

APPLICATION AND SCOPE OF THE POLICY

This policy applies to learners, parents of learners, educators, support staff, the management of this school and applicant learners to the school.

Splendid Kids

Admission Policy

DEFINITIONS AND ACRONYMS

Definitions

Term	Definitions
Admission Period	means the period between the commencement date and end date for admissions as determined by the Principal
Application Period	means the period from the first day of a parent applying online to the last day when the online application system available on the website closes for parents.
Confidential report	means a report containing information about the financial status of a parent, whether the parent can afford school fees and employment details of a parent or information relating to the health, misconduct or behaviour of a learner that may be used to unfairly discriminate against a learner
Equitable	means to treat everyone the same way
Fair	means to treat people without favouritism or discrimination
Feeder Zone	means the area from which a school accepts its core intake
Learner	means any person registered to receive education at the school.
Parent	means— (a) the biological or adoptive parent or legal guardian of a learner; (b) person legally entitled to custody of a learner; or (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) or (b) towards the learners' education at the school
Principal	Head of the school
Sibling	means a learner who satisfies all of the following requirements— (a) he or she is enrolled at the school in the year for which the applicant learner seeks admission (b) he or she resides in the same household as the applicant learner; and (c) he or she has at least one parent who is also the parent of the applicant learner
The School	Means Splendid Kids
Register of Applications for Admissions	means waiting list A and waiting list B of names of learners who have applied for admission to the school
Register of Admissions	means a register of all learners enrolled at the school

Acronyms

Acronyms	Explanation
HOD	Head of Department
SASA	South African School's Ac
SMS	Short Message Service

PURPOSE AND OBJECTIVES OF THE POLICY

PURPOSE

The purpose of this admissions policy is to facilitate admission to this school in a fair and equitable manner. This means that this policy will be applicable in consideration of the nature of rights as enshrined in the Constitution of the Republic of South Africa (RSA).

OBJECTIVES

The objectives of this policy are to:

1. provide for general principles under which no learner may be refused admission to this school;
2. describing how admissions will be administered by this school;
3. clearly identify the admission age for learners and compulsory school attendance in line with the SASA;
4. provide for the admission of learners to this schools who live within and outside the approved feeder zone of the school;
5. describe how this school will handle the registration of new learners and re-registration of learners already in this school, including repeat learners and late registrations;
6. clearly identify documentation required for admissions;
7. provide for the Register of Applications for Admission and the Register of Admissions;
8. explain how the capacity of this school will be determined; and

GENERAL PRINCIPLES REGARDING ADMISSION

This school shall administer admissions in compliance with the following principles:

A learner may not be refused admission to this school or any part of the total school programme on grounds that:

- a. constitute unfair discrimination, including on the grounds of race, ethnic or social origin, colour, gender, sex, age, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV and AIDS status, or any other illness;
- b. he or she is unable to provide the school with the documentation required in regulations 6(1) and 12

Splendid Kids is a Fee-paying school. Parents who are unable to pay school fees may apply for exemption as per SASA 39 (4);

ADMINISTRATION OF ADMISSIONS

In the administration of admissions, the Principal deals with the following:

- A. informing all parents that the school is open for admissions,
- B. re-registering learners currently at the school;
- C. issuing and receiving of application forms for parents of in-grade (Grade 1-7) learners;
- D. adjudication of the applications for admissions referred to in(d) above;
- E. issuing of transfer cards;
- F. issuing of notices confirming the status of the application;
- G. informing unsuccessful applicants of their right to object;
- H. after admission, informing successful applicants of processes relating to school fees, where applicable; and

- I. maintaining both a register of applications for admission and a register of admissions.

THE ADMISSIONS PROCESS

Admission Period

The admission process at this school commences on the first day and ends on the last day prescribed by the Principal unless the school is declared full by the Owner or a person delegated by her to do so, before the end of the Admission Period.

Informing Parents

After the Principal has pronounced the opening of the admission period, this school will communicate the commencement and end of the admission period as well as the re-enrolment period for in-grade (Grade 2 –7) learners and the application period for entry grade learners, by using the following means of communication:

- a. parent meetings, letters to parents and the school website.
- b. In addition to (a), this school will make use of WhatsApp/SMS/email notifications

Application for Admissions

Grade 1 Applications

- a. For Grade 1 learner applications for admission, this school will accept only hard copy applications.
- b. Parents applying for admission of in-grades learners (Grade 2 to 7) to this school for the first time will be issued with an application form which must be duly completed and returned to the school within the stipulated timeframes and required to submit the following supporting documentation for admission to the school:
 - copy of the learner's birth certificate;
 - copy of the parent's identity document, or a temporary ID Document in case the parent does not have an identity document;
 - proof that the child has been immunised at a public or registered private health establishment;
 - copy of identity document of any other person authorized to collect learner at school.
 - Copy of medical aid card (if applicable)
 - X2 ID photos of learner
- c. Transfers
In cases where a learner transfers from another school to this school or applies for an entry grade other than Grade 1, in addition to (b) above, the parent must submit the following documents from the previous school:
 - (i) a transfer card; and
 - (ii) the learner's last report card.

Undocumented Learners

- a. In a case where a parent is unable to submit the birth certificate of the learner or has only submitted a written affirmation or sworn written statement about the age of a learner, this

school will admit the learner conditionally for a period of three months, allowing the parent to obtain a copy of the birth certificate from the Department of Home Affairs.

- b. This school will refer cases of parents who failed to submit documents within the stipulated six-week period to the District Director, who may extend the period on good cause shown by the parent.

Notifying Parents of Outcome of Application

Parents of all learner applicants for Grade 1 to Grade 7, will receive a written Acceptance letter from the School Principal/Owner.

Admission of Non- Citizens

- a. Provisions governing the admission of South African citizen applicant learners to public schools apply equally to non-citizen applicant learners.
- b. Parents of Non-citizen learners must provide a study permit.
- c. Parents of Non-citizen learners must provide this school with proof of application for a study permit with the Department of Home Affairs.
- d. Parents should obtain required documentation from the Department of Home Affairs. Should the documentation remain outstanding, the learner will be conditionally admitted to the school for three months and the matter will be referred to the District Director

AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER

Admission Age of Learners

- a. This school admits Grade 1 learners whose age is five (5) and turning six (6) by 30 June in the year of admission in line with section 5 (4)(a)(ii) of SASA.
- b. A parent who wishes to make an application for admission of an underage learner to Grade 1 at this school must submit an application and a school readiness report to the Principal. A school readiness report could be a report from the educational psychologist or a similar professional or an acceptable progress report from a qualified educator.
- c. Should the Principal find that it would not be in the child's best educational interest to be admitted to Grade 1 as an underage learner, the Principal provides the parent with reasons for this finding in writing and informs the parent in writing.
- d. Where a learner's age is three years or more above the normal grade age norm, this school will engage the District Director regarding placement of the learner in a /.
- e. The age grade norm requirements for learners with special education needs applying for admission to this school will be administered to accordingly.

LEARNERS WHO ARE REPEATING

In principle, learners should progress with their age cohort. The norm for retention is one year per school phase. A learner who has repeated one or more years at this school in terms of this policy is exempt from the age grade norm. In cases where a learner is three years older than the norm age per grade, the Principal will seek direction from the district officer whether the learner will be admitted to that grade.