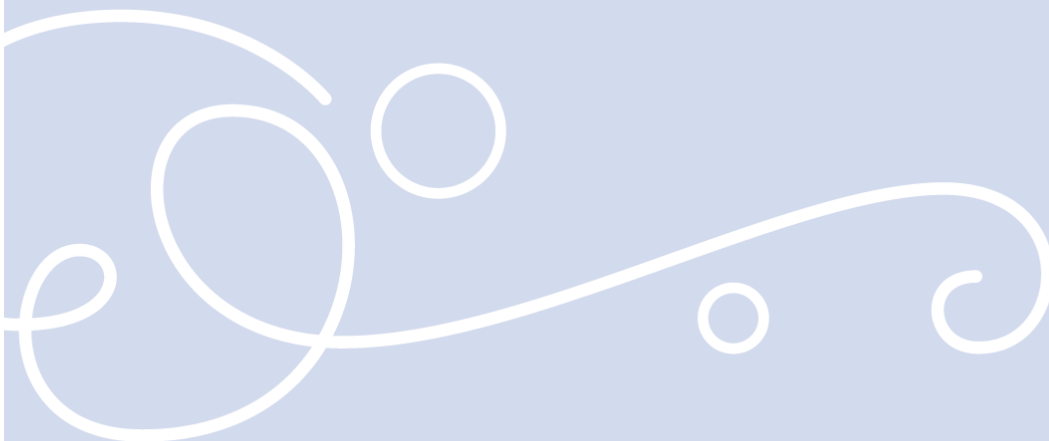


2025

Admissions Policy

(updated - 17/01/2025)





POLICY OF RHENISH PRIMARY SCHOOL REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL OR GRADES AT THE SCHOOL

Whereas Rhenish Primary School (hereinafter referred to as “the School”) is a public school, having juristic personality by virtue of the provisions of Sections 15 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter referred to as “SASA”), the governance of which is entrusted to its School Governing Body (hereinafter referred to as “the SGB”), referred to in Section 16 of SASA;

And whereas the SGB is empowered in terms of Section 5 of SASA to determine the School’s policy regarding the admission of learners to the School and grades at the School, subject to the provisions of SASA and any applicable Provincial Law;

And whereas the SGB is mindful of the following enactments (hereinafter referred to as “the enactments”) relating to the question of the admission of learners to the School or different grades at the School, namely:

- (i) The Constitution of the Republic of South Africa 1996 (hereinafter referred to as “the Constitution”);
- (ii) The South African Schools Act, No. 84 of 1996 (as amended);
- (iii) Section 3(4)(i) and 5 of the National Education policy Act, No. 27 of 1996 (“NEPA”);
- (iv) The Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 19377 dated 19 October 1998 (Notice No. 2432/98) (hereinafter referred to as the “Ministerial Policy”); and;
- (v) Applicable provincial laws.

And whereas the School and its SGB defer to the relevant provisions of the enactments to the extent that they may be valid and binding upon them and take precedence over the power of the SGB to determine the admission policy of the School, whilst being determined to ensure the full implementation of the School’s admission policy within the parameters of the enactments and any other applicable enactments from time to time;

Now therefore the SGB, 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

The administration of the admissions process will be managed by an administration clerk of the school, but the Admissions Committee, which is an official sub-committee of the School Governing Body, will make decisions on admissions. This sub-committee will be chaired by a parent member of the SGB who is not a co-opted member.

- 1.1 It is acknowledged that –
 - (a) the Head of Department (Education) (hereinafter referred to as “the HOD”) and/or officials of the Department of Education (DOE), including the **Admissions Committee**, delegated by the HOD (hereinafter referred to as “the HOD delegate(s)”) is/are responsible for the administration of the admission of learners to the School; and
 - (b) the HOD/the HOD delegate(s) must determine a process of registration for admission to public schools in order to enable the admission of learners to take place in a timely and efficient manner.
- 1.2 It is emphasised that the HOD/the HOD delegate(s)/the **Admissions Committee** must (and will be required to) take this policy into account demonstrably, fairly and in accordance with law at all times whilst acting in accordance with paragraph 1.1 above, or whilst engaged in the process of deciding upon applications for admissions. The School and its SGB will also require the HOD/the HOD delegate(s)/the **Admissions Committee** to allow the SGB full access to and copies of any registers or files kept as part of the admission process.
- 1.3 The School and the SGB require the HOD/the HOD delegate(s)/the **Admissions Committee** to add to the prescribed application form, and ensure the completion by the Applicant of the Schedule of Information required by the governing body attached hereto.
- 1.4 The School and the SGB require the HOD/the HOD delegate(s)/the **Admissions Committee** to ensure that Applicants are informed of **the following documents which are available on the school’s website**:
 - (a) the SGB Constitution;
 - (b) the School’s Language Policy;
 - (c) the Code of Conduct for Learners; and
 - (d) this Admission Policy.



- 1.5 The School and the SGB subscribe to the view that according to law, and in the absence of a Court Order directing otherwise, the legal guardian(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled. Consequently, the School and SGB do not recognise an application as being valid, unless made by the guardian(s) or person(s) by order of Court entrusted with the custody of the minor learner, or a person or persons thereto authorised by them in writing. 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. Consequently, the HOD/the HOD delegate(s)/the **Admissions Committee** are required to ensure that this approach is strictly adhered to.
- 1.6 The SGB undertakes to support the HOD/the HOD delegate(s)/the **Admissions Committee** in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards before the end of the year preceding the next school year. **However, the Admissions Committee is subjected to and will follow the timelines annually set out by the Western Cape Education Department and communicated via circulars for this purpose.**
- 1.7 Subject to this Policy, the SGB requires the HOD/the HOD delegate(s)/the **Admissions Committee, delegated to the Admissions Clerk**, to co-ordinate the admission of learners to **Rhenish Primary School**, and undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated, **taking space requirements into account.**
- 1.8 The School and the SGB require strict observance by the HOD/the HOD delegate(s)/the **Admissions Committee** of the following provision of the Constitution as a prerequisite to any decision to be taken regarding the admission of a learner to the School –
- “28 (2) – A child’s best interests are of paramount importance in every matter concerning the child.”**

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 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.
- A learner is admitted to the full school programme and may not be suspended from attending class, refused entry to cultural, sports and social activities, refused a school report card or transfer certificate, or be victimised in any other way based on his/her parents':
- (a) inability to pay school fees or failure to have done so at any stage;
 - (b) failure to support the mission statement and code of conduct of the School;
 - (c) refusal to enter into a contract in terms of which the parents waive their right to claim for any consequential damage relating to the learner's education.

The Admissions Committee will, however, use its discretion regarding the participation of children, in activities requiring further payment.

- 3.2 In terms of Sections 38-41 of SASA, a budget meeting of parents of learners enrolled at the School must be held on thirty (30) days' written notice to parents. At the meeting the majority of parents present decide whether or not to accept the budget prepared by the SGB for the next financial year. At the same meeting the majority of parents present and voting may decide that the payment of school fees is to be compulsory, what the amount of school fees per learner per year will be, and what criteria will be used to grant total or partial exemption to parents who are unable to pay the compulsory fees or the full compulsory fees. 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), a copy of which will be furnished to parent(s) on request. Parents applying for relief may request an educator at the School or any other person to assist him/her/them with the application. A parent/parents who feel aggrieved at the decision of the SGB may appeal to the HOD, following the procedure set out in the said Regulations.
- 3.3 It is important, however, for Applicant(s) for exemption to note that the combined annual income of parents is taken into account in the decision as to whether or not the parent(s) qualify for exemption. "Combined annual gross income of parents" is defined in Regulation 1 of the aforesaid Regulations as –



“the gross income of all the parents of a learner as defined in the Act, calculated together ...”.

- 3.4 The Applicant’s attention is drawn to the following provision of SASA –
- (Section 41)** – “The governing body of a public school may by process of law enforce the payment of school fees by parents who are liable to pay ...”
- 3.5 Parents of learners are encouraged to support the high standard of education and the sound school facilities and environment by paying school fees and, where they are exempted totally or partially from the payment of compulsory school fees, to offer their services to the SGB for the benefit of the School.

4. DOCUMENTS REQUIRED FOR ADMISSION

- 4.1 A parent will be required to complete an application form for admission, which must be provided to him/her by the School **if such parent is unable to complete the form online.**
- 4.2 Together with the application form, the parent must submit to the **Admissions Committee** an official unabridged birth certificate of the learner.
- 4.3 The parent must provide evidence that the learner has been immunised against the following diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
- 4.4 Proof of residence must be provided in the form of a municipal account. Should the residence be rented, a certified copy of the rental agreement must be provided.
- 4.5 See Annexure A for a full list of documents required for admission.
- 4.6 **All standardized documentation will be provided by the Western Cape Education Department online and all forms need to be completed and documents uploaded via this platform. The Admissions Committee will consult this platform to keep up-to-date with applications to the school.**



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.

5.1 ENTRY INTO PRE- RECEPTION

Learners are expected to be turning 5 in Pre-Reception, but this does not exclude learners turning 4 in Pre-Reception. Preference will be given to learners turning 5 and who meet the above admissions criteria. The aforementioned admission criterion will apply.

5.2 ENTRY INTO RECEPTION

Learners are expected to be turning 6 in Reception, but this does not exclude learners turning 5 in Reception class. Preference will be given to learners turning 6 who meet the above admissions criteria. The aforementioned admission criterion will apply.

5.3 ENTRY INTO GRADE 1

Learners are expected to be turning 7 in Grade 1, but this does not exclude learners turning 6 in Grade 1. Preference will be given to learners turning 7 and who meet the above admissions criteria.

5.4 ENTRY INTO GRADE 2 - 7

1. The majority of Grade 2 - 7 learners would have progressed from their previous grades.
2. Any new admissions will have to meet the above admissions criteria. Age would alter accordingly.
3. Admissions are subject to there being physical vacancies in **all grades**.

6. REGISTRATION PERIOD

- 6.1 Parents who wish to enrol their children at the School for the first time must register the learner at the School in the year preceding the school year to which the learner's application for admission pertains, **within the dates stipulated by the Western Cape Education Department.**



- 6.2 All applications for admission to the school on behalf of a learner must be submitted **online and all applications will be administered by the school's Admissions Clerk.**
- 6.3 The learner's parents will receive written notice of the acceptance or **non-acceptance** of their application, within a reasonable time or the period determined by the HOD.

7. 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 **Admissions Committee** of the School Governing Body in terms of section 5(9) of SASA.

If personal meetings are required by parents, this must be arranged with all members of the Admissions Committee, or at least the Chairperson of the sub-committee and the Principal, being present. Minutes need to be taken.

8. CAPACITY OF THE SCHOOL

- 8.1 The capacity of the school will be determined by the SGB taking into account all relevant factors including, but not limited to:
- The number of available teachers;
 - Teachers' space requirements, including a staff room and areas for their administration to be carried out;
 - The number of designated, suitably sized classrooms;
 - The need for space for sports, remedial, and cultural programmes and activities to take place;
 - Provision for continued space for a library, computer rooms, school hall, specialist rooms and laboratories and workshop currently in existence;
 - The need to provide work space for the management and administration of the school;
 - Provision of the necessary toilet facilities to cater for the number of staff and learners;
 - The capacity of the school to cope with normal movement in corridors between classes and on the stairwells



- 8.2 The educational needs, safety and well-being of the learners are of paramount importance in determining the capacity of the school.
- 8.3 After taking into account the factors and values as set out in 8.1 and 8.2 above the SGB has determined the capacity of the school, in respect of the respective grades and the school as a whole, for any particular year to be as indicated in the Annexure B hereto. The numbers mentioned in this Annexure B will serve as guide lines of the numbers not to be exceeded.

9. SCHOOL PROPERTY

The Applicant's attention is drawn to the following:

- (1) Every learner of a public school shall take good care of the property of the school which is placed at his/her disposal, and shall return it to the school on or before a date specified by any educator employed at the school.
- (2) The parents of a learner at a public school shall be liable for any damage to or loss of school property in respect of which the learner concerned is liable to the school.
- (3) It is the duty of every parent to assist the State and the governing body of a school to promote a culture of respect for school property.

10. RISK OF DAMAGE OR LOSS

The Applicant is notified that the School accepts no liability for the damage to, or destruction or loss of any property brought on the School premises by the learner or his/her parent(s). It matters not who causes such damage, destruction or loss, how it is caused, whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. The School accepts no liability. Learners are encouraged to safeguard property brought onto the School premises, and Applicants and parents of learners are encouraged to take out their own insurance against such damage, destruction or loss.

11. CONSIDERATION OF APPLICATIONS

In considering applications for admission to RPS, the SGB will consider the following:

- 11.1 RPS caters firstly for learners whose **first/home language** is English and whose parental home, by proof of documentary evidence to the satisfaction of the school, has RPS as their nearest Public School with an English medium class.



- 11.2 Once initial applications for learners mentioned in paragraph 11.1 above have been dealt with, further applications will be considered as follows:
- (i) Learners who reside within the greater Stellenbosch area whose **first/home language** is English;
 - (ii) Learners who reside within the greater Stellenbosch area whose chosen medium of tuition is English.
 - (iii) Learners whose home language is English and whose parents are legitimately employed at an address within the feeder area of the School (proof of employer to be provided)
- 11.3 All applicants mentioned in paragraph 2 above will be considered simultaneously. It is the responsibility of parents of learners for whom RPS is not the closest Public School to make alternative application to their closest Public School as early application does not guarantee acceptance.
- 11.4 The terms “parental home” and “reside” above refers to the learner residing permanently at this address with and under control of the custodian parent or legal guardian and not anybody else.
- 11.5 The setting up of boarding accommodation to provide a local address to gain entry to the school is not permitted. The provision of a temporary address to gain admission to RPS is not permitted.
- 11.6 If any of the information given by applicants on the Application for Admission Form is proven to be inaccurate, incorrect or misleading, the school reserves the right to not consider the application.
- 11.7 If a place in the school has been allocated to a learner and it is subsequently proven that the information provided on the Application for Admission Form is incorrect, then the learner will forfeit that place.
- 11.8 Entry is not on a “first come, first served” basis.
- 11.9 Notwithstanding the foregoing, the SGB reserves the right to afford overriding preference to learners who have siblings already enrolled at the School or learners who have parents that are staff members or prospective staff members at the School.
- 11.10 **The school will not reserve/book a space, or accept payment, for children whose parents indicate that they are leaving and will be re-joining the school at a later date, such as going overseas and returning at a date sometime in the future.**



12. REQUIREMENTS

Save where the provisions thereof will not serve the best interest of a learner or other learners, the SGB and the School refer to the Ministerial Policy.

13. ADMISSION OF NON-CITIZENS

The South African Schools Act, 1996 and this policy equally apply to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.

A learner who entered the country on a study permit must present the study permit on admission.

Persons classified as illegal aliens must, when they apply for admission for their children, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No 96 of 1991).

14. LEARNERS WITH SPECIAL NEEDS

Learners with special needs will be considered, where reasonably practical. Where the necessary support, which would facilitate the integration of a learner in a particular educational context cannot be provided, the Principal will refer the application for admission to the Head of Department to have the learner admitted to a suitable public school in the province or to a school in another province.

15. THE SGB AND THE LEARNERS OF THE SCHOOL

- 15.1 All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights as set out in the Code of Rights and Duties of Stakeholders of the School.
- 15.2 The SGB considers itself to be in duty bound to protect the educators, learners, parents and non-educators of the School from physical or mental violence to the full extent of its power to do so and further, to foster the physical, mental and moral welfare of learners. To this end, the SGB –



- (a) reserves the right to scrutinise the disciplinary and behavioural record of any prospective learner of the School, and to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the very interest the SGB considers itself to be in duty bound to protect;
- (b) may enquire from and take issue with the HOD concerning the wisdom of admitting a learner to any grade in the School when the learner will be severely prejudiced by reason of the inability of the learner to communicate or be communicated with at the level required for proper tuition to take place in that grade;
- (c) may take whatever steps may be reasonably practicable, given the resources and circumstances of the School, to assimilate a disabled prospective learner into the School; and
- (d) requires a member of staff or a learner or any learner's parent(s) to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

16. THE PARENTS AND THE SCHOOL/SGB

- 16.1 Parents of learners at the School have, apart from their duties, several rights. *Inter alia*, they have the right to be consulted regarding the formulation of the School's language and religious policies and code of conduct, or any amendments thereto. They are also invited to submit recommendations and proposals to the SGB regarding the supplementation or amendment of existing policies or the existing Code of Conduct for consideration by the SGB.
- 16.2 Parents are encouraged to become involved in all the activities of the School, to offer to serve in the governance structures and support groups serving the interests of the School community, and to support the education process by interacting constructively with educators and ensuring that set work and homework is done by the learner conscientiously and punctually. Parents are also required to ensure that their children are properly equipped to participate fully in the tuition process and that they attend school punctually and regularly.



17. REPEATING GRADES

Before final decisions regarding enrolments are made, any children who are repeating grades need to be kept in mind, where necessary. Space, therefore, needs to be kept available in the grade concerned. The rule for repeating grades is one year per school phase (ie. Foundation Phase, Grades 1 to 3; Intermediate Phase, Grades 4 to 6 and Senior Phase, Grade 7). A learner will not be permitted to repeat a grade more than once. All grades from Reception to Grade 7 will be deemed to be full until repeats have been confirmed.



ANNEXURE A

Information required by the SGB in addition to that required to be furnished in terms of Ministerial Policy or Provincial Policy or Law:

1. The name, residential address, work address and all telephonic, telefax or email contact details of each person falling under the definition of "Parent" in SASA.
2. A certified copy of an unabridged Birth Certificate.
3. A recent, certified copy of an ID photograph of the learner.
4. A certified copy of any Court Order or testimony document confirming guardianship or custody or similar right of the person (Parent) claiming such right.
5. An affidavit, employer's certificate, electricity or other account or any other proof reasonably required by the SGB to verify the place of residence of a learner and his/her "parents" of the fact and place of employment of the "parents" of the learner.
6. A certified copy of the identity or other document confirming the identity of each person falling within the definition of "parent" in SASA to the reasonable satisfaction of the SGB.
7. Written authority of the parent(s)/guardian(s)/person(s) referred to in paragraph 2, to any person to represent him/her/them in applying for the admission of the learner to the School or in any other matter affecting the learner.
8. A certified copy of the "Clinic" card showing proof of immunizations.
9. A certified copy of the most recent school report.
10. Details of any notifiable disease from which the learner is or may be suffering.
11. Details of any serious misconduct of which the learner may have been found guilty by a Court of Law or an SGB at any school where the learner may previously have been enrolled.
12. Details of any specific needs that learner may have and which may require attention to maximize the learner's school experience or promote his/her best interests.
13. Details of any condition or circumstances of which the School should be aware in order to protect the best interests of the learner and/or any other learners of the school.



The following class sizes are dictated by the School Governing Body beyond which, the school's enrolment is deemed to be full:

ANNEXURE B

Grade	Number of children in each class	Number of classes in grade	Total
Pre-Reception	24	3	72
Reception	24	3	72
1	25	3	75
2	25	3	75
3	26	3	78
4	26	3	78
5	27	3	81
6	27	3	81
7	27	3	81