

EXCELSIOR PRIMARY SCHOOL



ADMISSION POLICY

(REVISED BY SGB IN 2025)

TEL 021 948 4797
FAX 021 949 9539
EMAIL admin@exprim.co.za

VAN DYCK STREET
DE LA HAYE, BELLVILLE
7530

RISE COMMUNICATOR: <http://risebiz.co.za/android> or <http://risebiz.co.za/ios>

[Handwritten signatures and initials]
V.C.C.
S
S
S
S
S

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



POLICY OF EXCELSIOR PRIMARY SCHOOL REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL OR GRADES AT THE SCHOOL

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

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 referred to as "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 referred to as "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 referred to as the "Ministerial Policy"); and;
- (v) applicable provincial laws.
- (vi) The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 Oct 2006) – SASA
- (vii) Norms & Standards for Language Policy in Public Schools, (Gov. Gaz. 18546, Dec 1997)
- (viii) **The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)**
- (ix) The Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- (x) The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)
- (xi) WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools, Circular 26/2010

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;

Non-Discrimination

In accordance with Section 9 of the Constitution and Section 5 of the South African Schools Act, Excelsior Primary School does not discriminate unfairly in the admission of learners on the basis of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, HIV status, nationality, or socio-economic status.

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:

Handwritten signatures and initials at the bottom right of the page, including "CF", "ML", "B", "S", "VEG", and "Ent".

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



1. APPLICATIONS FOR ADMISSION TO THE SCHOOL

1.1 It is acknowledged that –

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

1.2 It is emphasised that the HOD/the HOD delegate(s)/the School Principal must (and will be required to) 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 may also request 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.

1.3 The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to add to the prescribed application form, and ensure the completion by the Applicant of the Schedule of Information required by the governing body attached hereto.

1.4 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.

1.5 In accordance with the South African Schools Act (Act 84 of 1996), the Children's Act (Act 38 of 2005), and the Constitution, the School recognises that a valid application for admission may be made by:

- the biological or adoptive parent of the learner,
- a legal guardian (as confirmed by court order or relevant documentation),
- or any person who has demonstrated parental responsibility or care for the learner, including a caregiver as defined in the Children's Act.

The School may request documentation to confirm the applicant's relationship to the learner, in line with the Promotion of Administrative Justice Act and the Protection of Personal Information Act (POPIA).

CF
emp
V.E.G. ML

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



This inclusive approach ensures the child's best interests are prioritised, and that appropriate consent can be obtained for matters such as school activities, medical care, and learner support interventions.

- 1.6 The SGB undertakes to support the HOD/the HOD delegate(s)/the School Principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards before the end of the year preceding the next school year.
- 1.7 Subject to this Policy, the SGB requires the HOD/the HOD delegate(s)/the School Principal to co-ordinate the admission of learners to public schools, including the School, in consultation with it and undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated.
- 1.8 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 –
"28 (2) – A child's best interests are of paramount importance in every matter concerning the child."

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

The Applicant is to note that whilst his/her 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."*

The Applicant is encouraged to support the School in familiarising him/herself with the School's Code of Conduct for Learners and seeing to the observance thereof by the learner.

3. SCHOOL FEES

- 3.1 The Applicant is to note that the failure or refusal or inability of parents (as defined in Section 5 (3) 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.

Handwritten signatures and initials at the bottom right of the page, including "CF", "V.E.G.", and others.

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



- 3.2 In a Section 21 fee-paying public school, like Excelsior Primary, the South African Schools Act (SASA) outlines the obligations of parents regarding school fees in Sections 39 to 41. The School Governing Body (SGB) may determine and charge school fees, approved by a majority vote of parents at an annual general meeting. Once adopted, school fees are legally binding on all parents unless they are exempted. Parents who cannot afford to pay may apply for partial or full exemption from paying school fees. The SGB is obligated to inform all parents of their right to apply for exemption and provide the application forms and assist where needed. Exemptions are means-tested using a formula in the Fee Exemption Regulations. The parent must submit documentary proof of income and expenses. If the SGB refuses the application, the parent can appeal to the HOD (Head of Department).
- 3.3 It is important, however, for Applicant(s) 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 ..."*.
- 3.4 In accordance with Sections 39–41 of the South African Schools Act, parents are legally obligated to pay school fees as determined by the School Governing Body (SGB), unless a partial or full exemption has been granted. While the school fully upholds the right of every learner to access education and will never withhold a learner's report or participation in academic activities as a means of enforcing payment, the SGB may implement lawful and reasonable initiatives to promote the payment of school fees. Such initiatives may include inviting parents whose school fees are in arrears to collect their child's quarterly academic report directly from an SGB member during parent meetings. This initiative aims to facilitate direct engagement with parents and provide information regarding outstanding fees or exemption options. In addition to these measures, the SGB may appoint debt collection agents to communicate with parents in arrears, ensuring all steps comply with applicable legislation, and that parents have been afforded the opportunity to apply for exemption prior to the initiation of such steps. These actions are taken to ensure the financial sustainability of the school while maintaining fairness, dignity, and learners' right to education.
- 3.5 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 ..."*
- 3.6 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.

CF
W
V.E.G.
NE

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



4. DOCUMENTS REQUIRED FOR ADMISSION

A parent will be required to complete an online application for admission to Excelsior Primary School. The school does not require the completion of any additional hard copy or online information. Together with the application form, the parent must submit to the principal an official unabridged 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 on the application form constitutes a crime. The parent must ensure that the admission of the learner is finalised within three months following provisional admission. 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 form and either hand it to the parent or forward it to the other school. Parents must request transfer forms in writing via email to admin@exprim.co.za.

See Annexure A to this policy for a full list of documents required for admission.

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

As a general guideline, learners are admitted to Grade 1 in the year they turn 7. The expected age norm for each grade is calculated as the grade number + 6 years. Where a learner falls more than two years outside of this norm, the application will not be automatically excluded. Each case will be considered individually in consultation with the WCED and with reference to the learner's best interests, any barriers to learning, and support needs. No learner will be denied admission solely on the basis of age if doing so would constitute unfair discrimination or violate the learner's right to basic education.

6. REGISTRATION PERIOD

- 6.1 Application for admission takes place in the time frame as stipulated by the WCED with regard to the enrolment of learners for the following year.
- 6.2 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.
- 6.3 All applications for admission to the school on behalf of a learner must be submitted to the principal.
- 6.4 The learner's parents will receive a notification from the WCED of the acceptance or refusal of their application, within the period determined by the HOD.
- 6.5 All unsuccessful applicants will then be waitlisted firstly in order of preference as determined in terms of this policy and secondly chronologically.
- 6.6 The School will keep a proper register of all applications for admission.

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



7. APPEALS PROCEDURE

Should a parent be dissatisfied with the School's decision not to admit a learner to the School, such parent may appeal against the decision to the Member of the Executive Council in terms of section 5(9) of SASA.

8. CAPACITY

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

Total number of learners in School: 896 (Grade 1 – 7)
90 (Grade R)

Per class: 32

Per grade: 128

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

9. SCHOOL PROPERTY

The Applicant's attention is drawn to the following:

- 9.1 Every learner of a public school shall take good care of the property of Excelsior Primary school which 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.
- 9.2 The parents of a learner at a public school shall be liable for any damage to or loss of Excelsior Primary school property (including text books) in respect of which the learner concerned is liable to Excelsior Primary school.
- 9.3 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.

[Handwritten signatures and initials]

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



10. RISK OF DAMAGE OR LOSS

The school takes reasonable measures to protect learners' and parents' property while on the premises. However, the school cannot be held liable for loss, theft or damage to property that occurs despite such precautions, unless it results from proven negligence on the part of the school. Learners and parents are encouraged to avoid bringing valuables to school and to take out personal insurance where appropriate.

11. ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION

- 11.1 In accordance with the South African Schools Act (Act 84 of 1996), the Children's Act (Act 38 of 2005), and the Constitution, the School recognises that a valid application for admission may be made under the following circumstances:
- 11.2 The language of learning and teaching at the school is English. While preference may be given to learners who choose English as their language of instruction, no learner will be excluded solely on the basis of language or home language.
- 11.3 Proximity of learner's home to the school. The feeder zone may be used as a guide in prioritising applications, but it does not guarantee admission. In accordance with WCED directives, all applications will be considered on merit, and learners from outside the feeder zone will not be automatically excluded.
- 11.4 If a sibling is already enrolled at the school.
- 11.5 If the parent is employed within the feeder zone.
- 11.6 If the learner previously attended a feeder ECD centre or Grade R at the school.
- 11.7 Availability of space within the grade or school.
- 11.8 All applications will be assessed based on fairness, equity and the best interests of the child. No application will be unfairly discriminated against on the basis of race, ethnicity, language, disability, HIV status, nationality, or socio-economic status.

12. REQUIREMENTS

Save where the provisions thereof will not serve the best interest of a learner or other learners, the SGB and the School refer to the Ministerial Policy.

13. ADMISSION OF NON-CITIZENS

As per regulation. (1) Constitution Act no 108 of 1996. (2) National Policy Act (Act 27 of 1996). (3) The South African Schools Act (No 84 of 1996). (4) Infrastructure (Gazette 37081 – 23 November 2013) (5) Immigration Act 2002. (6) Refugees Act 1998 – Act No 130 of 1998. (7) Aliens Control Act 1991 (Act no 130 of 1991). (8) PAJA (Act 3 of 2000). (9) Norms and Standard of Funding. (10) REG (General Notice 4138 of 2001)

[Handwritten signatures and initials]
V.E.G. M

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



14. THE SGB AND THE LEARNERS OF THE SCHOOL

- 14.1 All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights as set out in the Code of Conduct of the Stakeholders of the School.
- 14.2 The SGB considers itself to be in 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 in 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) will take reasonable steps to accommodate learners with disabilities or support needs, in accordance with the school's capacity and available resources. The SGB and principal will liaise with the WCED for support in identifying appropriate accommodations or referrals, where necessary, to ensure that every learner's right to education is realised, and
 - d) requires a member of staff or a learner or any learner's parent(s) to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

15. THE PARENTS AND THE SCHOOL/SGB

- 15.1 The parents(s) 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.
- 15.2 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.
- 15.3 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.

Handwritten signatures and initials:
CF
11.6.6.

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



16. This policy is subject to periodic review and amendment by the School Governing Body, in consultation with relevant stakeholders and in accordance with applicable laws.

Signed at Bellville on this 18th day of September 2025.

Parent: Mrs L. Taylor [Signature]

Parent: Mrs C. Broughton [Signature]

Parent: Mr W. Stark [Signature]

Parent: Mrs V. Gilbert [Signature]

Parent: Mr M. Ehrenreich [Signature]

School principal: Mr E. Pio [Signature]

Educator: Mrs M. Rose [Signature]

Educator: Mrs C. Fourie [Signature]

Non-educator: Mr M. Crous [Signature]

[Signature] CF
[Signature] V.E.G.
[Signature] MK
[Signature] 2025 8

EXCELSIOR PRIMARY SCHOOL

ADMISSION POLICY



ANNEXURE A

In line with WCED and national policy, the following documents may be requested to support an application for admission:

- 1 Copy of the learner's unabridged birth certificate or proof of application for one.
- 2 Proof of immunisation (as required by the Department of Health).
- 3 Latest school report (for transfer learners).
- 4 Transfer card (for transfer learners from another public school).
- 5 Proof of address of the parent/legal guardian/caregiver.
- 6 Certified copy of the parent or caregiver's ID or passport.
- 7 Where applicable, a court order or legal document confirming guardianship.
- 8 Any documentation or medical report needed to support a reasonable accommodation request (e.g., for a learner with disabilities or medical needs), submitted voluntarily and with informed consent.

The school will not require disclosure of private medical, behavioural or legal history unless essential to support the learner's integration and well-being, and only with the informed consent of the parent or caregiver, in accordance with POPIA.

Handwritten signatures and initials at the bottom right of the page, including 'CF', 'V.E.G.', and several other illegible signatures.