



**CAMPS BAY  
PRIMARY SCHOOL**

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# **ADMISSION POLICY**

## **AND**

# **PROCEDURE DOCUMENT**

**Adopted by the School Governing Body on  
2 June 2015**

**Chairperson: Adrian Funkey**

**Principal: Stuart Collier**

## **INTRODUCTION AND PURPOSE**

The admission policy of a public school is determined by the governing body of the school in terms of section 5(5) of the South African Schools Act, 1996 (No. 84 of 1996). Camps Bay Primary School (CBPS) recognises The Bill of Rights as declared in the SA. Constitution<sup>1</sup> and in line with the SASA<sup>2</sup>, the National Education Policy for Admission for Ordinary Public Schools<sup>3</sup> and the WCED Policy for the Management of Admission and Registration at Ordinary Public schools<sup>4</sup> the SGB has developed an Admission Policy (statutory for schools) that supports achieving the vision of the school, while protecting the rights of all stakeholders in the community. CBPS's Admissions Policy serves to regulate and give clarity to the conditions, requirements and expectations around the admission of children to the school.

This policy would seek to achieve high levels of transparency and accountability, the outcome of which would be to develop respectfully open and trusting relationships between stakeholders and promoting confidence in the establishment.

This aims to offer all stakeholders a simple and easy policy that will, within the confines of the law, facilitate a process that allows stakeholders to understand the expectations, functions and operations within the framework of our school, yet will maintain the ethos that is particular to CBPS.

The implementation of this policy should ensure the correct and fair handling of applications and ensure the lawful administration of learner admission and registration in schools; 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 requirements and enable the admission of learners to take place in a timely and an efficient manner.

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

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<sup>1</sup> Constitution of the Republic of South Africa Act 108 of 1996

<sup>2</sup> South African Schools Act 86 of 1994 and amendments.

<sup>3</sup> Notice No. 2432 of 1998

<sup>4</sup> Circular 0026/2010

# **ADMISSION POLICY**

## **INTRODUCTION**

- (a) CBPS is committed to having a complement of learners that is racially and culturally diverse.
- (b) CBPS is committed to providing quality education based on the provision of a wide spectrum of academic, sporting and cultural activities

Applications should be made with the following in mind:

1. CBPS is a fee paying school and parents vote on and commit to paying the school fees as set at the annual budget meeting. Parents must agree to pay the School Fees as per the resolution adopted by the majority of parents attending the Annual Financial Meeting in accordance with the School Governing Body Constitution. Both parents must indicate their agreement by signing the application form. In the case of divorced/separated parents, it is the responsibility of the parent applying for application at the School to obtain a signed copy of the application form from their divorced/separated partner.
2. The LOLT is English with Afrikaans as first Additional language. Learners admitted to the School will need to be proficient in English so as not to prejudice their academic progress or that of other learners, or teaching and learning generally at the School.
3. Applications must be submitted before the closing date as determined by the principal. No preference will be given to the order in which the applications are received.
4. Siblings of Camps Bay Primary School and children of Past Pupils' applications are considered preferentially, but admission is not guaranteed.
5. CBPS strives to maintain diversity as a co-educational school. Equal numbers of boys and girls will be considered in the enrolment.
6. Children must be age appropriate as per WCED requirements.
7. Regard will be given to the available number of places at CBPS given the maximum class sizes determined annually by the Governing Body from time to time in accordance with the School's commitment to providing a quality education together with the prescribed admission criteria.
8. Proximity of the permanent residence of the learner to the School is a consideration, since if the child lives out of the area the required travelling time will make it very difficult for the child to partake in extra mural activities and late-coming could be a problem. Proximity does not, however, guarantee admission.
9. Learners living in the immediate feeder area, which includes Camps Bay, Bakoven, Clifton, Bantry Bay, Fresnaye and Higgovale will be given preference.

10. Admission must be judged to be in the best interests of the learner with regard to the CBPS academic standards and the requirement of participation in the sporting and cultural life of the School.
11. Every application will be judged on its merits as determined by the Principal, with consideration to the rest of the students and class and consideration given to the following:
  - (a) The Applicant (learner) demonstrates an enthusiasm for participation in the academic, sporting and cultural activities offered by their current school.
  - (b) The Applicant (learner) will benefit the most from the subjects, activities and facilities offered by CBPS.
  - (c) The Applicant (learner) shows special circumstances which merit consideration of their application.
  - (d) The Applicant (learner) has a good disciplinary record.
12. Fulfilment of any one of the above criteria does not guarantee admission, but will be utilized in reviewing and assessing the application.
13. To facilitate the above, the SGB requires that the principal or a designated person will meet with the applicants to establish the strengths and needs of each candidate and to assist appropriate placement decisions. A parent shall be entitled to submit, together with the application, such additional documentation that may demonstrate compliance with the admission criteria as set out in the policy.
14. In making a secondary admission application, the parents must provide written motivation on one or more of the above points, or any other relevant alternative points which will be used in determining admission to the School. This will be presented to the SGB for consideration.
15. The child lives out of the area and as a result of travelling, it will be very difficult to partake in extra-mural activities and may result in late coming.
16. We do not take new pupils into Grade 6 & 7 unless relocating to CBPS's immediate feeder area from another school outside of our direct feeder area.
17. CBPS is a fee paying school. Fees are determined by a democratically elected Governing Body and ratified by the parents at an Annual General Meeting.
18. Subject to the general principles and criteria set out above, the Governing Body has determined that the Headmaster will have the discretion to admit learners taking into consideration the prescribed Admission Policy & Procedure document. The absence or presence of one or more of these factors does not mean that a learner will necessarily be refused or guaranteed admission.