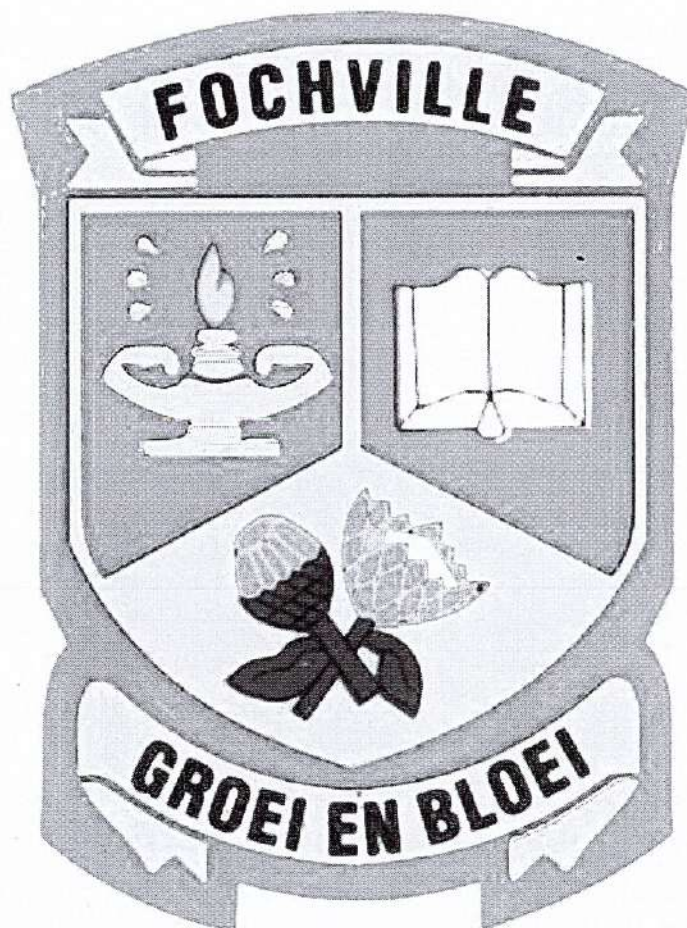


Laerskool Fochville



ADMISSION POLICY



LAERSKOOL FOCHVILLE SCHOOL GOVERNING BODY



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Fochville
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POLICY ACCEPTANCE ADMISSION POLICY

March 2024

	NAME AND SURNAME	SIGNATURE
1.	Combrinck Elmarie	Combrinck
2.	De Wet Liezl	De Wet
3.	Dippenaar Ursula	Dippenaar
4.	Du Toit Juan	Du Toit
5.	Harman Maroné	Harman
6.	Lamprecht Dewald	Lamprecht
7.	Nel Dawie	Nel
8.	Nel Elanie	Nel
9.	Peterson Anthony	Peterson
10.	Smit Ryan	Smit
11.	Visagie Jaseel	Visagie

Waar u kind se toekoms tel

POLICY OF LAERSKOOL FOCHVILLE REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL OR GRADES AT THE SCHOOL

1. PREAMBLE

The South African Schools Act mandates the School Governing Body (SGB) to determine the admission policy of a school. The said admissions policy must be aligned to the admission policy published in terms of the National Education Policy Act, 1996.

This admissions policy articulates the schools commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds what so ever. To this effect any learner that applies for admission to this school will be subjected to a fair and equitable admissions process that is aligned to the all relevant National and Provincial legislation.

No learner may be refused admissions to the school on the following grounds:

- a. The parent has not paid the school fees as determined by the SGB.
- b. The parents do not subscribe to the vision and mission statement or the aim and objectives of the school.
- c. The parents have refused to enter into a contract with the school which exclude the liability of the school to the parent out of circumstances relating to the education of the learner.
- d. On the basis of unfair discrimination based on race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status or any other illness.

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

2. LEGISLATIVE FRAMEWORK

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 "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 "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 the "Ministerial Policy");
- (v) the School Education Act, 1995 (Gauteng) (No. 6 of 1995); and
- (vi) the Gauteng Regulations on Admission of Learners to Public Schools No. 4138 of 2001, as amended by No. 1160/2012.

3. PURPOSE OF THE POLICY

The purpose of the admissions policy is to facilitate admissions to the school by setting out the following crucial information:

1. Aspects under which no learner may be refused admission to the school.
2. The admission age for learners at the school, including age grade norms.
3. Admission of learners to public schools who live within and outside the residential area or feeder zone of the school as determined by the MEC.
4. Re-registration for learners already in the school, including repeat learners.
5. Registration of new learners.
6. Late registrations.
7. Documentation or proof required for admission.
8. Register of admissions.
10. Capacity of the school.

4. DEFINITIONS AND ACRONYMS

Term	Definition
Learner	Any person registered to receive education at the school
District Director	means the officer of the department responsible for the administration of education
Feeder zone	Means the nearest school to the parents' home address or work address for parents who live in the domicile of the employer
Head of Department	Means the head of an education department
Parent	'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 fulfill the obligations of a person referred to in paragraphs (a) or (b) towards the learners education at school

Principal	Means an educator appointed or acting as the head of a school
School Governing Body	Means the relevant body responsible for Governance issues
sibling	means someone who satisfies both of the following requirements: (i) he or she has a parent who is also the parent of that child, and (ii) he or she resides in the same household as that child;
"the School"	Refers to (Name of school)
Register of admission	Means waiting list A and list B of names of learners who have applied for admission to the school

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:

5. APPLICATIONS FOR ADMISSION TO THE SCHOOL

*** See policy for process on on-line admission.**

5.1 It is acknowledged that –

- (a) the Head of Department (Education) (hereinafter "the HOD") and/or officials of the Department of Education (DOE), including the Principal, delegated by the HOD (hereinafter "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.

5.2 It is emphasised that the HOD/the HOD delegate(s)/the School Principal must 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.

5.3 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.

5.4 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 biological or adoptive parent or legal guardian of a learner or guardian(s) or person(s) by order of Court entrusted with the custody of the minor learner, or the person who undertakes to fulfil the obligations of a person referred to above towards the learner's education at school. 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.

5.5 "28(2) - A child's best interests are of paramount importance in every matter concerning 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 - child."

6. THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)

*** Refer to policy regarding Code of Conduct and Learners Dress code.**

Whilst applicants' 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."

Applicants are encouraged to support the School in familiarising themselves with the School's Code of Conduct for Learners and seeing to the observance thereof by the learner.

7. SCHOOL FEES

7.1 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.
- 7.2 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 this meeting, the majority of parents present decide whether or not to accept the budget prepared by the SGB for the next financial year.
- 7.3 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 portion 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 ministerial policy and Regulations Relating to the Exemption of Parents from Payment of School Fees in Public Schools (Government Notice R1052), a copy of which will be furnished to parents on request. Parents applying for exemption may request an educator at the School or any other person to assist 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.
- 7.4 It is important, however, for applicants 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..." (See Annexure A)
- 7.5 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 ..."
- 7.6 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.

8. DOCUMENTS REQUIRED FOR ADMISSION

Parents applying for admission to the school for the first time will be required to make their application online, using the online admissions app via www.gdeadmissions.gov.za, which application must be duly completed.

Together with the application form, the parent must submit to the principal an official birth certificate of the learner. Should the parent be unable to furnish a birth certificate, the learner may be provisionally admitted until a copy of the certificate has been obtained from the regional office of the Department of Home Affairs.

The principal is required to inform the parents that any false statement with regard to the age of the learner constitutes a crime. The parent must ensure that the admission of the learner is finalised within three months following provisional admission. (Re-admission – Annexure B)

Upon application for admission, the parent must produce evidence that the learner has been immunised against the following illnesses: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

Should a learner move from one public school to another, the principal must complete a transfer card and either hand it to the parent or forward it to the other school. See schedule A to this policy for a full list of documents required for admission.

9. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR VARIOUS GRADES OF THE SCHOOL

For the admission of learners to different grades, the grade age norm, which is the grade number plus six years, will be applied. A learner who falls outside the age norm by more than two years will not be considered for admission. In addition, where a learner is three or more years above the normal grade age norm, the school will engage the district director to place the learner in a fast-tracking programme.

10. REGISTRATION PERIOD

- 10.1 The dates of application for admission with a view to learner enrolments for the following year are determined annually by the Head of Department.
- 10.2 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.
- 10.3 All applications for admission to the school on behalf of a learner occur as determined by the Head of Department.
- 10.4 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.
- 10.5 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 advised also to apply at other schools apart from the School.
- 10.6 The School will keep a proper register of all applications for admission.

Administration of Admissions

The administration of admissions deals with the:

- a. Informing of all parents that the school is open for admissions and outlining the procedures to be followed for admissions.
- b. Re-registering of learners currently at the school.
- c. Issuing and receiving of completed application forms.
- d. Adjudication of applications for admissions.

- e. The issuing of transfer cards.
- f. Issuing of notices confirming the status of the application.
- g. Informing unsuccessful applicants of appeal procedures to be followed.
- h. Informing successful applicants of fee status and related processes.
- i. Maintenance of a register of admissions.

The school will not administer any test related to the admissions of a learner. In cases where the Principal/SGB feels that a test is necessary approval to conduct the test will be sought from the Head of Department.

11. APPEALS PROCEDURE

The Department will inform all unsuccessful applicants in writing of the reason(s) for declining their applications. A parent of a learner whose application for admission to the school is unsuccessful may lodge an objection against the principal's decision with the HOD within seven days of being informed of the decision. The HOD shall communicate his/her decision to the parent within seven days of receiving the objection.

A parent that is dissatisfied with the HOD's decision may appeal in writing against such decision to the Member of the Executive Council (MEC) within seven days of being informed of the HOD's decision.

12. CAPACITY

The SGB has determined the School's maximum capacity for learner admission as follows:

Total number of learners in School: 820

Per class: 39

Per grade: 117

The following factors were considered in determining the School's capacity:

- That learners' best interests have preference
- The number of educators available
- The space available for administrative needs
- The number of appropriate classrooms available
- Space needs for sports, cultural and recreational activities
- The available space in the current media and computer centres, science and technology laboratories and the school hall
- The sanitary facilities available
- Parking facilities
- Safety measures
- The maximum number of learners permitted per class
- Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education.

See schedule B with regard to determining capacity.

13. SCHOOL PROPERTY

Applicants' attention is drawn to the following:

- (1) Every learner of a public school shall take good care of the property of the School that 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.

14. RISK OF DAMAGE OR LOSS

Applicants are 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), irrespective of 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.

15. THE ADMISSIONS PROCESS

15.1 Admissions Period

The Principal should ensure that the admission process commences on the first day up until the last day prescribed by the provincial education department unless the school is declared full by the District Director before the end of the admissions process.

15.2 Informing Parents

The school will communicate the commencement of the admissions process through the local newspaper/ newsletters or posters, once it has been decided upon by the Department.

15.3 Application for Admissions

Parents applying for admission to the school for the first time will:

- a. Be issued with an application form which must be duly completed and returned to the school within the stipulated timeframes. (Refer to Annexure A for Application form).
- b. Submit the following supporting documentation for admission to the school:
 - i. A certified copy of the birth certificate,
 - ii. A certified copy of the parents identity document

- iii. A certified copy of proof of immunisation against polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B)[for a primary school]
- iv. Proof of residence/work e.g. water and lights account.
- v. Proof of sibling relationship.
- c. In cases where a learner transfers from one public school to another, in addition to (i) and (ii) above the parent must submit the following from the previous school:
 - d. A transfer card.
 - e. The last report.
- f. In a case where a parent is unable to submit the birth certificate of the learner to the Principal, the learner will be admitted conditionally, failing which the matter will be referred to the District Director.
- g. On submission of a completed application form, parents will receive an allocated waiting list number in writing from the relevant admissions register.

15.4 Waiting Lists

Learners will be placed onto either Waiting list A or B, as follows:

a. Waiting List A

The following learners will be placed on Waiting List A, in a numerical ranking order of names of all learners seeking admissions to specific grades in the school:

- i. Learners whose parents home or work address is the closest address to the school.
- ii. Learners with siblings who are already attending the school.

b. Waiting List B

- i. Learners whose parents neither reside close to the school nor have a parent working in the area will be placed on Waiting List B, in a numerical ranking order of names of all learners seeking admissions to specific grades in the school.
- ii. These learners living outside the natural feeder zone or geographical area of the school will be encouraged to apply for admission to other schools of their choice as well.

15.5 Adjudication of Applications

a. Learners already enrolled at the school

Learners already enrolled at the school must complete a prescribed application form for registration at the school on an annual basis and return it by (Date).

b. Preference Order of Admissions

- i. In the adjudication of applications the school admissions committee shall give first preference to learners who live within the natural

feeder zone or residential area of a school i.e. learners on Waiting List A, in a chronological order.

- ii. Once applicants from 'Waiting List A' have been placed and there is still place available, applicants on Waiting List B will be placed in a chronological order.

15.6 Notifying Parents of Outcome of Application

a. Communication of Outcome of Application

- i. Once the school has processed all applications, Waiting List A will be sent to the District Director for approval.
- ii. Once the school has received the signed off Waiting List A from the District Director, the Principal will communicate with each applicant and inform them of whether their application has been successful or not.
- iii. Parents must collect a written response regarding the status of the application by the end of the admission process.

b. Successful Applicants

- i. On informing successful applicants, the school will communicate information with regard to its fee paying status.
- ii. In the case of a 'fee paying school', parents will be informed of the amount of school fees that is charged by the school and the procedures to be followed when a parent requires exemption from school fees and how it works.
- iii. Parents must then be requested to complete Annexure E from the exemption from school fees policy.
- iv. On receiving admissions to the school a learner may not be suspended from classes, denied access to cultural, social or sporting activities of the school, receipt of a school report or transfer certificate or otherwise victimised on the basis of 1a - d as he/she would be admitted to the total school programme.

c. Unsuccessful Applicants

- i. The principal will inform in writing, all unsuccessful applicants of the reason/s for declining the application, (refer to 2.5.(a) (iii))
- ii. A parent of a learner whose application for admission to the school is unsuccessful may lodge an objection with the Head of Department against the decision of the principal, within 7 days of being informed.
- iii. The Head of Department will communicate his decision on the objection to the parent within 7 days of receiving the objection.
- iv. A parent that is dissatisfied with the decision of the HOD may appeal

in writing against the decision to the Member of the Executive Council (MEC) within 7 days after notification of the refusal for admission.

15.7 Late registration

The principal will be responsible for receiving late applications. Late applications received after the tenth school day must be acknowledged and recorded on the late registration waiting list A or B. The principal must submit the waiting lists to the district director at the district office, upon which applicants may be considered based on suitability and the availability of space.

Notwithstanding the foregoing, the SGB reserves the right, in conjunction with the district director, to afford overriding preference to siblings of learners already enrolled at the School.

16. REQUIREMENTS

Save where the provisions thereof will not serve the best interest of a learner or other learners, the SGB and the School shall refer to the relevant legislation and regulations.

17. ADMISSION OF PERSONS WITHOUT SOUTH AFRICAN CITIZENSHIP

- a) Provisions governing the admission of South African citizen learners to public schools apply equally to non-citizen learners.
- b) Non-citizen learners must provide either proof of temporary or permanent residence permit in South Africa or a study permit.
- c) Illegal aliens must provide proof of application for temporary or permanent residence or a study permit with the Department of Home Affairs.
- d) The principal will advise parents as to where the required documentation can be obtained. Should the documentation remain outstanding, the learner will be conditionally admitted to the school and the matter will be referred to the District Director.

18. THE SGB AND THE LEARNERS OF THE SCHOOL

- 18.1 All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights.
- 18.2 The SGB considers itself 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 take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the welfare, safety or life of learners or staff members in the school or 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 at 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 reasonably practicable, given the resources and circumstances of the School, to assimilate a disabled prospective learner into the School; and
- (d) Requires members of staff, learners or any learners' parents to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

19. THE PARENTS AND THE SCHOOL/SGB

- 19.1 The parents of learners are requested to complete the prescribed consent form to enable the School staff to act in the best interest of the learner in cases of emergency or to relieve the learner's pain or discomfort until the parent(s) can intervene.
- 19.2 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.
- 19.3 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.

20. REPEATING GRADES

Repeating grades very seldom leads to a significant increase in the learner's abilities. In fact, the opposite often occurs. The norm for repeating grades is one year per school phase, where necessary. A learner will not be permitted to repeat a grade more than once. (At combined and secondary schools)
When a learner repeats a grade and the school doesn't offer that particular grade, the SMT together with the parents will make alternative arrangements in the best interest of the learner.

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 the 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 school will seek direction from the Head of Department whether the learner will be admitted to that grade.

21. LEARNERS ALREADY ENROLLED AT THE SCHOOL

Learners already enrolled at the school must complete a prescribed application form for registration at the school on an annual basis, and return it to the school by (date).

22. ADMISSION AGE AND AGE GRADE NORMS

22.1 Admission Age of Learners

- a) The admission age of a learner to Grade 1 in a public school is age five (5) turning six (6) by 30 June in the year of admission. The admission age of a learner to Grade R is age four turning five by 30 June in the year of admission. For the placement of learners into different grades, the age grade norm, namely, grade number plus six years, will be applied for admissions purposes.
- b) A parent who wishes to make an application for admitting an underage learner to Grade R or Grade 1 at the 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 decide that it would not be in the child's best educational interest to be admitted to Grade R or Grade 1 as an underage learner, then the principal must furnish the parent with reasons for this decision in writing and given the opportunity in writing to appeal to the MEC.
- d) Where a learner is 3 years or more above the normal grade age norm the school will engage the District Director to place the learner in a fast-tracking programme.
- e) The age grade norm requirements for learners with special education needs applying for admission at an ordinary public school are the same as learners in ordinary public schools.

22.2 Compulsory School Attendance

- a. Compulsory school attendance is from when the learner enters grade 1 until the last school day in which the learner reaches the age of fifteen years or the ninth grade, whichever comes first.
- b. A learner who is 16 years or older and who has never had the opportunity to attend school should be advised and assisted in registering at the nearest Public Adult Learning Centre.

SCHEDULE A

Information that must accompany the application for admission in terms of regulation 6(2) of the Gauteng Regulations on Admission of Learners to Public Schools No. 1160/2012:

1. A certified copy of the child's birth certificate
2. A copy of an identity or other document confirming, to the reasonable satisfaction of the SGB, the identity of each person falling under the definition of "Parent" in SASA.
3. An affidavit, employer's certificate, electricity account or any other proof reasonably required by the SGB to verify the place of residence of a learner and his/her "parents", or the fact and place of employment of the "parents" of the learner.
4. A certified copy of any Court Order or testamentary document confirming guardianship or legal custody or any similar right of the person ("Parent") claiming such right.
5. In the event of admission to a primary school, proof that the learner has been immunised against the following illnesses: polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B.
6. A transfer card if the learner is currently enrolled at another school.
7. The latest school report card of the learner if he or she is currently enrolled at another school.
8. Where a learner claims preferential placement on a waiting list in terms of regulation 7 based on the fact that the learner's siblings are already enrolled at the School, proof of such relationship must be furnished. In the event where the listed documents cannot immediately be provided by the parent, the learner may be provisionally admitted, provided that the parent furnishes proof within two weeks following the date of application that the outstanding documents have been requested. If the parent fails to furnish proof within the aforementioned period that the outstanding documents have been requested, or fails to provide the outstanding documents within six weeks following the date of application, the application shall expire.

SCHEDULE B

POLICY: LEARNER NUMBERS **(Determining physical capacity)**

OBJECTIVE

To create an ideal learning environment for maximum learning by each learner. This is achieved by optimally utilising facilities with a view to successful knowledge transfer and a positive learning experience.

DOCUMENTS USED/CONSULTED

- The Constitution of the Republic of South Africa, No. 108 of 1996
- The South African Schools Act, No. 84 of 1996
- The Occupational Health and Safety Act, No. 85 of 1993
- Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure (Published under GN R920 in GG 37081 of 29 November 2013);
- SANS 10400 : 2010 building regulations
- SABS 0400 building regulations

DETERMINING LEARNER CAPACITY

1. Number of classrooms

Type	Number	m ²
Permanent Gr 1 – 7	24	801.73
Permanent Gr R	3	35
Temporary	1	35.7

Capacity**Learners per classroom**

Formula for classroom with single tables:

[Class Size (m²) minus teacher's furniture (m²) (furniture/equipment such as cabinets/desks)

minus 7 m² (space for educator)] [Space per learner (m²) + size of learner-table (m²)]
= learner capacity per class.

Formula for classroom with double tables:

[Class Size (m²) minus teacher's furniture (m²) (furniture/equipment such as cabinets/desks)

minus 7 m² (space for educator)] + [Space per learner (m²) + size of learner-table (m²)]
times 2

= learner capacity per class.

The Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure 1 prescribes the following minimum space allocated for learner and educator:

- **Grade R:** Learner - 1.6 m²
Educator - 7m²
- **Grade 1 - Grade 12:** Learner - 1 m²
Educator - 7m²
- **Learners with disabilities:** Learner - 2 m²

Learners per school

Total number of classrooms x maximum learner capacity per class = school capacity

2. Other facilities not appropriate as classrooms

- Laboratories (Kamer 25)
- Computer centres
- Media centre
- School hall
- Offices
- Staff room
- Meeting rooms
- Storerooms

Dressing rooms**Number of boys**

Boys	Actual number	SABS number
Toilets	14	20
Urinals	11	20
Wash basins	10	15

Number of girls

Girls	Actual number	SABS number
Toilets	16	21
Wash basins	15	18

(See attached SANS 10400: 2010 building regulations for the calculation of the number of facilities according to the number of persons)

**Local bylaws, such as fire and other safety measures
(Consult local building and/or fire by-laws)**

Explanatory notes

1. The SGB has made a contribution to the benefit of learners and has facilitated class sizes of ± 37 for purposes of efficient education, and not to increase school capacity.
2. Due to occupational safety concerns, no more than 24 learners should be accommodated in any laboratory at any stage.
3. Toilets and washbasins are already over utilised.
4. Currently, there are no opportunities for expansion on the school grounds, nor is there any SGB funding available.
5. Sports grounds can accommodate only 1200 spectators.
6. Rotating staff members, i.e. those without classrooms, total 5.
7. Temporary classrooms provided by the state are made of asbestos. Some of the buildings have a limited life span and require a great deal of maintenance.

Laerskool Fochville is filled to capacity if 820 learners have enrolled.

This **ADMISSION POLICY** has been approved by the School Governing Body of Laerskool Fochville during the SGB meeting of ____/____/2024.

P. G. du Toit
CHAIRPERSON OF SGB

Date: 30/07/2024

[Signature]
Signature

U. Dippenaar
SCHOOL PRINCIPAL

Date: 30/7/2024

[Signature]
Signature

M. Bonga
IDSO

Date: 8/8/2024

[Signature]
Signature

CIRCUIT MANAGER: MR. E. DITSI

Date: 09/09/2024

[Signature]
Signature

DISTRICT DIRECTOR: MR. V. RAJUILE

Date: 19/09/2024

[Signature]
Signature

Date of next revision:

REVISION HISTORY:

As amended on: (Specify dates)
•
•
•

Policy amendment

The Governing Body of Laerskool Fochville may amend/revise this policy from time to time as it may be necessary.

Table 1 – Occupancy-of-building classification

1	2
Class of occupancy of building	Occupancy
A1	Entertainment and public assembly Occupancy where persons gather to eat, drink, dance or participate in other recreation.
A2	Theatrical and indoor sport Occupancy where persons gather for the viewing of theatrical, operatic, orchestral, choral, cinematographical or sport performances.
A3	Places of instruction Occupancy where school children, students or other persons assemble for the purpose of tuition or learning.
A4	Worship Occupancy where persons assemble for the purpose of worshipping.
A5	Outdoor sport Occupancy where persons view outdoor sports events.

Table 4 – Provision of sanitary fixtures

1	2	3
Type of occupancy and population	Fixture	Exceptions
A3	Table 6	

Table 6

1	2	3	4	5	6
Population ^a number of people	Number of sanitary fixtures to be installed				
	Males			Females	
	Toilet pans	Urinals	Wash-hand basins	Toilet pans	Wash-hand basins
≤ 15	1	1	1	2	1
≤ 30	1	2	2	3	2
≤ 60	2	3	3	5	3
≤ 90	3	5	4	7	4
≤ 120	3	6	5	9	5
> 120	Add 1 sanitary fixture to the above for every 100 persons			Add 1 sanitary fixture to the above for every 50 persons	Add 1 sanitary fixture to the above for every 100 persons

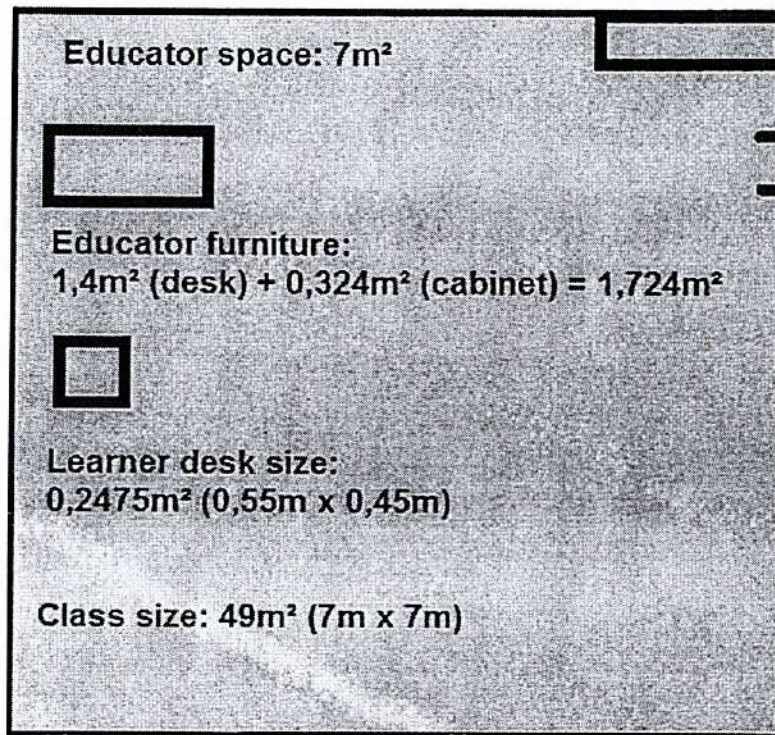
NOTE If the facilities provided in a shopping complex can be conveniently situated so that they are available to the personnel and the public and visitors, it might not be necessary to provide separate facilities for the personnel in individual shops. The minimum number of facilities provided should then be the total required in accordance with this table for the total number of personnel in the shops within the complex who make use of these facilities.

^a Population is the number of personnel only of a particular sex in an occupancy. The total number of personnel will, in some cases, be the total population obtained from Regulation A21, the public and visitors being very few in number. In other cases the proportion of personnel to the public and visitors will have to be established. The total number of personnel in a shopping complex, or in any particular shop, may be taken as 10 % of the total population for such complex or shop calculated in terms of Regulation A21.

A practical illustration of the capacity determination formula²:

Formula for classroom with single tables:

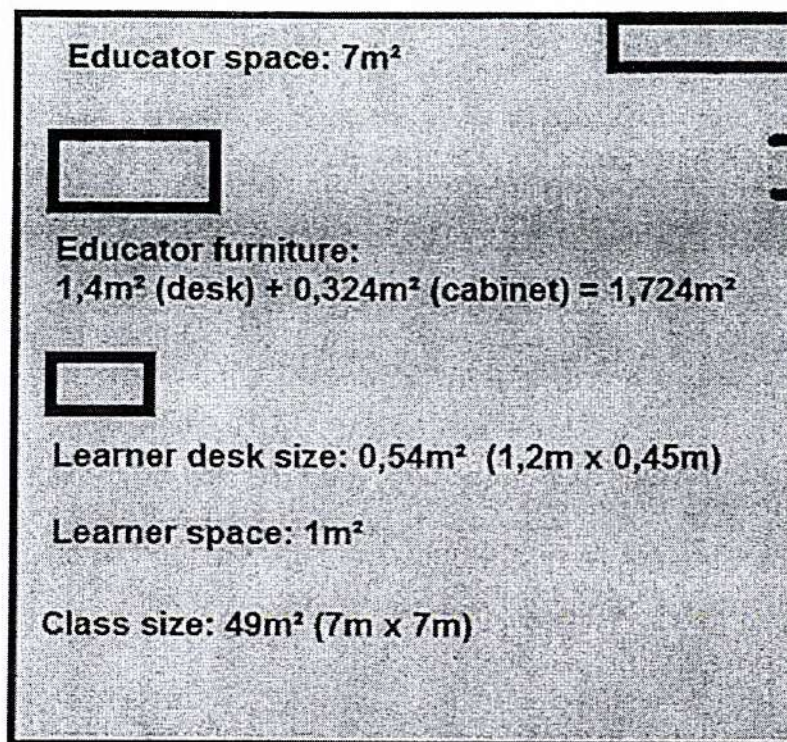
[Class Size (m²) minus teacher's furniture (m²) (furniture/equipment such as cabinets/desks) minus 7 m² (space for educator)] + [Space per learner (m²) + size of learner-table (m²)] = learner capacity per class



49 m² (Class size) MINUS 1,724 m² (Educator furniture) MINUS 7 m² (Educator space)
DIVIDED BY 1,275 m² (Learner space: 1 m² + Learner desk size) = 32 Learners

Formula for classroom with double tables:

[Class Size (m²) minus teacher's furniture (m²) (furniture/equipment such as cabinets/desks) minus 7 m² (space for educator)] + [Space per learner (m²) + size of learner-table (m²)] times 2 = learner capacity per class.



49 m² (Class size) **MINUS** 1,724 m² (Educator furniture) **MINUS** 7 m² (Educator space)
DIVIDED BY 2, 54 m² (2 Learner's space: 2 m² + Learner desk size) = 16 Learners
TIMES 2 (Learners per table) = 32 Learners