

# ADMISSIONS POLICY

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**MILNERTON PRE-PRIMARY  
SCHOOL**

# ADMISSION POLICY

## OF MILNERTON PRE-PRIMARY SCHOOL

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## 1. INTRODUCTION

### 1.1 PURPOSE

The purpose of this Admission Policy is to provide guidelines for application for prospective new learner enrolments at Milnerton Pre-Primary School. It is applicable to all parents seeking admission for their children to the School.

The Policy and administration of the policy aims to promote fair opportunity and not unfairly discriminate against an applicant for admission.

The Admission Policy is determined and applied by the School Management Committee and established in terms of Section 45 of the South African Schools Act 84 of 1996 read together with Section 29(3) of the Constitution of South Africa.

### 1.2 DEFINITIONS

In this Policy, unless the context indicates otherwise any word or phrase defined:

- 1.2.1 **'Policy'** means the Admission Policy
- 1.2.2 **'School'** means Milnerton Pre-Primary
- 1.2.3 **'School Management'** means the school principal and/or the elected Management Committee Members
- 1.2.4 **'Educator'** means any educator who provides instruction or education - a teacher
- 1.2.5 **'Learner'** means a child at the School
- 1.2.6 **'Waiting list'** a list of potential eligible new learners applying for admission to the School
- 1.2.7 **'Parent'** means:
  - i. any natural parent or guardian of a learner.
  - ii. any person legally entitled to custody of a learner; and
  - iii. any person who undertakes to fulfil the obligations of a person referred

### 1.3 OBLIGATION OF PARENTS

Parents have the responsibility to:

- 1.3.1 Submit application for their child/ren that are/ is of preschool going age, between the ages of 3 (three) and 6 (six) years old;
- 1.3.2 Provide all true, certified and updated documentation required for application for Admission to the school and disclose any other necessary information;
- 1.3.3 Be responsible for the payment of school fees as prescribed by the School Management Committee;
- 1.3.4 Understand that on admission, parents and learners will be required to uphold the School Code of Conduct
- 1.3.5 Parents are to partner with the School and are encouraged to participate in every aspect of their child/ren's preschool development to provide a creative learning experience and prepare their child/ren for formal schooling; which may include:
  - 1.3.5.1 assist with discipline of their child/ren
  - 1.3.5.2 monitor their child/ren's educational progress
  - 1.3.5.3 ensure regular school attendance
  - 1.3.5.4 liaise with school staff
- 1.3.6 Be open to communication from the school and share information with the School based on the best interest, welfare and wellbeing of their child/ren
- 1.3.7 Where possible contribute to the development of the School by rendering applicable services.

## 2. POLICY

The School values and principles are Christian based and aimed to provide every child with a stimulating and creative learning experience preparing them for formal schooling and supporting every aspect of their preschool development.

All children, female or male, of any faith denomination, culture and demographic are accepted into our School.

The Admission Policy includes: -

- 6.1 APPLICATION FOR ADMISSION CRITERIA
- 6.2 APPLICATION FOR ADMISSION PROCESS
- 6.3 DOCUMENTATION REQUIRED
- 6.4 APPLICATION FORM – ADDENDUM A

## **2.1 APPLICATION FOR ADMISSION CRITERIA**

The School Management Committee, through transparent, fair and consistent practice in the selection of prospective learners may apply the admission criteria as follows – but not limited to:

- 2.1.1 All applications received will be recorded on the date of application.
- 2.1.2 Applications for admission is based on the minimum application criteria submission and is considered on a “first come first serve basis” thereafter.
- 2.1.3 Admission is based on availability and capacity of the School.
- 2.1.4 Admission is based on the parent/s ability to pay the prescribed school fees and enrolment fee.
- 2.1.5 English is the language of learning and teaching (LOLT) - children will require a verbal command and understanding of English as a language.
- 2.1.6 An unabridged certified birth certificate to confirm the age of the child/ren.
- 2.1.7 Proof of immunisation – immunisation card/ vaccination history.
- 2.1.8 All other necessary application and supporting documentation is requested on application.
- 2.1.9 For learners who attended school previously and who have been registered on CEMIS (Centralised Education Management Information System) a transfer out form is required.
- 2.1.10 Successful admission requires agreement and adherence to the School's Code of Conduct and support of the ethos of the School.
- 2.1.11 The School reserves the right to amend the admission requirements should there be any further legal amendments and/or legislation requirements.
- 2.1.12 It is the responsibility of the parent/s to keep the School informed should any of their contact details change after their application has been submitted.

## **2.2 ADMISSION PROCESS**

- 2.2.1 Applications for the admission of a child/ren to the School shall be made by the parent to the School Management and such application shall only be granted if there is a suitable vacancy to accommodate the child.
- 2.2.2 Learners already attending the School will be placed first in the next respective class/grade.
- 2.2.3 The admission process starts in February of the year prior to the next year's intake of new learners per class.
- 2.2.4 Applications for admission is based on the minimum application criteria and then on a “first come, first served” basis, applications received first will be processed first, with the applications entered onto the School waiting list once all necessary information and supporting documentation have been received.
- 2.2.5 Parents may apply for their children to attend the School in advance, as early as birth. Once a child's name has been entered onto our waiting list, their name remains – parents need not apply each year.
- 2.2.6 Parents must complete the Application for Admission Form. The Admission Policy, a schedule of fees and the Code of Conduct are available on the School's website.
- 2.2.7 Preference will only be given to siblings of learners who are currently in attendance at the School and is at the discretion of the School's Management Committee. This is provided that all the necessary documentation is received and correctly completed (all areas) within the necessary application period.
- 2.2.8 Admission is conditional on ability to pay the prescribed School fees and enrolment fee. Parents understand that School fees are compulsory and in accordance with the South African Schools Act 84 of 1996.
- 2.2.9 When a parent applies for admission of a child/ren to the School, the parent must present an official birth certificate (unabridged) as well as all other required documentation of the prospective learner to the School.

- 2.2.10 On application for admission a parent must show proof that the child has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.
- 2.2.11 Applicants who are not South African citizens must also provide proof of permanent residence from the Department of Home Affairs.
- 2.2.12 The School Management will consider all applications according to the application for admission criteria and might need to apply a selection process as a consequence of the number of applicants exceeding the capacity of the School, specific to the class/grade for which application is made.
- 2.2.13 The School Management will inform the parents about the outcome of their application. This can be communicated in writing to confirm the admission or non-admission to the School.
- 2.2.14 There is a possibility of non-admission, it is therefore recommended that parents also apply to other Schools.
- 2.2.15 Applications that cannot be accepted due to lack of availability will remain on the waiting list in order of date of application.
- 2.2.16 The School will accept learners aged between 3-4 years into Pre Gr RR, learners aged 4-5 years into Pre Grade R and learners aged 5-6 years into Grade R.
- 2.2.17 The School will advise parents that it is an offence to make a false statement about the age of a child. (See Births and Deaths Registration Act, 1992 No. 51 of 1992).
- 2.2.18 The School does not grant any School fees subsidy.
- 2.2.19 The enrolment fee is a once of payment for the time the learner attends MPPS and covers stationary supplies, an apron, book bag and message book.

### **2.3 LIST OF DOCUMENTATION**

Parents must present the following certified documentation on application:

- 2.3.1 Signed and completed in full the application form provided by the School.
- 2.3.2 An official Birth Certificate of the child -unabridged birth certificate.
- 2.3.3 Immunisation card of child: proof of immunisation against the following communicable diseases; polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B.
- 2.3.4 Proof of residence (e.g., utility bill, water and electricity account, bank statement, copy of SARS IRP.5. insurance, medical aid or rent statement with parent's name and residential address printed thereon).
- 2.3.5 Documents must be no older that 3(three) months.
- 2.3.6 Copies of both parents ID. Documents.
- 2.3.7 Decree of Divorce/ Divorce Agreement and or Custody Provisions, if applicable.
- 2.3.8 Last or latest progress report (this applies to all grades as well as pre-grade if available).
- 2.3.9 Transfer out form as previously registered on CEMIS.
- 2.3.10 Any additional documents may be prescribed by the School from time to time.
- 2.3.11 All areas laid out on the application form must be completed. An emergency contact must be listed and live within the area.

### **2.4 FRAUDULENT/INCOMPLETE DOCUMENTATION**

It must be explicitly noted that the School reserves its right to appoint forensic investigators, members of the School's Management to investigate suspicious and incomplete applications. Applications for Admission will be declined and deemed null and void where a parent is found to have knowingly submitted fraudulent documentation or statements in their application for admission. All documents must be completed and filled in.

### **3. CAPACITY OF THE SCHOOL**

The Admission Policy is committed to ensure fair, equal and consistent treatment of all learner applications, limitations to admission are based on what is reasonably possible, based on the School's capacity.

The capacity of the School is determined to provide adequately for the educational needs of all learners.

The final number of learners accepted into the School at any one time may vary on the basis of specific enrolments per grade in a particular year. This is determined by the School Management Committee.

#### **4. WAITING LIST**

A waiting list will be kept recording applications for prospective learners.

All unsuccessful application documents will be disposed off as per the School's POPIA Policy.

#### **5. WITHDRAWAL OF ADMISSION**


A successful application for admission may be suspended or withdrawn by the School at any time after the applicant has been placed, under the following conditions:

- 5.1 Where the pupil is in breach of The School's Code of Conduct.
- 5.2 Where the parents responsible for the payment of fees are in breach of the School's Declaration of Agreement for School fees.
- 5.3 Where a continued relationship between The School and the parent(s)/guardian(s) is not possible.
- 5.4 In instances where a learner is absent from school without prior notification or communication from the parents/guardians for a consecutive period of two weeks, such circumstances shall be categorised as desertion, resulting in the forfeiture of the learner's enrolment position. As delineated in the Declaration of Agreement, any outstanding fees owed to the school shall remain the responsibility of the parents/guardians, subject to one month's notice.
- 5.5 Where the enrolment fee has not been paid within the timeframe stipulated in the acceptance letter/email and no communication requesting an extension has been received by the school. The responsibility for payment remains that of the parent/guardian. The admission will then be moved onto the waiting list and removed if no correspondence has been received from the parent/guardian within 2 weeks thereafter.

#### **6. SCHOOL FEES**

The payment of school fees is compulsory to maintain the School's services. The amount of the school fees is determined by the School Management Committee.

- 6.1 All learners should be admitted provisionally upon receipt of the written undertaking of the parent to pay the prescribed School fees. Parents are obliged to complete the Application Reply Slip stating they are responsible for paying School Fees.
- 6.2 As per the SA Schools Act, school fees are a statutory requirement and therefore a priority debt. School fees are compulsory and both parents are liable as per Milnerton Pre-Primary School's Declaration of Agreement. Fees are payable for 11 months (1 January – 1 November) and are due on the first of every month.
- 6.3 The Declaration of Agreement must be completed and signed by both parents and returned to School on the first day of the new School year. Failure to return this document will result in your child being unable to attend School.
- 6.4 All parents will be afforded a reasonable period to effect payment of School fees and to return the signed Declaration of Agreement Form.
- 6.5 The enrolment fee must be paid before the learner begins school. The enrolment fee includes an apron, book bag, wedge cushion, message book and all stationery for the duration of the learner's stay at the School.
- 6.6 Should a parent not comply with these requirements, the parent should be held accountable and will need to make appeal to the School Management Committee in respect to non-compliance.



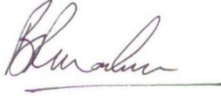
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Mr A G le Roux  
Chairperson of the Management Committee



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Mrs L G Mitchell  
Principal



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