIS POLICY**

The school's admission policy refers to and is in line with the following legislation:

- The Constitution of the RSA (Act 108 of 1996)
- The South African Schools Act (Act 84 of 1996)
- The National Admission Policy for Ordinary Public Schools, Gov. Gaz. 19377 of 1998) as promulgated in terms of the National Education Policy Act (Act 27 of 1996)
- The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 October 2006)
- Norms and Standards for Language Policy in Public Schools, (Gov. Gaz. 18546, December 1997)
- The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)
- The Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)

The school's admission policy refers to and is in line with the following related policies:

- WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools, Circular 26/2010
- Circular 0121/2003: WCED policy on managing learner pregnancy in public schools
- Circular 0240/2003: Admission of over-age learners to public schools
- Circular 0006/2021: Dates and time frames for applications for admission to ordinary public schools and the management of school admission information for 2022/2023.
- Circular 0053/2021: Admissions of undocumented South African or Foreign learners for 2021/22
- Circular 0059/2021: Unlawful practices associated with school admissions, the payment of school fees and the levying of other fees.
- Circular 0018/2022: Reminder: Online admissions system as the ONLY official system or form to be used by schools for admission to ordinary public schools in the Western Cape

## 4. GENERAL

- 4.1 This policy was determined by the SGB of The Settlers High School (the “**School**”) in accordance with Section 5(5) of the South African Schools Act (Act No. 84 of 1996, as amended.)
- 4.2 This policy was developed and adopted by the SGB of the School in **November 2022** in line with applicable laws. This policy references these laws when applicable. The SGB of the School reserves its rights to amend this policy to the extent that it may at any stage conflict with applicable laws.
- 4.3 This policy shall at all times be interpreted and applied in a manner that protects and promotes the **best interest of all learners** concerned.
- 4.4 For the purposes of this policy, “**parent**” means the biological parent, legal guardian, adoptive parent and any other person who is legally responsible for the learner’s education and who has the legal authority to apply for admission to the School.
- 4.5 For the purposes of this policy, a learner will be of **compulsory school-going age** from the first school day of the year in which he/she reaches the age of seven years until the last school day of the year in which he/she reaches the age of fifteen years or Grade 9, whichever occurs first (SASA 3(1) and section 3 (6)).
- 4.6 The school principal, as a member of the SGB, participates in the process to determine the admission policy of the school and administers the admission and registration of learners to the school in terms of the registration process determined by the HoD and the school’s admission policy (WCED policy for the management of admission and registration of learners at ordinary public schools, Circular 26/2010 and Admission Policy for Ordinary Public Schools, s.7).
- 4.7 All related queries regarding the admission of a learner to the school should be directed to the Principal’s office:

Principal	Ms L Hall
Secretary in the Admission’s Office	Monique Siebert
Telephone Number	021 948 6116
Fax Number	021 949 0859
Email Address	<a href="mailto:info@settlers.org.za">info@settlers.org.za</a>
Physical Address	Settlers Street Bellville 7535
Postal Address	P O Box 599 Bellville 7530

## 5. COMMITMENT TO FAIR PRACTICES

- 5.1 The School aims to provide an environment where the race, language, culture, religion and socio-economic circumstances of each learner do not act as unreasonable barriers to him/her accessing or progressing in any aspect of school life.
- 5.2 The School is committed to ensuring that no form of unfair discrimination against any applicant is practiced during the School's admission process.
- 5.3 Any learner admitted to the School will have full access to the official school programme (as defined in clause 5.4 below) and will not be subjected to the following on the basis that his parents are unable to pay the required school fees:
- suspended from any classes;
  - subjected to any form of abuse;
  - denied his school report, examination results, transfer certificate or any other document or information that forms an integral part of the education of the learner; or
  - denied access to the sporting, cultural and service activities offered by the School.
- (South African Schools Act s.5(2), Admissions Policy for Ordinary Public Schools, s.10)
- 5.4 For the purposes of this policy, the official school programme shall include all academic, sporting, cultural and pastoral activities offered by the School.
- 5.5 The commitments made in terms of clause 5.3 shall not apply to activities or events which do not form part of the official school programme. Without limiting the generality of this clause 5.5, grade socials (including matric dances and the like) and school tours shall not form part of and are in addition to the official school programme.
- 5.6 This policy applies equally to learners who are not citizens of South Africa (Admissions Policy for Public Ordinary Schools, s.19-21). Furthermore, this policy is aligned to Circular 0053/2021 which relates to the admission of undocumented South African / Foreign learners and that the application of such learners will be processed and accepted if the learner meets the admission criteria.
- 5.7 Learners who are already enrolled at the School will not be required to re-register (e.g. at the beginning of a year).
- 5.8 Change in marital status does not prevent a learner from continuing to attend the School (WCED policy for the management of admission and registration of learners at ordinary public schools, s.5).
- 5.9 If a learner becomes pregnant, the learner has the choice of remaining at the School and the School will make the necessary arrangements regarding temporary absence and tuition (Circular 0121/2003: WCED Policy on Managing Learner Pregnancy in Public Schools).

- 5.10 The School will not request personal information about prospective learners and their parents for the purposes of admission which is not in line with Chapter 2, paragraph 5, of SASA (WCED Circular 0059/2021, 2. 8.1).
- 5.11 The School may not charge a parent of a learner at the school different school fees based on curriculum or extra-mural curriculum within the same grade. This means that all the learners in the same grade doing the same subjects shall be provided with equal access to the curriculum and extra-mural curriculum of the school. (SASA s. 39(6))

## **6. LANGUAGE OF LEARNING AND TEACHING**

- 6.1 The language of learning and teaching at the School was determined by the SGB of the School in accordance with Section 6(2) of the South African Schools Act and Norms and Standards for Language Policy in Public Schools, (Gov. Gaz. 18546, December 1997).
- 6.2 In its language policy, the SGB of the School has determined that the language of learning and teaching at the School will be English.
- 6.3 All learning and teaching at the School will generally take place through the medium of English.
- 6.4 Learning and teaching in a specific language subject may take place through the medium of that particular language and English (whatever is appropriate and necessary to ensure that the curriculum is covered adequately).
- 6.5 Each applicant for admission to the School must indicate on the WCED Online Admission System the preferred language of learning and teaching for the learner to assist the School in understanding the language preferences of all learners admitted to the School.
- 6.6 The School will promote multilingualism as far as this is possible and necessary by offering Afrikaans and isiXhosa as additional language subjects.

## **7. CAPACITY OF THE SCHOOL**

- 7.1 The SGB of the School has duly determined the total capacity of the school to be 1400 learners with an average of 280 learners per grade across five grades (being Grades 8 to 12).
- 7.2 The governing body of the School considered all relevant factors in determining the capacity of the school, including but not limited to the following:
- The number of classrooms in the School;
  - The size of each classroom in the School;
  - The width of the corridors in the School;
  - The number of bathrooms in the School;
  - The number of teachers available at the School;
  - The financial capacity of the School;

- The need to provide all teaching staff with a common area and a work area on the premises of the School;
- The need for designated work areas for the exclusive use of the School's administration, management and maintenance teams;
- The need to designate space for facilities that support the delivery of quality education at the School, including a library, science and biology laboratories, computer laboratory, visual art room, dramatic arts room and music facilities; and
- The need for space suitably developed for all sports, cultural and social activities offered at the School, including sports fields, a school hall and sports centre.

7.3 The capacity of the School may be adjusted by the SGB of the School in line with any changes that are affected to or directed at the financial capacity, infrastructure, curriculum programme and personnel of the School from time to time.

7.4 The school will admit learners **within the prescribed capacity of the school** and serve their educational requirements without unfairly discriminating in any way (Constitution of South Africa: s.8. (3), South African Schools Act s.5 (1), Admission Policy for Ordinary Public Schools, s.7).

## 8. CONSIDERATIONS FOR ADMISSION

8.1 The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order):

8.1.1 Whether all information is completed and all necessary documentation is submitted on the WCED Online Admission System;

8.1.2 Whether the learner has met the promotion requirements for the grade immediately below the grade to which the admission application relates;

8.1.3 Whether there are places available at the School given the capacity of the School set out in clause 7 above;

8.1.4 Whether the School is able to meet the educational needs of the learner (including but not limited to any special education needs of the learner);

8.1.5 The age of the learner. Learners who are more than two years older than the statistical age norm per grade will not be admitted to the School unless exceptional circumstances require otherwise. The statistical age norm per grade is calculated by adding six to the grade number (e.g. Grade 8 + 6 = 14 years old). Permission from the Circuit Manager will be sought in such cases if the school wishes to admit the learner (WCED Circular 0240/2003);

8.1.6 The willingness of the learner to participate in and add value to all areas of school life;

8.1.7 Whether admission to the School would be in the best interests of the learner given that all learners are required to participate in the academic, sporting and cultural programme of the School and given the need to ensure that:

- The academic aptitude of the learner is appropriate for entry into the particular grade to which the admission application relates; and
- The learner will be able to balance the academic demands of the School with all other demands of the School, including the demands associated with a learner's participation in sporting, cultural and pastoral activities;

8.1.8 Whether the learner will benefit from the programme of the School given his proficiency in English, being the language of learning and teaching at the School. The inability of a learner to communicate effectively in English may place an unreasonable limitation on his academic progress at the School and could therefore result in the learner not being admitted to the School. A learner meeting all other admissions criteria set out in this policy may only be excluded from admission to the School on the basis of his inability to communicate effectively in English where this is in his or her best interests and there is a place available at a suitable school offering an appropriate medium of instruction within the proximity of the learner's residence or his parents' residence(s) (as the case may be); and

8.1.9 Whether the learner shows a willingness to work hard to achieve excellence in his academic outcomes.

8.2 The School acknowledges that the WCED has not determined feeder zones or feeder schools or feeder areas of public schools in the province. This means that the school is not bound by the preferences that must be given to learners in terms of zoning.

It does, however, take cognizance of the fact that Western Cape Schools Act states that "Every learner shall be entitled to ordinary education at his or her nearest ordinary public school, insofar as it is reasonably practicable" (Admission Policy for Ordinary Public Schools, s.34, Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), s.3(1)(a).

8.3 Any learner who receives a scholarship or bursary of any kind that is recognised by the School and that is conditional upon him or her attending the School must meet the criteria for admission set out above.

8.4 The balancing of genders in the intake;

8.5 Late applications will be processed, but will only be considered after those that were received within the stated deadline;

8.6 A learner who has been removed from the roll and who subsequently applies for re-admission, will be subjected to this admission policy;

8.7 The SGB of the School has determined that the Principal shall have the discretion to admit learners subject to the provisions of this policy. The absence or presence of any of the factors set out in clause 8.1 above does not mean that a learner will be refused or guaranteed admission to the School.



## **9. CRITERIA FOR SELECTION WHERE THE SCHOOL IS OVERSUBSCRIBED**

9.1 Where the number of applicants exceeds the number of places available at the School or in a particular grade, applicants who meet the criteria for admission set out in clause 8 above will be considered and placed in the following order, unless admission to the School would not be in the best interests of the learner(s) concerned:

9.1.1 Place of residence is the closest to the School measured by taking vehicular distance to the main vehicle entrance to the School in Settlers Road with the following proviso:

- As the school is funded by the Epoch Foundation to develop the learners' Mathematical and Physical Sciences skills, 75 % of learners in the FET phase must take these subjects. Learners who demonstrate high Mathematical and General/Physical Sciences skills will be considered;
- Show the highest academic potential based on November (Grade 6) for Grade 8 applications or the latest two reports (June / November) for other grades;
- as the school's aim is to develop well-rounded scholars, a learner must demonstrate a high degree of excellence in the sporting and cultural activities offered by the school/s previously attended by them or activities attended outside the school's extra-curricular programme;
- to fulfill the School's pastoral sphere, applicants' leadership roles will be taken in consideration.

9.1.2 If after applying 9.1.1 and if space is still available, the following criteria may be applied:

- Preference will be given to learners who are siblings of current learners (in the year of admission) at the School. The School does not give preference to learners whose parents went to the School and/or learners whose older siblings went to the School in the past but who are not current learners at the School;
- Preference will be given to any learner who has received a scholarship or bursary of any kind that is recognised by the School and that is conditional upon him or her attending the School.

9.1.3 Learners of compulsory school-going age who will not be more than two years older than the statistical age norm for the relevant grade in the year of admission will be given preference over learners who are not of compulsory school-going age and who are underage;

9.1.4 Learners of compulsory school-going age who will not be more than two years older than the statistical age norm for the relevant grade in the year of admission will be given preference over learners who are not of compulsory school-going age and who are overage. Any learners who are above the compulsory school-going age but who have not completed Grades 10 to 12 shall be referred to an Adult Basic Education and Training (ABET) centre, a Further Education and Training (FET) college or a similar institution;

- 9.1.5 Applications received by the closing date referred to in clause 10 below will be given preference over late applications; and
- 9.1.6 All other applicants who meet the admission criteria set out in clause 8 above.

## **10. CRITERIA THAT WILL NOT BE USED FOR ADMISSION PURPOSES**

- 10.1 Without limiting the scope of clause 5 above, no learner shall be refused admission to the School on the basis of his race, home language, religious beliefs, cultural beliefs, or his socio-economic status.
- 10.2 No learner will be refused admission to the school on the grounds that his or her parent:
- is unable to pay or has not paid the school fees determined by the governing body under section 39;
  - does not subscribe to the mission statement of the school; or
  - has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.

(South African Schools Act s.5(2), Admission Policy for Ordinary Public Schools, s.10, WCED policy for the management of admission and registration of learners at ordinary public schools, s.6.

- 10.3 The SGB of the school will not:
- administer any test related to the admission of a learner to the school, or direct or authorise the principal of the school or any other person to administer such test (South African Schools Act s5(1), Admission Policy for Ordinary Public Schools, s.11)
  - use interviews with parents or learners prior to the admission of a learner as a form of screening except for learners with learning barriers who wish to enter an ordinary public school (WCED policy for the management of admission and registration of learners at ordinary public schools, s.6).

Except where the School is required to determine the placement of a learner in a specific course or programme (including but not limited to a technical field of study, visual arts, dance, dramatic arts or music), a learner will not be tested as part of the admission process. A learner will only be required to undertake a suitable test if this is in the educational interest of the learner; will assist in deciding how best to place the learner; and has the prior approval of the Head of the Western Cape Education Department.

- 10.4 With reference to clause 6 above and subject to clause 8.1.8 above, no learner will be refused admission to the School on the basis that his or her home language is not English where:
- 10.4.1 the School has a place for the learner in the relevant grade; and
- 10.4.2 English is the preferred language of learning and teaching for the learner.

- 10.5 No registration charge, application fee, administration fee or the like is payable when applying for admission to the School. Similarly, no deposit, re-admission or pre-admission testing fees, or any other fees at the time of application. School fees, and any other fees, may only be charged after the learner has been informed in writing of his or her acceptance for admission to the school (SASA Section 39(5)). Parents will be informed about the fee policy of the School at the time of registration.

(WCED policy for the management of admission and registration of learners at ordinary public schools, s. 6 and s. 10, Regulations for the exemption of parents from payment of school fees in terms of SASA s. 29(4), the Government Gazette 2931, as amended, dated 18 October 2006 and Circular 0059/2021 Unlawful practices associated with school admissions, the payment of school fees and the levying of other fees.)

## **11. DOCUMENTS AND INFORMATION REQUIRED AND PROCEDURE FOR THE ADMISSION OF A LEARNER**

- 11.1 ALL applications for admission to the school will be captured and processed using the WCED Online Admission System. The school's admission process does not require the completion of any additional hard copy or online information (Circular 0018/2022 Reminder: Online admissions system as the ONLY official system or form to be used by schools for admission to ordinary public schools in the Western Cape).
- 11.2 The Online Admission System requires the following supporting documents:
- A copy of the learner's birth certificate. Where a copy of the learner's birth certificate is unavailable at the time that the admission application is submitted, the School may admit the learner to the relevant grade, provided that the applicant provides written proof that application has been made to the Department of Home Affairs or other relevant authority for the learner's birth certificate;
  - A copy of a school report of the last grade passed;
  - A copy of any reports that will assist the School in understanding the educational needs of the learner, including, for example, physiotherapy reports, speech reports, occupational therapy reports and remedial reports; and
  - Proof of the residential address(es) of the learner and both parents (which proof may include a copy of a title deed, existing lease agreement and/or utility bill or bank statement not older than three months).
- 11.3 Please note that it is an offence to provide false information regarding the age of a child.
- 11.4 The School reserves its right to verify all information and documentation supplied by an applicant for admission and reserves its rights to take legal action against any applicant who intentionally provides false information and documentation.
- 11.5 Learners who are moving from a home school environment to the School need to submit all documents listed above.

- 11.6 Learners who are not citizens of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School. All documents listed above must be submitted as part of the admission application, as well as a certified copy of the parents' residence permit (s).
- 11.7 Learners or their parents who are not citizens of South Africa and who entered South Africa on a study permit may apply for the admission of the learner to the School, provided that all documents listed above are submitted as part of the admission application with a certified copy of any study permit held by the learner.
- 11.8 Learners who are not citizens of South Africa, who are not in possession of a study permit and whose parents are not in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School, provided that all documents listed above are submitted as part of the admission application with proof that the parents have taken formal steps to legalise their stay in South Africa.

## **12. SCHOOL FEES**

- 12.1 The SGB of the School understands and accepts that:
- 12.1.1 the State cannot provide all resources required to achieve and maintain a well-functioning and high-performing schooling system;
- 12.1.2 the School shall therefore 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;
- 12.1.3 the School is required to raise additional funds through the active involvement of parents who are given opportunities at general parent meetings to vote on matters concerning the governance and budget allocation of the School; and
- 12.1.4 school fees payable in respect of each learner admitted to the School shall be determined by the governing body of the School with the approval of a majority of parents attending a general parent meeting (which meeting shall be arranged each year by the governing body of the School).
- 12.2 Where an application for admission to the School is successful and the applicant accepts the place offered, the parents concerned are under a statutory duty to pay the relevant school fees unless they have been totally exempted from paying all of the fees payable pursuant to clause 12.5.
- 12.3 A schedule of the annual school fees payable to the School for the relevant year of admission is available from the School's bursar.

- 12.4 The school fees payable by parents for a particular grade will be the same across that grade and will not vary according to the curriculum or extramural curriculum choices made in respect of each learner within that grade.
- 12.5 Parents have the right to apply for an exemption from paying the annual school fees. A copy of the School's Fee Exemptions Policy and the relevant application form can be obtained from the School's bursar.

(Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 October 2006) – SASA

Name of Bursar	Mrs A van der Berg
Telephone Number	021 948 6116
Fax Number	021 949 0859
Email address	bursar@settlers.org.za
Physical Address	Settlers Street Bellville 7535
Postal Address	P O Box 599 Bellville 7530

### 13. CLOSING DATE FOR ADMISSION APPLICATIONS

The closing dates for the submission of admission applications are as follows:

- 13.1 All applications for admission to Grade 8 for a particular year must be done via the WCED Online Admission System. The timeframes followed shall be as set out each year by the WCED in a circular. (Circular 006/2021: Dates and time frames for applications for admission to ordinary public schools and the management of school admission information for 2022/2023).
- 13.2 All applications for admission to any other grade offered by the School may be submitted via the WCED Online Admission System at any time during the school year and will be considered in accordance with the admission criteria set out in this policy as and when a place in the relevant grade becomes available.

Admission dates for all grades are the same.

Parents need to contact WCED Metro-North offices if they need additional information or track any applications.

If the School declines an application for admission, the reasons for the decline will be indicated on the WCED online system.

Should an applicant not be satisfied with the decision of the School not to admit the learner (including the reasons for such decision), they may appeal against the decision, in writing, first to the SGB of the School. If parents are still unsatisfied, they may appeal to the Provincial Minister / HoD for Education.

If the WCED declares that the school must admit more learners than it has initially accepted or overturns an admission decision of the school, this has to be exercised reasonably, in a procedurally fair manner and by means of meaningful engagement (Constitutional Court ruling in the case of Rivonia Primary vs. Gauteng Department of Education, 3 October 2013).

This policy will be made available to parents and prospective parents (Promotion of Administration of Justice Act).

## **POLICY AMENDMENTS**

The Settlers High School's elected governing body may from time to time amend, supplement, modify or alter this policy.

SIGNED AT THE SETTLERS HIGH SCHOOL ON THIS **25<sup>th</sup>** DAY OF **FEBRUARY 2023**.

\_\_\_\_\_  
MS A PARKER  
**SGB CHAIRPERSON**

\_\_\_\_\_  
MRS L HALL  
**PRINCIPAL**

**SECRETARY OF THE GOVERNING BODY** \_\_\_\_\_

Policy compiled and adapted by Mr PP Botes (Deputy Principal) from other similar policies.

Date of last review: Monday, 22 May 2023