

NAME OF SCHOOL: LOMPEC INDEPENDENT PRIMARY AND SECONDARY SCHOOL

SCHOOL STAMP

ADMISSION POLICY

Date approved:	20/11/2013	Date policy will take effect:	01/01/2014	Date of next review	Nov 2014 Dec 2014
Developed by:	Policy Development and Review Committee (PDRC) of the school Executive Committee				
Approved by:	EXECUTIVE COMMITTEE OF LOMPEC COLLEGE				
Responsible Body:	EXECUTIVE COMMITTEE OF LOMPEC COLLEGE				
Supporting documents, procedures and forms for this policy:	Legislation (see below)				
References and legislation:	Main legislation: The constitution of the Republic of South Africa (1996) The South African Schools Act (1996) as amended (Section 5) National Education Policy Act (Act 27 of 1996) Gauteng Schools Education Act No. 6 of 1995 Circular 21/2010				
Scope:	Executive Committee, School Management Team (SMT), Educator Staff, Learners				
Expiry date of the policy:					

1. PURPOSE OF THE ADMISSION POLICY

The main purpose of the policy is to ensure that learner admission to Lompec College takes place according to the legislation, state policy and general school policy. The policy will also ensure that:

- Learners are not prevented from entering Lompec College for any reason that violates their constitutional rights;
- Parents, Educators, Learners and the community are fully aware of the procedures for admission to the college;
- Administrative procedures for admission are clearly defined;

Further, this policy:

- Recognise our diversity, and therefore promotes respect for all who choose to apply for admission to the college.
- Protects / enhances the dignity and status of all the learners.

2. APPLICATION AND SCOPE OF THE POLICY

This policy applies to the entire School Management, Educator and Non-educator staff and the learners.

The Executive of Lompec College will decide the Admission Policy of the school in terms of Section 5 (5) of the SASA and in accordance with the guidelines stipulated in Section 5 (1) of the Educational Policy Act (Act 12 of 1998). The Executive of Lompec College will make a copy of the Admission Policy available to the IDSO for formal approval.

Learners will be admitted and will not be discriminated against on the basis of race, ethnic or social origin, colour, gender, sex, HIV/Aids status, disability, sexual orientated, religion, conscience, belief, culture or language.

A test may be administered once a learner has been admitted to the school to determine the validity of the results produced by the learner for placement of that learner in the appropriate programme or in a specific course.

Only the executive may approve the application and the contents of these tests. The decision on the outcome of results rest with the executive. No learner may be admitted before paying registration fees and fees must be paid on or before the 4th of every month.

3. REGISTRATION AND ADMISSION OF LEARNERS

- 3.1 Registration forms shall be made available by the 01 July.
- 3.2 The school will assist parents to complete the form, if such assistance is required.

- 3.3 The school will ensure that all current learners are re-registered by the end of 15 December of that year. No learner will be coerced (forced) to deregister on the basis of age and/or performance.
- 3.4 The school will receive all completed admission application forms from parents and ensure that all relevant documents are completed and attached. The school must retain a copy, signed by the applicant acknowledging receipt of such letter.
- 3.5 The school will respond in writing, e-mail or sms to all successful and unsuccessful parents / applicants from 15 December to 10 January of the next year.
- 3.6 The school will keep both a written and computerised register of all admissions applications.
- 3.7 The administrative staff at school will promote and adhere to the Batho Pele Principles.

4. DUTIES AND RESPONSIBILITIES OF EXECUTIVE COUNCIL AND REGISTRAR GENERAL

The Registrar General will notify a parent of the following:

- 4.1 The amount of the annual school fee, which is an all inclusive fees, including registration / administration fee, or other fee namely: purchase of: textbooks and stationery, payment of educational excursions, educational tours and sport tours organised by the school.
- 4.2 The parent is liable for the payment of school fees on/ before the 4th of every month.
- 4.3 The checklist form must be completed by the parent, indicating that the parent has been informed about the provisions of paragraph 4.1.

5. SCHOOL ZONING

The feeder zone for this school is the nearest school to the parents' home address or work address for parents who live in the domicile of the employer, all learners from Mamelodi and all the nine provinces as the school had boarding facilities.

6. DOCUMENTS REQUIRED FOR ADMISSION OF A LEARNER

Application form for admission: The parent must complete the school's application form for admission. This is available from the Registrar General together with the admission policy and the code of conduct for learners of the school. Parents will be given whatever assistance they may require to complete the form.

Birth certificate: The parent must present an official birth certificate of the learner or a certified copy thereof to the Registrar General. Please note that it is an offence to make a false statement about the age of your child.

Immunisation Card: A parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B.

The following documents are required:

- Original Transfer Card
- Latest Original Progress Report
- Proof of Residence Document
- Certified copy of parent/ guardian's Identity Document
- Death Certificate of Parent (if applicable)
- Any other relevant documentation

7. ADMISSION OF LEARNERS WITH SPECIAL EDUCATION NEEDS

The rights and wishes of learners with special education needs are taken into account in the policy. This policy will adhere to the National Policy on inclusion but shall be guided availability of resources and expertise.

8. ADMISSION OF NON-CITIZENS

The South African Schools Act, 1996 applies equally to learners who are not citizens of the Republic of South Africa. The parent must produce a permit for temporary or permanent residence issued by the Department of House Affairs.

A learner who entered the country on a study permit must present the study on admission to the school.

Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

9. ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

The Executive Council is authorised to develop the Admission Policy of the school in accordance with legislative processes. The Executive Council approves and adopts the policy and ensures the implementation of the policy in school. The Executive Council also sees to it that it meets all its obligations regarding admissions as outlined in the SASA and provincial legislation.

School Management Team (SMT)

The SMT sees to the actual implementation of the policy. The SMT will ensure that this policy is implemented in accordance with the SASA, provincial legislation and the Executive Council.

The SMT reports to the Executive Council regarding implementation and on my challenges and contingencies relating thereto.

The Principal

The principal of the school represents the Head of Department. The principal ensures that the administration of admissions carried out and that timeframes are adhered to:

The principal remains accountable for the administration of admissions. Registrar in liaison with the principal will make a decision on whether to admit learners or not.

The principal will also process the registration of learners who were delayed for one reason or another.

It is the discretion of the Executive Council to declare a school full.

Parents and Learners

Parents and learners will abide by the policy and do their best to uphold it so that the admissions process continues without difficulty and delay. Parents and learners will celebrate diversity, promote tolerance and, thereby honour our school and the country's Constitution. In this way, they will not bring the school into disrepute and create unnecessary negative publicity.

10. CONCLUSION

The school will at all times endeavour to ensure that the admission process is carried out according to this policy.

The school will at all times endeavour to ensure that the application for admission of every individual is treated with respect, confidentiality and in a professional manner.

Signed by

C.E.O : _____

Academic Director : _____

IDSO : _____