



SUNLANDS PRIMARY SCHOOL

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SUNLANDS PRIMARY SCHOOL ADMISSION POLICY

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Amended February 2025

MISSION STATEMENT

At Sunlands we are proud to encourage the values of respect, honesty, compassion, inclusivity, responsibility and self-discipline.

Our professional and dedicated team strives to promote a safe, inclusive, and positive environment where personal growth will ensure that the whole child's full potential is realised.

We value the unique qualities of each individual and seek to nurture their particular talents and to empower them to confidently overcome their challenges.

Our learners are being exposed to a school environment where self-discipline and a positive self-image are encouraged.

We aim to equip learners with the appropriate skills to think critically and work diligently both co-operatively and independently.

The integration of academic excellence based curriculum and the acquisition of skills for life and learning to promote the development of a well-balanced individual who will make a positive contribution to society.

With these ideals and maximum parent involvement, Sunlands Primary will be renowned as an example to others.

1. INTRODUCTION

Background:

The Western Cape Education Department (WCED)'s school admission policy has been revised to align admission and registration of learners.

Previous Policies

The following circulars are replaced by this policy:

- Circular 0129/2000 Administration of admission of learners
- Circular 0040/2004 WCED Policy and Procedures for the Admission of learners to ordinary Public Schools

Related Policies:

The admission policy, including administration procedures, is presented in this document and must be read in conjunction with the following WCED policies:

- Circular 0121/2003: WCED policy on managing learner pregnancy in public schools
- Circular 0240/2003: Admission of over-age learners to public schools
- Circular 0046/2004: Admission policy for pre Grade R and Grade R learners to ordinary public schools

Scope:

This policy is applicable to all **SUNLANDS PRIMARY** role-players. Where conflict arises with another WCED circular or policy, the prescripts in this policy shall prevail.

Policy purpose:

The Governing Body of **SUNLANDS PRIMARY** has accordingly constituted the following as the admissions policy of the school, in the belief that its provisions are consistent with the following legislation:

- The Constitution of the RSA (Act 108 of 1996), as amended
 - The South African Schools Act (Act 84 of 1996, as amended (SASA))
 - The National Admission Policy for Ordinary Public Schools (Government Gazette 19377 of 1998) as promulgated in terms of the National Education Policy Act (Act 27 of 1996)
 - The Regulations relating to Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 October 2006)
 - Norms and Standards for Language Policy in Public Schools (Government Gazette 18546, December 1997)
 - The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)
 - The Promotion of Access to Information Act, 2000 (Act 2 of 2000)
 - The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)
- a) 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 Governing Body (hereinafter referred to as 'GB').
- b) In the course of the formulation of this Admissions Policy and Procedure, the GB has ensured adherence to SASA and the principles contained in the Constitution, as well as to other applicable legislation.
- c) In the implementation of this Admissions Policy, section 28 (2) of the Constitution will be the overriding factor in consideration of each application. The aforementioned section provides: "A child's best interests are of paramount importance in every matter concerning the child."

The purpose of the policy is to:

- afford all children access to public schools within the prescripts of the law;
- facilitate the admission of learners to **SUNLANDS PRIMARY** in a timely and efficient manner;
- ensure the lawful administration of learner admission and registration;
- enable effective teaching and learning to commence on the first day of the school year and the first day of successive school terms; and
- align the admission processes with the WCED CEMIS.

DEFINITIONS:

Admission

The process or fact of entering or being allowed to enter a place or organization - Admitted to the school from outside

Placement

The placement of admitted learners to a class.

Parent

- (a) the parent or guardian of a learner,
- (b) the person legally entitled to the custody of a learner, or
- (c) the person who undertakes to fulfill all the obligations of a person referred to in a and b

Head of Department

The Superintendent-General [SG], who is the Head of the Western Cape Education Department

School programme

The total array of curricular, extra-curricular activities, sport, cultural, recreational, social and any other school activities offered by a school.

School activity

Any official educational, cultural, recreational or social activity of a school within or outside the school premises.

School fees

School fees as determined in Section 39 of the SASA and which includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation by a learner in any programme of a public school.

Abbreviations

WCED	Western Cape Education Department
HoD	Head of Department
MEC	Member of the Executive Council
NEPA	National Education Policy Act
SASA	National Education Policy Act
SGB	School governing body
CEMIS	Central Education Management Information System
FET	Further Education and Training

SPECIFIC PROVISIONS

- Sunlands Primary School is committed to providing an environment of excellence.
- It is the intention to provide a racially, culturally and socio-economically diverse environment.
- No form of discrimination will be practised in the acceptance of learners at Sunlands.
- Due consideration will be given to whether the school has the ability to meet the educational needs of specific learners (including but not limited to any special education needs of the learner).
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2. LEGISLATIVE FRAMEWORK

Legislation

The admission of learners is subject to the following legislation:

The *Constitution of the Republic of South Africa Act, 1996* (Act 108 of 1996), as amended, hereinafter referred to as “the Constitution”

Right to Education

- Section 29(1) of the Constitution guarantees every person in South Africa, citizens and non-citizens alike, the right to a basic education, including adult basic education and further education, which the State, through reasonable measures, must make progressively available and accessible.
- The *National Admission Policy for Ordinary Public Schools*, [National Policy] (Government Gazette 19377 of 1998) as promulgated in terms of the National Education Policy Act, 1996 (Act 27 of 1996), as amended [NEPA]
- The *South African Schools Act, 1996* (Act 84 of 1996), as amended (SASA)

Compulsory Education

In terms of the SASA Section 3(1), school education is compulsory for all learners from the age of seven years until the last school day of the year in which a learner reaches the age of fifteen years or the ninth grade, whichever occurs first. The state and the WCED therefore have a Constitutional obligation to provide basic education for all learners of compulsory school going age.

Exemption from payment of school fees:

- The *Regulations relating to the exemption of parents from the payment of school fees in public schools* (Government Gazette 29311 of 18 October 2006) as promulgated in terms of the South African Schools Act.

Language Policy

- *Norms & Standards for Language Policy in Public Schools*, (GG 18546, December 1997)
- *Western Cape Provincial School Education Act* , 1997 (Act 12 of 1997)

- *The Promotion of Access to Information Act, 2000 (Act 2 of 2000)*
- *The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)*
- In terms of Section 6 (2) of SASA, the GB of a public school may determine the language policy of that school.
- The GB of Sunlands 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 prejudice their academic progress.

3. LEGAL RESPONSIBILITY FOR THE PROCESSES REQUIRED TO CO-ORDINATE AND ADMIT LEARNERS TO SUNLANDS PRIMARY.

Co-ordination of admissions:

Par. 8 of the National Admission Policy for Ordinary Public Schools, as promulgated in terms of the NEPA, states that “the **HoD** must co-ordinate the **provision** of schools and the **administration of admissions** of learners to ordinary public schools with **governing bodies** to ensure that all eligible learners are suitably accommodated in terms of the SASA”. It is important that **all learners of compulsory school-going age (seven to fifteen years)** are appropriately accommodated in schools.

School admission policy:

In terms of the SASA, Section 5(5) and the National Admission Policy par 7 the **governing body determines** the **admission policy** of the school. A copy of the policy must be made available to the Head of Department.

Admission of learners:

The responsibility **to admit learners** to public schools in terms of Section 5(7) of the SASA is vested in the **Head of Department**. The HoD may delegate the responsibility to admit learners to a departmental official [SASA, Section (62)(2)].

Administration of admissions:

The principal, as member of the SGB, participate in the process to determine the admission policy of the school and the Admin Clerk administer the admission and registration of learners to school in terms of the registration process determined by the HoD and the school’s admission policy.

Registration of learners:

The **HoD** determines the **process of registration** for learner admission to our school, in terms of the National Admission Policy par. 5, *Administration of admissions*. The WCED has developed the CEMIS registration system for the registration of learners. This system is aimed at enabling the admission of learners in a timely and efficient way, as well as the tracking of all learners who enter the school system.

Appeals:

The **Member of the Executive Council (MEC) for Education** considers appeals from a parent or learner who has been refused admission to a public school.

4. LEGAL PRINCIPLES PRESCRIBED FOR THE SCHOOL ADMISSION POLICY

Introduction:

The school admission policy must have the following principles entrenched in the policy:

Legal principles:

The admission policy is consistent with the Constitution, the National Policy for Admission of Learners, the provisions in the SA Schools Act and the Western Cape Provincial Schools Education Act.

Access to schools:

The SASA at Section 5(3) determines that no learner may be refused admission to a public school on the grounds that his or her parent

(a) is unable to pay or has not paid the required school fees determined by the governing body under Section 39;

(b) does not subscribe to the mission statement of the school; does not subscribe to the code of conduct of the school;

or

(c) has refused to enter into a contract in terms of which the parent waives any claim for damages arising from the education of the learner.

Unfair discrimination

The admission policy of a public school and the administration of admissions by WCED officials, including principals, may not unfairly discriminate against an applicant who applies for admission to a school. (National Admission Policy, par. 9)

Testing of learners

In terms of SASA Section 5(2), the governing body of a public school may not administer any test relating to the admission of a learner to a public school, or direct or authorise the principal of the school or any other person to administer such a test.

Placement committee

Districts must establish a placement committee to determine the grade competency of learners who apply for admission to a school without a report card or the required documents. Such placement committee may consist of the senior Special Needs Education adviser, senior curriculum adviser, relevant subject or grade curriculum adviser, Head: Institutional Management & Governance Co-ordination and Advice and any other official deemed necessary. Learners with

special education needs will not be discriminated against, admission will be granted if no other placement is available until such time that a suitable placement is made.

Feeder zones:

- a. Sunlands acknowledges the WCED has not determined feeder zones of public schools in the province. This means that the school is not bound by the preferences that must be given to learners in terms of zoning. It does, however, take cognisance of the fact that Western Cape Schools Education Act states that “Every learner shall be entitled to ordinary education at his or her nearest ordinary public school, insofar as it is reasonable practicable”. Taking this into account, the school uses the following criteria and selection:
- b. Sibling preference will no longer be granted to individuals (whether brother, sister, stepchildren, etc.) currently enrolled at Sunlands. This decision is a response to numerous instances of fraudulent activities involving the misrepresentation of sibling relationships and the submission of inaccurate addresses during the application process. Additionally, there have been cases where the provided address, once at school, is found to be outside the designated area originally claimed as the home address
- c. Priority will be accorded to applicants who reside in the immediate vicinity of Sunlands Primary School. Google Maps will be used to assess the distance for each application, ensuring equitable consideration for all applicants. It is mandatory for parents to furnish proof of their address.
- d. Applicants living out of the area will be accepted **ONLY** if the school has place in the grade that the application is made for.
- e. Parents who move into the area (relocation etc.) after the closing date of applications. These applications will ONLY be considered if Sunlands Primary is not over-subscribed, in the required grade of placement.
- f. Every effort will be made to ensure that a balanced boy/girl ratio is maintained in each grade.
- g. If the WCED decides that the school must admit more learners than it has initially accepted or overturns an admission decision of the school, this has to be exercised reasonably, in a procedurally fair manner and by means of meaningful engagement.

Incomplete or Irregular Applications: An application will be rendered null and void if:

- the prescribed WCED form is not completed in full;
- all the supporting documentation is not uploaded; or
- the content is misleading or misrepresents the facts ie: submitting fraudulent documents for proof of address etc

School language policy

In terms of Section 6 of the SASA, the governing body of a public school may determine the language policy of the school, subject to the Constitution, the SASA and any applicable provincial law.

Compulsory school-going age

In terms of SASA Section 3(1), school attendance is compulsory for all learners from the first school day of the year the learner reaches the age of seven years until the last school day of the year in which the learner reaches the age of fifteen or the ninth grade, whichever comes first. Children are not compelled to attend school until the year in which they turn **7years** old.

Admission age of Learners

SASA Section 5(4)(a) determines the admission age of a learner to a public school as

- (i) Grade R is age five years turning six years
and
- (ii) Grade 1 is age six years turning seven years

Under-age learners

Learners who are younger than the admission age stipulated in SASA Section 5(4)(a), may be admitted to a public school only in terms of SASA Section 5(4)(b), which stipulates that subject to **the availability of suitable school places** and other educational resources, the Head of Department may admit a learner who,

- (i) is under the age, contemplated in Section 5(4)(a), if good cause is shown; and who
- (ii) complies with the criteria that the Minister may, by regulation, prescribe for the admission to a public school of a learner at an age lower than the admission age.

Section 5(5)(d) states *“For the purpose of Section 5(4)(b)(i), ‘good cause is shown’ means that*

- (i) *it can be shown that exceptional circumstances exist which necessitate the admission of an underage learner, because admission would be in his or her best interest;*
and
- (ii) *the refusal to admit that learner would be severely detrimental to his or her development”.*

NOTE the prescripts in Circular 46/2004.

Over-age learners:

In terms of par 30 of the National Admission Policy, learners who are in the school system, but who have become over-age because of repeating grades, may not be refused continued education at a school, but, when transferring from one school to another, may be admitted only with the approval of the circuit team manager. The prescripts and procedures are described in Circular 240/2003.

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 Head of Department whether the learner will be admitted to that grade.

Parental responsibility:

In terms of SASA Section 3(6), every parent must ensure that the child for whom the parent is responsible, attends the school from the first school day of the year in which such a learner turns seven, until the last school day of the year in which the learner reaches the age of 15 years or the ninth grade, whichever occurs first. The School is required to bring the importance of regular school attendance to the attention of parents, learners and the community.

Expelled learners

In terms of SASA Section 9(5), where a learner, between the ages of seven and fifteen years and therefore subject to compulsory school attendance, is expelled from a public school, the Head of Department or his or her delegate, must make arrangements for the learner to be placed at another public school.

Access to total school programme

SASA Section 41(7) stipulates that a learner is admitted to the full school programme and may not, because of the non-payment of school fees by his or her parent, be suspended from classes, denied access to cultural, educational, sporting or social activities of the school, denied a school report, or otherwise be victimised.

5. UNLAWFUL PRACTICES THAT MAY NOT BE REFLECTED IN SCHOOL ADMISSION POLICIES OR PRACTISED IN PUBLIC SCHOOLS

Interviews.

Our schools will not use interviews with parents or learners prior to the admission of the learner as a form of screening, except for learners with learning barriers.

Learners (e.g. at the beginning of a year) who are already enrolled at **SUNLANDS PRIMARY** do not need to re-register.

All learners in the same grade doing the same subjects shall be provided with equal access to the curriculum and the extra-mural curriculum of the school.

6. THE ENROLMENT OF A LEARNER IN A PUBLIC SCHOOL CONSISTS OF TWO PHASES: PHASE 1 APPLICATION FOR ADMISSION

The **first phase** involves the following:

Application to a school:

Online via **WCED** Admissions process

Notification:

(b) The **WCED** will notify **the parent** that the application for admission has been successful or unsuccessful, and, if successful, the parent must either accept or reject the place in the school online.

PHASE 2 REGISTRATION FOR ENROLMENT

Provincial CEMIS registration

The **second phase** commences after acceptance of a learner, with the compulsory **registration** of the learner on the Central Education Management Information System (CEMIS) as part of the school enrolment.

7. DOCUMENTATION REQUIRED FOR ADMISSION TO AND ENROLMENT

Admission documents

Application form for admission

The school will, on request, supply prospective applicants with an application form for admission. The **WCED CEMIS** Learner Registration Form will be used. In addition to the compulsory CEMIS information, the school may request other information required by the school for its own administrative and record purposes.

Compulsory documents for admission:

In terms of the National Admission Policy, par. 14 - 17, the following documents relating to the learner must accompany the application form in order for the application to be considered:

Birth Certificate

An **official abridged birth certificate or identity document (ID)**; or, in the absence of such documents, official proof that application has been made to the Department of Home Affairs for a birth certificate or identity document

Proof of Immunisation

Written **proof of immunisation/clinic card** against the following contagious diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B

Parents who do not want their children to be immunised, shall apply to the Head of Education (HoD), who shall make a decision in this regard.

Pending a decision from the HoD, the learner concerned **may not**, in the health interests of the other learners, be admitted to the school.

School report

The most **recent original school report** issued by the school last attended

School transfer letter

To align the admission process with the WCED CEMIS, an original **school transfer letter (the day the learner officially leaves the current school)** is required from the school where the learner is enrolled (in all cases where a learner wishes to transfer to another WCED school). Learners transferring to a WCED public school from an independent school also need to have all the documents mentioned above.

Learners transferring to a WCED public school from home education also need to provide all the above-mentioned documents, except the transfer letter or transfer certificate, when applying for admission.

Admission of Undocumented South African or Foreign Learners:

Non South African citizens also need the above compulsory documents for admission, as well as one of the following documents:

Residence permits

In terms of the National Admission Policy, par. 20-21, this admission policy applies equally to learners who are not citizens of South Africa and whose parents are in possession of a temporary or permanent **permit for residence** issued by the Department of Home Affairs. The school must acquire and keep a certified copy of the official permit of residence.

Section 29(1)(a) of the Constitution of the Republic of South Africa, 1996 ("the Constitution") guarantees everyone the right to basic education and section 7(2) obliges the state to respect, protect, promote and fulfil these rights set out in the Bill of Rights. Section 29(1)(a) of the Constitution is unqualified, unconditional and applies to everyone, including foreigners.

Persons classified as illegal immigrants must, when they apply for admission to a school 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 Immigration Act, 13/2002 or the Refugees Act, 130/1998.

This circular, 53/2021 serves to inform schools that children not in possession of official identification documents must not be refused admission solely on the basis that the parent/guardian/ward cannot provide proof of birth in South Africa or a foreign country. If the parent/guardian/ward does not have any of the following required documentation, the learner must be enrolled at a school provided that the parent/guardian/ward submits a sworn written affidavit which confirms the learner's details, the parent's details, and date of birth. This is applicable to learners without a: South African birth certificate/identity document, Foreign passport (in the case of a foreign learner), Asylum seekers permit, Refugee permit or Study permit. Principals can enroll learners without the above documents, but must, however, inform parents of their obligation to apply for the necessary documents at the Department of Home Affairs (DHA). 11. Principals must also inform the parent that section 31 of the Births and Deaths Registration Act, 1992 (Act 51 of 1992), makes it an offence to make a false statement or cause a false statement to be made about the age of a child. 3 12. Parents should work via the DHA or their foreign embassies to acquire the relevant documents where necessary.

Registration Documents

Compulsory CEMIS registration

All learners in the WCED school system must be registered on the WCED's CEMIS system.

CEMIS FORMS

Learner Registration Form

The Learner Registration Form is used to register learners who enter the WCED school system for the first time, e.g. in Grade 1 or when registering at the school from another province or country.

CEMIS Transfer Certificate

The CEMIS Transfer Certificate is required when the learner leaves the school to go to another WCED school. This certificate is used to remove the learner from our school and to register the learner at another WCED school.

CEMIS Deregistration Certificate

The CEMIS Deregistration Certificate is used to deregister learners who leave the WCED school system permanently. This certificate is also required when learners who are of the appropriate school-going age and who previously left the WCED school system, wish to return and enrol at a WCED public school again.

Admissions register

The school must ensure that a register or file is kept of all learners' admission details, parental addresses, medical information, etc., as all information is not on the CEMIS system. The school must also regularly update the additional information of learners.

Learner profile

The learner profile must be requested from the previous school that the learner attended. It will contain the latest learner information, assessment record and a record of the learner's grade progressions.

NOTE the prescripts regarding the learner profile in the "...National Protocol for Assessment [Grades R –12]" contained in Government Gazette 29467 of December 2006, par 32 – 39.

8. ANNUAL ADMISSION TIMEFRAMES

See timeline from WCED

9. ADMINISTRATIVE PROCEDURES FOR ADMISSION OF LEARNERS

WCED advocacy for early enrolment

The school runs an advocacy campaign to remind and encourage the public to enroll their children for the following year. The advocacy campaign also serves to inform parents and learners of the

requirements for online admission and the compulsory documentation that must accompany the application.

School admission policy

The school admission policy must be available at the school in the event of a parent or learner wishing to read it at the school.

Application form

Parents make application to a few schools of their choice on the WCED Admissions online platform. All necessary documents must also be uploaded on the registration platform.

Any additional information about the learner and/or learner's parents [e.g. addresses, medical information] can be acquired on additional SIAS forms.

Information to parents

When a parent applies for admission to a school, the school shall make the following information available to all applicants:

- The school's admission policy
- The school's learner code of conduct

School fee information

In terms of the SA Schools' Act 1996 9 (act No 84 of 1996) Sunlands Primary School is a fee-paying school and parents/guardians are liable for the payment of school fees. Sunlands will not charge fees such as registration fee, deposit, pre-admission fees or any other fee at the time of the application.

Parents will be informed about the fee policy of the school at the time of registration. Parents who cannot meet the fee requirements will be informed of the payment options or the procedures for exemptions.

Any learner admitted to the school is admitted to the total school programme and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme on the ground of an inability by his/her parents to meet the required school fees. No learner will be refused admission to the school on the grounds that his or her parent is unable to pay or has not paid the school fees determined by the governing body. Change in marital status of the parents does not prevent a learner from continuing to attend Sunlands.

10. APPLICATION PROCESS FOR ADMISSION

Application:

An application for the admission of a learner to **SUNLANDS PRIMARY** is made via the online admissions portal (WCED). The schools need to assist parents (where necessary and needed) with the online registration.

No fees are payable on application for admission.

Admission receipt

Parents will get notification from WCED that they have received the online application.

Managing compulsory documentation

All the applicable **compulsory original** documentation stipulated in this school policy **must accompany** the application for admission.

Identity document (ID)

Where the learner is not in possession of an official abridged birth certificate or ID, the principal shall direct the parent or learner to the Department of Home Affairs in order to apply for the document.

The parent or learner must be informed that the application for admission will be considered only upon the provision of written proof from the Department of Home Affairs that application has been made for an abridged birth certificate or ID. The principal must explain to the parents that the application for admission will be retained for three months, on condition that the parent or learner obtain a birth certificate or ID, or proof of application for a birth certificate or an ID, from the Department of Home Affairs.

Learners who have never been registered on the WCED CEMIS system [e.g. from another province] and who wish to be admitted to the school during the year, and who do not have a birth certificate or ID document, may be admitted conditionally for 3 months until a copy of the learner's birth certificate, or proof that application has been made for an ID document, is obtained from the regional office of the Department of Home Affairs. The school will provide assistance to parents to obtain the necessary documentation from Home Affairs to speed up the process of admission and to ensure learners are provided the right to education.

Immunisation certificate

Written proof of immunisation against the following contagious diseases, issued by Health Services or a doctor, must also be presented to the principal: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. Where such proof is not available, the school principal shall direct the parent and child to the nearest health clinic.

After immunisation, the parent shall present the proof of immunisation to the principal, who shall then continue with the admission process. Parents who do not want their children to be immunised, shall apply to the Head of Education (HoD), who shall make a decision in this regard. Pending a decision from the HoD, the learner concerned may not, in the health interests of the other learners, be admitted to the school.

Latest school report

The learner must present his or her **latest original school report**. This original report will ensure that the learner is placed in the correct grade. The principal must do everything possible to ensure that the report presented is valid.

NOTE the prescripts regarding report cards in the “...National Protocol for Assessment [Grades R – 12]” contained in Government Gazette 29467 of December 2006, par 30.

Original School Transfer Letter

In accordance with the WCED CEMIS guidelines, any learner transferring from one WCED school (public or independent) to another must present an original school transfer letter upon acceptance and on their first day at the new school. The transfer letter must be on the school's official letterhead, signed by the principal, and stamped with the school's official seal.

11. REGISTRATION ON CEMIS

The registration of learners on the WCED's CEMIS is **compulsory**. All learners who are admitted to the school must be registered on the CEMIS. All learners who leave a school must be taken off the school's enrolment on the CEMIS system.

WCED CEMIS

The CEMIS generates a unique WCED identity number when a learner is registered on the system. This WCED identity number will be used on all the documentation and official forms pertaining to that learner.

The CEMIS database of shall reflect all the learners enrolled at that school.

Official CEMIS documents for the following:

First-time registration:

Learner Registration form

These would be learners entering Grade R or 1 or learners in any other grade who come from another province, another country, an independent school or a home school. When a learner who has never been in a WCED public school, is enrolled for the first time in the WCED school system, the principal shall register the learner on the CEMIS by means of the CEMIS **Learner Registration Form**.

Transfers

Transfer certificate

Where a learner is already enrolled at **SUNLANDS PRIMARY**, and that learner moves to another WCED public school, the principal of the school shall issue an original **CEMIS Transfer Certificate** to the learner when the learner leaves the school, i.e. at the end of a term or at the end of the year. The principal of the receiving school may register the learner only by means of the original **CEMIS Transfer Certificate**. This also applies to expelled learners.

CEMIS Minute

0001/2008

The prescripts in par. 2.1.4 “CEMIS Learner Transfers” in the *WCED Knowledge Management, Information Management Systems and ICT Minute 0001/2008* must be followed for CEMIS Transfer Certificates. Only one original CEMIS Transfer Certificate can be issued [printed] from the CEMIS system.

Refugees

In order to assist refugees to obtain the required documentation, school principals and district officials could recommend that such persons register with the Centre for Refugees in terms of the Refugees Act, 130/1998.

People classified as illegal aliens must, when they apply for admission for their children, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Immigration Act, 13/2002.

Learners from countries other than South Africa must present the most recent original report card from the school or institution last attended.

Learners transferring to ANPS public school from an independent school or from home education need to present the same documents for admission and registration as required in this policy.

Processing the outcome of learner admission status

- a. **ONLY** the school can mark a learner’s application **SUCCESSFUL** on the **WCED** Admissions portal.
- b. **No WCED** official can mark a learner’s application as successful.
- c. A successful status cannot be reversed after the principal has signed off the status.
- d. The principal is responsible and accountable for the admissions decisions captured on the system.
- e. Schools may not inform parents of the outcome of the application **BEFORE** the official due date published by the **WCED**
- f. In the event of a dispute, the information as captured on the system, will be used as the official data source.

Outcome of learner admission status

Sub-Activity: School assigns status to learner and informs parents of the outcome. Principal signs off admission status. CM then signs off

Responsibility: Principal

Timeframe: As indicated in planning calendar for schools from WCED timeframes

Mode of Communication: WCED circulars, Emails, SMS & Online Admission System

Over-age learners

An over-age learner is a learner who is more than two years older than the age group norm [the Grade plus 6 years] for a specific grade. The prescripts and procedures for the admission of over-age learners in Circular 240/2003 apply.

Grade R learners

When admitting Grade R learners, the prescripts and procedures in Circular 46/2004 apply.

Re-entry into school

Reregistration

Where a learner who was in a WCED school and who has not attended a WCED school for a period, wishes to attend school again, the principal of the school, shall register the learner by means of the CEMIS **Deregistration Certificate** presented by the learner.

On re-registration, the learner will be registered on the CEMIS using his or her previous unique WCED identity number.

The CEMIS form for a Transfer Certificate and for a De-Registration Certificate is the same form (with different Sections to complete).

Over-age learners may be admitted to the school only with the permission of the circuit team manager (Circular 240/2003)

Deregistration of learners

Deregistration certificate

Deregistration means permanently removing a learner from the WCED school system. The reasons why the learner was deregistered will appear on the CEMIS **Deregistration Certificate** provided to the learner. The reason could, for example, be one of the following:

- Absence of **more than 10 consecutive school days**, without communication to the school
- Decision by a pregnant learner not to attend school
- Leaving the school system permanently [e.g. for the job market]
- Prolonged ill health

Expelled learners who go to another school are not deregistered, but receive a **Transfer Certificate**

Absence

All learners who have **not attended school for 10** or more consecutive school days without notifying the school, and whose parents or care-givers have not responded to the written request from the school principal seeking an explanation for the absence, **will be de-registered** from the WCED school system via a CEMIS **De-Registration Certificate**, which has to be posted to the learner. The De-Registration Certificate must be filed on the learner's profile. A letter must be sent via registered mail to the parent to request a reason for the absence of the learner. Or the Principal or a delegated person can hand deliver the letter and request a signature of acceptance of the letter. The school

principal shall keep a copy of the letter and proof of the postal registration on file in the school's office. A duplicate copy must be included in the learner profile.

12. THE REGISTRATION PROCESS

CEMIS

Registration

The Admin Clerk of the school that has admitted a learner, shall register the learner online on the CEMIS on the date when the learner begins to attend that school, **by completing the compulsory CEMIS Transfer Certificate or CEMIS Learner Registration Form or a CEMIS De-Registration Certificate.**

If the school cannot register learners online on the CEMIS, they must approach the district office for assistance.

Admission register

In order to meet the requirements of the NEPA, a regularly updated printout of the CEMIS data shall be kept in a file in the office of the school principal as well as a handwritten record of all new learners to our school.

A register containing the names of each learner's parents, their address(es) and telephone number(s), etc., must be kept at the school. This register must be updated regularly to ensure accuracy of information.

Learner profile

Request for learner profile

When a learner has been enrolled at the school, the principal shall, in writing and within 10 school days after registration, request from the principal of the school where the learner was last enrolled, that the learner's information and profile be mailed to the new school. By the end of February of every school year, the learner profile of each enrolled learner must be available at the school where the learner is currently enrolled.

The profile for each learner registered at a school must be kept updated and must always be available to WCED officials.

Late applications

Learners, who apply after October for admission in the following year, shall be accommodated where school places exist.

Right of appeal

In terms of SASA Section 5(9), any learner or parent of a learner who has been refused admission to **SUNLANDS PRIMARY** may appeal to the MEC against the decision.

Principals must inform parents and learners of their right to appeal against the decision of the school. When parents are not satisfied with a decision with regard to admission, they may appeal to the MEC, in writing, against the decision of the district director and/or the school.

Action on Non- Compliance

All staff members and parents at **SUNLANDS PRIMARY** are compelled to respect, implement and adhere to the “**Admissions Policy**” of the school. The Principal, Senior Management Team and Governing Body of the school have the responsibility to monitor and manage the implementation of this policy. Should any person fail to comply with the agreed policy, Principal and SMT and should refer the matter to the School Governing Body. The CM/District office must be consulted for more serious issues.

