

# Bosmansdam High School Admission Policy

Adopted by the Governing Body

In terms of

The Constitution of the RSA, Act No. 108 of 1996.

Section 5 (5) of the South African Schools, Act No. 84 of 1996.

The National Admission Policy for Ordinary Public Schools, Government Gazette 19377 of 1998 as promulgated in terms of the National Education Policy, Act No 27 of 1996.

The Regulation relating to: Exemption of parents from the payment of school fees in public schools, Government Gazette 29311 of 2006 – SASA

The Western Cape Provincial School Education, Act No. 12 of 1997

The Promotion of Access to information, Act no 2 of 2000

The Promotion of Administrative Justice, Act no 3 of 2000

**[and any amendments to it while taking into account any national and provincial policy guidelines]**

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## 1. INTERPRETATION

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In this policy document, unless the context indicates otherwise

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|-----------------------------|---|
| 1.1 The Act                 | means the South African Schools Act No.84 of 1996 (as amended);   |
| 1.2 Educator                | means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates, or trains learners at the School who has not been appointed by the Governing Body of the School;  |
| 1.3. Learner                | means any person receiving education or obliged to receive education in terms of the Act;   |
| 1.4. Parent means:          | as per the Act [and amendments];<br>(a) the parent or legal guardian of a learner<br>(b) the person legally entitled to custody of a learner; or<br>(c) the parent who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner's education at school |
| 1.5. School Governing Body: | as defined by the Act [and amendments] and pertaining to Bosmansdam High School;  |

- 1.6 the School means Bosmansdam High School; (BMDHS)
- 1.7. Admission: means a learner [as defined by the Act and amendments] who is entitled to an ordinary education at a public school geographically situated closest to their place of abode;
- 1.8. Admission policy: means subject to the Act [5(5)] and any applicable provincial law, the admission policy of a public school is determined by the Governing Body of said School;

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## 2. *General admission information*

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- 2.1 All applications for admission to the school will be captured and processed using the WCED Online Admissions System.
- 2.2 The School Governing Body of the school will not:
- 2.2.1 administer any test related to the admission of a learner to school or direct or authorise the principal or any other person to administer such test.
  - 2.2.2 use the academic performance of learners to determine admission to the school.
  - 2.2.3 use interviews with parents or learners to determine admission to the school.
- 2.3 The School Governing Body retains the right to reject any application if parents submit false/untrue, or fraudulent documents
- 2.4 The school's Admission Policy will not contradict the universal aims of promoting universal and non-discriminatory access to education.
- 2.5 Apply timeously, according to the stipulated time frames, as pre-determined by the WCED.
- 2.6. The School adopted a Language Policy which is separately available and has taken into account the legal requirements for such policy. Currently, the language of learning and teaching is English.
- 2.7. The school will charge school fees only after the learner has been informed in writing of their acceptance for admission to the school.
- 2.8 Parents will be informed about the fee policy of the school at the time of registration.
- 2.9 Parents who cannot meet the fee requirements will be informed of payment options and the procedure for exemptions.
- 2.10 The admission policy of the school will be available to parents.
- 2.11 On acceptance, the Parent/s must present:
- 2.11.1 an official unabridged birth certificate of the Learner [certified copy],
    - a) or in the case of the absence thereof, an official, certified abridged birth certificate [copy] or identity documentation [certified copy],
    - b) or in the absence of such documentation, a written affirmation or sworn written statement (in the form of an Affidavit) about the age of a learner to the principal of the school, and official proof that application has been made to the Department of Home Affairs for a said birth certificate or identity document.

- c) Section 31 of the Births and Deaths Registration Act, 1992 (Act No. 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.
- 2.11.2 a copy of the current original school report card issued by the previous school of the learner or other equivalent documentation from the previous school.
- 2.11.3 the School's Learner Information Form must be duly completed and signed [with all prescribed documentation] by both parents/guardians / a person that is legally responsible for the learner.
- 2.11.4 a copy of a current utilities account or lease agreement where said parent/s or legal guardians and learner officially resides, where said lease agreement is for a minimum period of a year in the year that the learner shall start their school career. A mere affidavit will not suffice.
- 2.11.5 such additional documents as may be required by the School.
- 2.11.6 on invitation from the School, attend a Further Information Session with their child.

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### 3. Capacity

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- 3.1. The capacity of the School will be assessed from time to time. The following, while not exhaustive, will determine capacity:
- 3.1.1. availability and capacity of facilities, e.g., classrooms, laboratories, computer and consumer facilities, toilets [excludes the hall, sports facilities, offices, etc.]
  - 3.1.2. number of WCED educators;
  - 3.1.3. number of SGB employed educators;
  - 3.1.4. subject choice, especially in the FET phase.
- 3.2. The optimal number for Grade 8 to 9 in any given year is 245 learners, as decided by the SGB of BMDHS.
- 3.3 The optimal number for Grades 10 to 12 in any given year is 175 learners, as decided by the School Governing Body of BMDHS.
- 3.4. Learners already enrolled at the School will not be required to re-register.
- 3.5. Accommodated in said total for Grade 8: (i) those who fail to progress, (ii) those who move in the a new year and BMDHS is their closest school to their legal and permanent place of abode, and (iii) learners where BMDHS is not their closest public school but where s/he would benefit from being a BMDHS learner and BMDHS will benefit from them.

Learners who fail to progress in Grades 9 – 12 will be accommodated in their present Grade.

Learners, Grades 9 – 12, who move in the new year and BMDHS is their closest school to their legal, permanent place of abode will only be accommodated if the set total for the Grade has not been met.

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### 4. Admission Criteria

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- 4.1 It is the responsibility of parents to cause every learner for whom he or she is responsible to attend school from the first day of the year, which the learner reaches seven until the last school day of the year in which the learner reaches the age of fifteen years or the ninth grade, whichever occurs first.



- 4.2 An applicant whose age varies by two years or more relative to the statistical age norm of the grade cohort will not normally be accepted into the school. (Statistical age norm = grade to which admission is sought +6 e.g. statistical age norm for grade 8 = 8 + 6 = 14: applicant aged 16 may therefore not be admitted to Grade 8)
- 4.3 The School acknowledges that the WCED has not determined feeder zones of public schools in the province. This means that the school is not bound by the preference that must be given to learners in terms of zoning.  
It does, however, take cognisance of the fact that the Western Cape Schools Education Act states that "Every learner shall be entitled to ordinary education at their nearest ordinary public school, insofar as it is reasonably practicable."  
Taking the above into account, the school uses the following criteria for selection:
- 4.3.1 Preference will be given to learners where the school is the nearest geographical, ordinary public school to their legal, permanent place of abode (see 2.11.4) with their parents, starting with those closest to the school.
- and,
- places as determined by the School Governing Body [Grade 8]: to a learner where BMDHS is not their closest public school but where s/he would benefit from being a BMDHS learner and BMDHS will benefit from them.
- 4.3.2 Remaining places after implementing 4.3.1 in respect of applicants for whom Bosmansdam High School is not the closest school to their residence but have applied on time and have met all the formal requirements will be allocated on an equitable basis without any preference related to distance. Where the number exceeds the places available, criteria considered to advance one applicant ahead of another include the following:
- 4.3.2.1. have parents whose permanent place of work is geographically closest to the school;
- 4.3.2.2. would be in the educational interest of the learner;
- 4.3.2.3. leadership qualities
- 4.3.2.4. will benefit the most from the subjects, activities, and facilities offered by the school;
- 4.3.2.5. show the highest academic potential or have special circumstances which merit considering their application.
- 4.3.2.6. sporting commitment
- 4.3.2.7 service to the community
- 4.4 No learner may be refused on the grounds of race, religion, or culture.
- 4.5 Admissions are subject to available space, resources, facilities, and reasonable accommodations by the school.

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## 5. Notification

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- 5.1 If parents do not confirm acceptance by the date, as annually pre-determined by the WCED, the school may offer such places to unplaced learners that applied to BMDHS.
- 5.2 The school will not inform any parent of the outcome of their application status BEFORE it is displayed on the Online Admissions System. Hereafter the school will confirm acceptance of the said placement.
- 5.3 Parents will provide written confirmation of acceptance of placement within 15 business days.
- 5.4 Failure of such written confirmation shall imply the withdrawal of said learner from a grade placing.
- 5.5 Clear reasons for non-admission will be provided to parents (on request) and must be provided within 90 days of receipt of an application.

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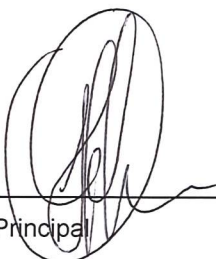
## 6. Appeal

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The Learner or Parent of a Learner may appeal against the decision to refuse admission to a learner to the Member of the Executive Council in terms of Section 5(9) of the Act.

In the case of an appeal, the school will provide details of the said application to the WCED as required.

Signed at Bosmansdam High School on 13 May 2024

  
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School Governing Body: Chairman  
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Principal

TITLE OF POLICY	School Admission Policy
POLICY NUMBER	M1.02
DATE APPROVED BY SGB	13 May 2024
EFFECTIVE DATE	1 June 2024
EXPIRY DATE	This School Admission Policy remains in force until amended, replaced, and approved by the SGB.
REVIEW DATE	Three years or sooner from the date of adoption. Each SGB should review this policy at least once during its term of office.
AMENDMENT HISTORY	24 Nov- 2021 – Amended 13 March 2023 = Amended 13 May 2024 - Amended