



SCHOOL POLICY: ADMISSION

The elected SGB decided at the meeting on 10 August 2018 that learners from Kuils River will get preference wrt admission to Rouxville Primary school. Learners from the areas outside of Kuils River may apply, but will be considered when it is confirmed that there is still spaces available.

ADMISSION POLICY & PROCEDURE

Please read this document **VERY** carefully, together with the requirements on the Application Form.

Incomplete applications may not be processed.

1. General provisions

- 1.1. According to Section 5(5) of the South African Schools Act 84 of 1996, as amended, (hereinafter referred to as "SASA") the Admissions Policy of a public school is determined by the school governing body (hereinafter referred to as "SGB").
- 1.2. The SGB of Rouxville Primary (hereinafter referred to as "ROUXVILLE PRIMARY") has, after deliberation of all material factors, adopted as its Admissions policy the provisions contained herein.
- 1.3. In the course of the formulation of such Admissions Policy, the SGB has ensured adherence to SASA and to the principles contained in the Constitution, as well as to other applicable legislation.
- 1.4. The school will apply the learner- educator ratio of 1:35. Once capacity has been reached no more applications will be considered.

2. Specific provisions

- 2.1 ROUXVILLE PRIMARY is a co-educational school committed to providing an environment of excellence in the provision of academic, cultural and sporting education and activities.
- 2.2 Consideration will be given to whether it will be in a learner's best interests for them to be accepted, having regard to the academic standards and requirement of participation in the sporting and cultural spheres. A review of the learner's educational report may be requested.
- 2.3 It is the intention to provide a racially, culturally and socio-economically diverse environment representing the Kuils River community.

3. Language of instruction

- 3.1. In terms of Section 6(2) of SASA, the SGB of a public school may determine the language policy of that school.
- 3.2. The SGB of ROUXVILLE PRIMARY has, in its language policy, determined that the school will be a single medium school and that the language of instruction will be English. Accordingly learners admitted to the school will need to be sufficiently proficient in English so as not to impede their academic progress.

4. Age of learners for admission to Grade 1

4.1. A learner will be given preference in consideration for admission to Grade 1 at ROUXVILLE PRIMARY if he / she will turn 7 by 31 December of his/her Grade 1 year.

4.2. In all grades, learners who are more than two years older than the grade cohort will only be accepted in exceptional circumstances.

5. Capacity of school

5.1. The capacity of the school shall be limited to a 3 stream grade, from Grade 1 – Grade 7. In reaching a decision on this figure the SGB has taken into account all relevant factors including, but not limited to:

5.1.1. The school caters for learners in Grades R-7.

5.1.2 The management and administration of the school

5.1.3 A staff common room

5.2. The educational needs, safety and well-being of the learners are of paramount importance in determining the capacity of the school. The playground area can only accommodate 735 on current domain excluding Gr R.

6. Priority given to applicants

6.1. In considering applications for admission to ROUXVILLE PRIMARY, the SGB has resolved that the Governing Body will have discretion to admit learners and, in the exercise of such discretion, priority will be given to the following applicants in the following order:

6.1.1. Except for Grade 1, a learner must have passed and met the requirements of the grade immediately below the grade into which admission is sought.

6.1.2. A learner who has a sibling currently at ROUXVILLE PRIMARY his/her application will be considered;

6.1.3. First of all, our admission policy caters for applications from our immediate service area and then only from then only other areas will be considered. Currently Rouxville Primary resides on a temporary domain. The permanent domain of the school will be on the Eastern side of Kuils River and therefore the following areas were identified.

6.1.3.1 The following residential areas will take preference: Jagtershof, Hunters Creek, Jacarandas, Rouxville, Haasendal, Amandelsig, Amandelrug, Silver Oaks, St Dumas, Kloofzicht, Summerville, Stellendale, Vredelust, Zevenwacht, Zevendal, Zevenzicht,

6.1.3.2 All the residential areas not mentioned above is will be considered if the school has not reached its capacity.

CERTIFIED COPIES (not older than 2 months) OF THE FOLLOWING DOCUMENTS MUST BE ENCLOSED:

- Learner's complete birth certificate with both parents' information (UNABRIDGED)· Identity documents of both parents/guardians
- If parents are divorced, a complete divorce order must be submitted
- In case of the death of a parent, a death certificate must be submitted
- Legal guardians: proof of guardianship
- Learner's Clinic card (ONLY Gr R's & 1's)
- Latest report (Gr 2 – 7 applications)

- Proof of residential address (parents/legal guardians:
 - Home owners – latest municipal account (both sides) not older than 2 months
 - Tenants – valid lease agreement. If not agent or lawyer’s agreement, the owner’s ID and latest municipal account must accompany the lease agreement.
 - ‘Informal’ tenants - ALL of the following:
 - a) ID of home owner/tenant
 - b) sworn affidavit of BOTH the owner/tenant AND parents/guardians of learner
 - c) latest municipal account (not older than 2 months) or valid lease agreement of legal owner or tenant
 - d) Medical aid card (both sides) if applicable

6.4. NB: It is imperative that you also make apply to other schools, as the success of your application cannot be guaranteed.

7. Procedure of application

7.1. All applications are required to be made in writing on the school’s prescribed application form, together with documentary proof requested to be annexed thereto. Incomplete applications may not be processed.

7.1.1. Grade 1 applications: As determined by dates set by WCED. In exceptional cases, and entirely at the discretion of the SGB applications may be accepted after the closing date, set by WCED.

7.2. Applications for other grades:

7.2.1. Applications are dealt with on an *ad hoc* basis for those families moving into the natural feeder area during the year.

7.2.2. All other applications are dealt with during the fourth term and parents are informed if a place has been offered to them before the end of the third term so they can give their present school the necessary term’s notice.

By signing this document, I accept the above mentioned stipulations and undertake to ensure that my child will adhere to the Code of Conduct of Rouxville Primary.