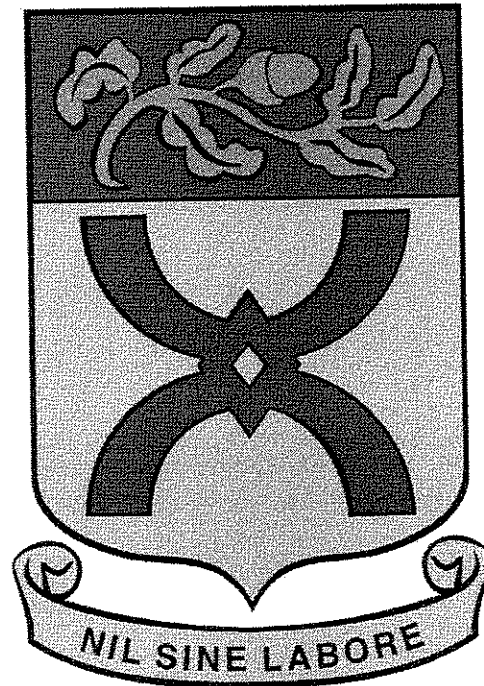


A.F. LOUW PRIMARY SCHOOL



ADMISSION POLICY

2025

Laerskool A. F. Louw Primary

Stellenbosch

P.O. Box Box 2113
Dennesig
7601

Tel: 021 886 4791
Faks/Fax: 021 887 1901

E-mail: aflouw.prim@wcgschools.gov.za

EMIS nr. 0109309200

TP BW D.P.A.

Acc. K.S.P. LS trac



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ADMISSION POLICY

Policy of Laerskool A.F.Louw Primary School regarding the admission of learners to the school or grades at the school

Introduction

Whereas LAERSKOOL A.F.LOUW 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

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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

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 Principal, 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 School Principal 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 School Principal 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 School Principal 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 School Principal to ensure that Applicants are informed of and in writing acknowledge having read and understood:

- (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

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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 School Principal 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 School Principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards during the period identified by the Western Cape Education Department.
- 1.7 Subject to this Policy, the SGB requires the HOD/the HOD delegate(s)/the School Principal to co-ordinate the admission of learners to public schools, including the School, in consultation with it and undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated.
- 1.8 The School and the SGB require strict observance by the HOD/the HOD delegate(s)/the School Principal 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. Legal Principles

- 2.1 The Admission Policy of the School must be consistent with the Constitution, the National Policy, the South African Schools Act (SASA) and the Western Cape Provincial Schools Act (WCPSA).
- 2.2 Unfair Discrimination: The school will not unfairly discriminate against a learner who applies for admission to the School. Therefore, no learner will be refused admission on the grounds of race, gender, culture, language, religious belief or financial circumstances.
- 2.3 Testing of Learners: The school will not administer any test relating to the admission of a learner to the School.

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- 2.4 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.
- 2.5 School Language Policy: The SGB determines the language policy of the School subject to the Constitution, the SASA and any other applicable law. Learners are admitted for either Afrikaans Home Language or English Home Language classes. (See School Language Policy 2025)
- 2.6 Parent Responsibility: Every parent must ensure that a child for whom the parents is responsible, attends school from the first day of the year in which such learner turns seven, until the last day of the year in which the learner reaches the age of fifteen (15) or the ninth grade, whichever occurs first.

3. The Capacity of the School

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:

- 3.1 Grade R – 75 Learners, 25 learners per class
- 3.2 Grades 1 – 3: 90 learners per grade, 30 learners per class
- 3.3 Grades 4 – 7: 100 learners per grade, 33 learners per class.
- 3.4 The final number of learners accepted in to the School at any one time shall not exceed the capacity of any one grade without the motivation of the Principal. In reaching a decision on this figure all relevant factors will be taken into account, including, but not limited to the following:
- 3.4.1 The education needs, safety and well-being of the learners are of paramount importance in determining the capacity of the school;
- 3.4.2 The number of available educators at the School;
- 3.4.3 The maximum number of learners permitted per class;
- 3.4.4 Space requirements, including areas for administration needs of educators and other staff;
- 3.4.5 The number of appropriate, designated and suitable sized classrooms.

4. Selection Criteria

- 4.1 The school is a parallel-medium school catering for 1 Afrikaans and 2 English classes from Grade R to Grade 7.
- 4.2 The school is a co-educational school catering for boys and girls. The aim is to try to ensure that each grade consists of a a similar number of boys and girls.

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- 4.3 The school will, where it is reasonably practical and where the school has the relevant education support, admit learners with special educational needs.
- 4.4 Only in exceptional circumstances will applications be considered for Grade 7 in the last term of the school year.
- 4.5 No staff member may guarantee or 'promise' a space in a grade for any year of applications to an applicant.
- 4.6 Where it becomes necessary to select learners because the number of applicants exceeds the number of available spaces in the School, the grade or the 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.
- 4.7 The selection of the learner shall be based on the following criteria, which are set out in no particular order:
- 4.7.1 The timely submission of a duly completed application via the Western Cape Online Admissions platform together with the required supporting documentation;
- 4.7.2 The successful completion of or promotion out of the grade immediately below the grade in which the admission is sought (it cannot be presumed that if the learner did not pass the grade that he/she will be accommodated at the School);
- 4.7.3 The learner's proficiency in English or Afrikaans, which are the languages of teaching, learning and communication at the school (it must be noted that once a language stream has been selected, this cannot be changed);
- 4.7.4 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 of its learners; and
- 4.7.5 Applicants for learners who are siblings of current learners (this must be clearly indicated on the application form submitted on the Western Cape Education Department Online Admissions platform).

5. 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.

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6. School fees

- 6.1 The School is a fee paying school. The SGB accepts the responsibility of raising money 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.
- 6.2 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.
- 6.3 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 (available on request from the school office) for total, conditional 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.
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 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.
- 6.8 It is important, however, for Applicant(s) for exemption to note that the combined

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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 ...".

6.9 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 ..."

7. The Enrolment of Learners at the School

7.1 Phase 1: Application for Admission

7.1.1 An application is made via the Western Cape Online Admissions platform and all compulsory documentation is uploaded.

7.1.2 After the closing date for applications, the school will process all applications and the reply will be recorded on the Western Cape Online Admissions platform.

7.1.3 Parents will receive an SMS from the Western Cape Education Department.

7.1.4 The place at the school then needs to be confirmed via the Western Cape Education Department Online Admissions platform and proof of acceptance brought to the school office.

7.2 Phase 2:

Once Phase 1 has been concluded, the school will consider further applications, should there be available places in the required grade.

8. Documents required for admission

8.1 The following documents must be uploaded to the Western Cape Education Department Online Admissions platform for the application to be considered:

8.1.1 An official unabridged birth certificate.

8.1.2 Immunisation record

8.1.3 In the case of Grade 2 – 7, the academic report issued by the last school attended by the learner as indicated on the application form

8.1.4 A certified copy of each parent's identity document

8.1.5 Proof of residence, in the form of a utility account or a lease agreement

8.1.6 A transfer letter from the transferring school which provides evidence of the grade passed.

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5. **Learner age requirements for admission to the school or various grades of the school**

- 5.1 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.
- 5.2 The School will, subject to the provision 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:
- 5.2.1 When transferring from one school to another, such over-age learner may be admitted only with the approval of the circuit manager.
- 5.2.2 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.
- 5.2.3 Multiple repetition in one grade is not permissible.
- 5.3 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 ABET Centre or FET College.

6. **Registration period**

- 6.1 Application for admission starts in March and closes in April with regard to the enrolment of learners for the following year. Dates to be determined by the Western Cape Education Department.
- 6.2 Therefore, 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.
- 6.3 All applications for admission to the school on behalf of a learner must be submitted via the Western Cape Online Admissions system. Documents are to be submitted to the school together with the application form as required by the SGB.
- 6.4 The learner's parents will receive written notice of the acceptance or refusal of their application, within a reasonable time or the period determined by the HOD.

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BW D.P.A. [Signature]
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6.5 All unsuccessful applicants will then be waitlisted; firstly in order of preference as determined in terms of this policy and secondly chronologically. All unsuccessful applicants are advised to apply at other schools apart from the school.

6.6 The school will keep a proper register of all applications for admission.

7. Parallel-Medium School

A.F.Louw Primary School is a parallel medium school, with one Afrikaans class and two English classes per grade from Grade R to Grade 7. Parents must please note that registration in one of the language streams does not entitle them to change the language option that they choose in Grade R or Grade 1, at a later stage. Should an application be made for the Afrikaans class in Grade R or Grade 1, the child will remain in that language stream until the end of Grade 7, and vice versa.

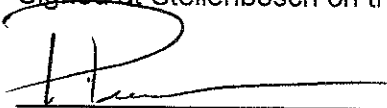
8. Appeals procedure

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 Member of the Executive Council in terms of section 5(9) of SASA.

This policy becomes effective from the date of approval by the A.F.Louw Governing Body and will be re-evaluated annually.


Date of Review: January 2026

Signed at Stellenbosch on this 30th day of January 2025.



Name: Haywood Pieterse

CHAIRPERSON



S.A.Tarr

PRINCIPAL

Handwritten notes:
A.C.S.
D.P.A. K.S.P. TRK
LS