



CAMPS BAY PRIMARY SCHOOL

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CAMPS BAY PRIMARY ADMISSION POLICY

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 Constitution¹ and in line with the SASA², the National Education Policy for Admission for Ordinary Public Schools³ and the WCED Policy for the Management of Admission and Registration at Ordinary Public schools⁴ the SGB has developed an Admission Policy (statutory for schools) that supports achieving the vision of the school, while protecting the rights of applicants.

CBPS's Admissions Policy serves to regulate and give clarity to the conditions, requirements and expectations around the admission of children to the school and to achieve transparency and accountability in the process.

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.

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.

OUR COMMITMENT

CBPS is committed to providing quality education based on the provision of a wide spectrum of academic, sporting and cultural activities determined by the staffing and facilities available at the school. CBPS is committed to having a complement of learners that is culturally and racially diverse and no prospective learner will be refused admission on the grounds of race, gender, orientation, culture or religious belief.

¹ Constitution of the Republic of South Africa Act 108 of 1996

² South African Schools Act 86 of 1994 and amendments.

³ Notice No. 2432 of 1998

⁴ Circular 0026/2010

APPLICATIONS SHOULD BE MADE WITH THE FOLLOWING IN MIND:

I. Language of Learning and Teaching

- 1.1. 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.
- 1.2. Learning and teaching shall generally take place through the medium of English except for the additional languages offered.
- 1.3. The School will promote multilingualism as stated in its Language Policy by offering Afrikaans and isiXhosa as additional language subjects.

2. Capacity

- 2.1. The SGB has duly determined that the total capacity of the school is 603 learners with an average of 75 learners per grade across seven grades (being Grades R to 6) and 78 learners in Grade 7.
- 2.2. The SGB has considered all relevant factors in determining the capacity of the School, including but not limited to:
 - 2.2.1. The number and sizes of classrooms;
 - 2.2.2. The number of teachers;
 - 2.2.3. Administrative and management teams;
 - 2.2.4. The supportive work spaces;
 - 2.2.5. The need for additional spaces to support quality academic, sports, cultural and social programmes;
 - 2.2.6. The financial capacity of the School.
- 2.3. 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.

3. School Fees

- 3.1. The SGB accepts that the State cannot provide all resources required to achieve and maintain a well-functioning and high-performing schooling system. It is incumbent on Camps Bay Primary as a Quintile 5 school, to take reasonable measures, including raising additional funds, in order to supplement the resources supplied by the State and improve the quality of education and facilities provided by the School.
- 3.2. 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 CBPS is an acceptance of the legal liability to pay fees.
- 3.3. 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.
- 3.4. 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.
- 3.5. Fees are either payable annually in advance at the start of the school year or when an arrangement has been made with the School to accept monthly payments by debit order. Both parents, irrespective of marital status or divorce agreement, are jointly and severally liable for the payment of fees.
- 3.6. 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.

4. Admission Criteria

- 4.1. The selection of learners for admission shall be guided by an assessment of the following factors (in no order of preference):
 - 4.1.1. The completion of a duly completed application on the WCED Online Admissions System;
 - 4.1.2. The meeting of all promotion requirements for the grade immediately below that for which admission is sought;
 - 4.1.3. The capacity of the School as set out in clause 2;
 - 4.1.4. The transformation and diversity agenda of the SGB;
 - 4.1.5. The applicant's sibling currently being enrolled at the School;
 - 4.1.6. The ability of the School to meet the needs of the learner (including but not limited to special educational needs);
 - 4.1.7. 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. For the avoidance of doubt, the statistical age norm is derived as follows: "statistical age norm = grade applied for + 6"⁵
 - 4.1.8. The willingness of the learner to participate and add value to all areas of the school life and to work hard to achieve excellence in his, her, their academic outcomes;
 - 4.1.9. 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) in line with the principle that all decisions should be taken in line with the best interest of the learner.
 - 4.1.10. There is no formalised school zoning applicable to CBPS but the school will endeavour to accommodate those whose primary place of residence is closest to the school. Proximity to the school however does not guarantee acceptance.
 - 4.1.11. Applicants whose primary residence is further from the school are not precluded from seeking admission. Preference will be given to applicants who can show that their travel arrangements to and from school will not negatively affect their learning nor their ability to be active participants in the school community.
- 4.2. Any learner who applies for and receives a bursary of any kind that is recognised by the School must meet the criteria set out above.
- 4.3. The SGB has determined that the Principal shall exercise his or her 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.
- 4.4. Where at any given time the School is oversubscribed, or in the cases of transfer applications, consideration will be given to the following factors:
 - 4.4.1. Learners who have siblings currently at the School;
 - 4.4.2. The transformation and diversity agenda of the School;
 - 4.4.3. Learners who demonstrate proficiency in academic study, arts and culture, or sport; enthusiasm in school activities; and a commitment to community service;
 - 4.4.4. The timeous nature of applications received in view of the closing date.

⁵ For example the statistical age norm for a grade 7 applicant is = 7 + 6 = 13 years.
An applicant of 15 and older would therefore not be admitted to Grade 7.

5. Admission Documents

- 5.1. Applications for admission will be valid upon the submission of the following documents:
 - 5.1.1. An online application as required by the WCED Online Admissions System (<https://admissions.westerncape.gov.za/admissions/login>) must be submitted by a parent. A hardcopy of the same application form must be submitted to the School.
 - 5.1.2. The required supporting documents as stated on the Online Admissions System must be uploaded when an application is made.
 - 5.1.3. 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 Online Admissions System. Admission cannot be completed without all required documents being submitted to the school.
 - 5.1.4. 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.
 - 5.1.5. Application 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. If a parent or guardian does not have the required documentation, the learner may still be enrolled provided that a sworn affidavit is confirmed by the learner and parent/guardian personal details. The parents/guardians are obligated to apply for the necessary documents at the Department of Home Affairs.
 - 5.1.6. The School reserves the right to verify all information and documents supplied. All applications found to be fraudulent will be rejected.
 - 5.1.7. The parent warrants that all information provided is true and correct.