



**February 2024**

**RUSTENBURG GIRLS' JUNIOR SCHOOL - ADMISSION POLICY**

**1. General**

1.1. In terms of section 5(5) of the South African Schools Act 84/1996 the Governing Body of a public school must determine the admission policy of that school. This policy was approved by the School Governing Body ("SGB") of Rustenburg Girls' Junior School ("the School") in accordance with the following applicable laws and policies: the Constitution of the Republic of South Africa 108/1996 ("the Constitution"); the National Education Policy Act 27/1996 (and its applicable policies including the Regulations for Admissions to Schools); the South African Schools Act 84/1996 ("SASA"); the Western Cape Provincial School Education Act 12/1997; the Promotion of Administrative Justice Act 3/2000; the Immigration Act 13/2002; and circulars issued by the Western Cape Education Department ("WCED") and Department of Basic Education ("DBE").

1.2. For the purposes of this policy, the following definitions shall apply:

1.2.1 "Parent" means the biological parent, legal guardian, adoptive parent, the person legally entitled to custody of a learner or the person who undertakes to fulfil the obligations of a parent or guardian towards the learner's education at school

1.2.2. "Siblings" means children born of the same biological parents or are related by virtue of a common legal parent or through the marriage of the children's biological or legal parent.

1.2.3. "School fees" means the annual school fees as determined and approved by a resolution of the majority of parents present at the annual general meeting. This does not include costs associated with privately-run extra murals, music tuition,





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uniform requirements or any additional cost not related to the academic programme.

1.2.4. "SGB" means the School Governing Body as referred to in section 16 of the SASA.

1.3. The School is a public school entrusted with managing resources in its care in line with the constitutional aims of redressing the injustices of the past. It is committed to ensuring that no unfair discrimination on account of race, culture, language, religion or socio-economic circumstances is practised during the admission process save to the extent that the School is a single-sex school where only girls will be admitted.

1.4. The School will endeavour to promote transformation in accordance with its ethos and provide an environment where race, culture, religion or socio-economics do not form barriers to a learner's participation in school life.

1.5. This policy shall at all times be interpreted in line with the best interests of all learners concerned.

1.6. All applications for admission to the School will be treated fairly and equitably according to this policy.

1.7. The SGB reserves its rights to review and amend this policy in furtherance of the line with the aims and objectives of the school as well as any applicable laws that may arise.

## **2. Language of Learning and Teaching**

2.1. In accordance with powers granted by section 6(2) of SASA, the SGB has determined that the language of learning and teaching shall be English.

2.2. Learning and teaching shall generally take place through the medium of English except for the additional languages offered.

2.3. The School will promote multilingualism as stated in its Language Policy by offering Afrikaans and isiXhosa as additional language subjects.





### **3. Capacity**

- 3.1. The SGB has duly determined that the total capacity of the school is 645 learners with an average of 81 learners per grade across seven grades (being Grades 1 to 7) and 78 learners in Grade R.
- 3.2. The SGB has considered all relevant factors in determining the capacity of the School, including but not limited to: the number and sizes of classrooms; the number of teachers, administrative and management teams, and the supportive workspaces; the need for additional spaces to support quality academic, sports, cultural and social programmes; and the financial capacity of the School.
- 3.3. The capacity of the School may be adjusted by the SGB from time to time in line with changes in its financial capacity, infrastructure, curriculum and personnel.

### **4. School Fees**

- 4.1. The SGB accepts that the State cannot provide all the resources required to achieve and maintain a well-functioning and high-performing schooling system. It is incumbent on the School to take reasonable measures, including raising additional funds as a fee-paying School in order to supplement the resources supplied by the State and improve the quality of education and facilities provided by the School.
- 4.2. As a fee-paying school, parents agree to pay the school fees as approved annually by resolution of the parents in line with the School's Constitution. The acceptance of a placement at RGJS is an acceptance of the legal liability to pay fees.
- 4.3. Payment of fees is neither a voluntary agreement nor a credit agreement as defined in the National Credit Act 34/2005 but a statutory obligation on parents unless the School has duly granted a parent an exemption.





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4.4. A successful applicant admitted to the school will not be denied access to any aspect of school life on the grounds of an inability to pay the school fees, except in additional activities that carry an additional cost. Where this situation arises, parents will be required to apply for an exemption for consideration in line with section 3 of the School's Finance Policy.

4.5. Fees are payable annually in advance at the start of the school year unless an arrangement has been made with the School to accept monthly payments by debit order or termly in advance. Both parents, irrespective of marital status or divorce agreement, are jointly and severally liable for the payment of fees.

4.6. In terms of Section 40 of the South African Schools Act, the School may enforce payment of the compulsory school fees and may institute legal action to recover unpaid fees. Should legal action be initiated, the parents will be liable for all fees incurred including attorney and collection costs.

### 5. Admission Criteria

5.1. The selection of learners for admission shall be guided by an assessment of the following factors (in no order of preference):

5.1.1. The completion of a duly completed application on the WCED Online Admissions System within the prescribed time frame provided annually by the WCED;

5.1.2. The meeting of all promotion requirements for the grade immediately below that for which admission is sought;

5.1.3. The capacity of the School as set out in clause 3;

5.1.4. The transformation objectives of the school as governed by the SGB;

5.1.5. The applicant's sibling is currently enrolled at the School;

5.1.6. The age of the learner. Learners may not be more than two years older than the statistical age norm relevant for the grade in the year of admission.





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For the avoidance of doubt, the statistical age norm is derived as follows: "statistical age norm = grade applied for + 6".<sup>1</sup>

5.1.7. The willingness of the learner to participate and add value to all areas of school life and to work hard to achieve excellence in her academic outcomes;

5.1.8. The ability of the School to meet the needs of the learner (including but not limited to special educational needs) 1 For example the statistical age norm for a grade 7 applicant is =  $7 + 6 = 13$  years. An applicant of age 11 or younger or 15 and older would therefore not be admitted to Grade 7.

5.1.9. Whether the learner will benefit from the programmes of the School (including but not limited to its medium of learning and teaching, academic, sporting and cultural programmes) with the principle that all decisions should be taken in line with the best interest of the learner.

5.2. The SGB has determined that the Principal shall exercise discretion as guided by the above factors. The absence or presence of any factors set out hereinabove does not mean the learner will be refused or guaranteed admission.

5.3. Where at any given time the School is oversubscribed, or in the cases of transfer applications for Grades 2 to 7, consideration will be given to the following factors:

5.3.1. Learners who have siblings currently at the School.

5.3.2. The transformation objectives of the School as governed by the SGB

5.3.3. Learners who demonstrate proficiency in academic study, arts and culture, or sport; enthusiasm in school activities; and a commitment to community service.

5.3.4. The timeous nature of applications received in view of the closing date.

## 6. Admission Documents

6.1. Applications for admission will be valid upon the submission of the following documents:

6.1.1. Only an online application as required by the WCED Online Admissions





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System (<https://wcedonline.westerncape.gov.za>) must be submitted by a parent.

6.1.2. The required supporting documents as stated on the WCED Online Admissions System must be uploaded when an application is made.

6.1.3. In the case of transfer requests, an application cannot be submitted via the WCED Online Admissions System. A separate transfer request form (hard copy) must be submitted to the School or the WCED district office.

6.1.4. Only once a learner has been accepted and the parent has confirmed the acceptance by the WCED specified date, must the parent submit certified copies of all supporting documents to the School where the learner's application was successful and it has been confirmed that the learner will be attending the School in the following year. This must be done within seven school days after the parent has confirmed acceptance using the WCED Online Admissions System.

6.2. Learners transferring to the School from another school will be required to submit an original transfer card by the previous school on their first day of attendance.

6.3. Applications on behalf of learners who are not citizens of South Africa will be required to include certified copies of valid permits issued by the Department of Home Affairs enabling the learner to be duly admitted at the School for the full duration of learning.

6.4. The parent warrants that all information provided is true and correct.

6.5. The School reserves the right to verify all information and documents supplied. All applications found to be fraudulent will be rejected.

## **7. Admission Process and Admission Decisions**

7.1. The Admissions Committee, comprising the principal, deputy principal and the admissions officer, shall manage all processes and decisions in respect of admissions as delegated by the SGB.





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- 7.2. The School shall adhere to the WCED admission time frames which is applicable to all ordinary public schools and communicated to the School and the public annually.
- 7.3. Applications received within the stipulated time frame as prescribed by the WCED will be prioritised.
- 7.4. Parents are strongly advised to apply to more than one school. Due to the number of applications received, the School cannot guarantee placement of learners for all applications submitted via the WCED Online Admissions System. Applications to multiple schools will ensure that parents have another possible option should the School be unable to offer a place to the learner.
- 7.5. Parents are required to indicate their order of preference on the WCED Online Admissions System to eliminate the blocking of places which delays the finalisation of admissions. The School is unable to see the parents' preferences.
- 7.6. The submission of a complete application (application form and supporting documents) does not guarantee placement at the School if the School has no available places as per the planned enrollment for the following year.
- 7.7. The Admissions Committee will invite all applicants for information sessions which does not guarantee acceptance to the school.
- 7.8. School tours are advertised on the School's website. Prospective parents may attend any tour, however, attendance at any school tour does not guarantee acceptance to the school.
- 7.9. The outcome of applications received will be processed on the WCED Online Admissions System. Parents may check the status of their application on the same system.
- 7.10. The School will indicate the status of the application as required, i.e. successful, waiting list, unsuccessful.
- 7.11. Parents must confirm acceptance of their final choice by the date stipulated on the WCED Online Admissions System. Failure to do so will result in the system





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automatically allocating the first successful offer from a school on the list. If the parent is unable to confirm acceptance online, a confirmation letter may be submitted directly to the School or the WCED district office may be contacted.

7.12. After all learners' confirmation of acceptance has been processed, the School may offer available places to learners on the waiting list or other learners who still require places, bearing the School's admission criteria in mind.

7.13. Applications received after the closing date will only be considered after all applications made prior to this date have been considered.

### 8. Bursary applications

8.1 Any learner who applies for a bursary of any kind that is recognised by the School must meet the criteria set out in 5.1 above.

8.2 Should a parent wish to apply for a bursary awarded by the School, a separate application process must be followed. However, the parent must complete an application to the School via the WCED Online Admissions System in conjunction with the bursary application to be considered within the prescribed time frames.

8.3 Bursary programme information and the application process are updated annually on the School's website.

### 9. POLICY ADOPTION

This Admissions Policy for Rustenburg Girls' Junior School was adopted by the Governing Body of Rustenburg Girls' Junior School at a meeting held at the school on 27 February 2024.

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_





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## CHAIRPERSON OF THE GOVERNING BODY PRINCIPAL

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

RUSTENBURG JUNIOR SCHOOL FOR GIRLS: POLICIES		
Page 5 of 5	Date issued:	Team responsible: SGB
Revision: 06	Next review: 2025	Website: Policy
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