

# PAROW NORTH PRIMARY SCHOOL

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POLICY	ADMISSIONS		
DATE REVIEWED	JAN. 2026	NEXT REVIEW DATE	JAN. 2027

*This policy remains in force until amended or replaced and approved by the SGB.*

## **POLICY OF PAROW NORTH PRIMARY SCHOOL REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL, OR GRADES AT THE SCHOOL**

Adopted by the Governing Body in terms of Section 5(5) of the South African Schools Act No. 84 of 1996, a schedule entitled 'Admission Policy for Ordinary Public Schools', which forms part of the National Policy Educational Act, 1996 (No. 27 of 1996), published in the Government Gazette No. 19377 dated 19 October 1998. This is in conjunction with the WCED's policy for the Admission and Registration of Learners at Ordinary Public Schools implemented as from 1 January 2011.

### **1. PRINCIPLES**

Whereas Parow North 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");
- v. WCED Circular 0121/2003 Managing learner pregnancy in Public School
- vi. applicable provincial laws; and
- vii. The Promotion of Access to Information Act (PAIA), 2000 (Act No. 2 of 2000).

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;

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:

## **2. APPLICATIONS FOR ADMISSION TO THE SCHOOL**

- 2.1 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.
- 2.2 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 will also require 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.
- 2.3 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.
- 2.4 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.
- 2.5 The school and the SGB subscribe to the view that according to law, and in the absence of a Court Order directing otherwise, the legal guardian(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled. Consequently, the school and SGB do not recognise an application as being valid, unless made by the guardian(s) or person(s) by order of Court entrusted with the custody of the minor learner, or a person or persons thereto authorised by them in writing. The school and the SGB also regard adherence to this approach as being essential in that it ensures that valid permission may be given for the treatment of the learner *in loco parentis*, for the learner to embark on excursions, and so forth. Consequently, the HoD/the HoD delegate(s)/the School Principal are required to ensure that this approach is strictly adhered to.
- 2.6 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.
- 2.7 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.
- 2.8 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.”

## **3. 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 of Mission (including dress code) cannot be an obstacle to the admission of the learner to the School, the School's Code of Conduct 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.

## **4. SCHOOL FEES**

### **PAROW NORTH PRIMARY SCHOOL IS A FEE-PAYING PUBLIC SCHOOL**

- 4.1 The Applicant is to note that the failure or refusal or inability of parents (as defined in Section 1 of SASA) to pay school fees cannot be an obstacle to the admission of the learner to the School.
- 4.2 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.
- 4.3 In terms of Sections 38-41 of SASA, a budget meeting of parents of learners enrolled at the School must be held on thirty (30) days' written notice to parents. At the meeting the majority of parents present decide whether or not to accept the budget prepared by the SGB for the next financial year. At the same meeting the majority of parents present and voting may decide that the payment of school fees is to be compulsory, what the amount of school fees per learner per year will be, and what criteria will be used to grant total or partial exemption to parents who are unable to pay the compulsory fees or the full compulsory fees. Parents who are unable to pay any of the fees or the full amount of the fees are entitled to apply to the SGB on the prescribed forms for total or partial exemption from the payment of school fees. Such applications must be dealt with in confidence by the SGB, which must act fairly and apply the abovementioned criteria and the provisions of the applicable ministerial policy and Regulations Relating to the Exemption of Parents from Paying School Fees in Public Schools (Government Notice R1052), a copy of which will be furnished to parent(s) on request. Parents applying for relief may request an educator at the School or any other person to assist him/her/them with the application. A parent/parents who feel aggrieved at the decision of the SGB may appeal to the HoD, following the procedure set out in the said Regulations.
- 4.4 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 ...".
- 4.5 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 ..."
- 4.6 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.

## **5. INTERPRETATION**

In this policy document, unless the context indicates otherwise:

5.1 the Act: the South African Schools Act 1996 (as amended);

5.2 Applicant Learner: any person receiving education, or obliged to receive education in terms of the Act, who is applying for admission to the school;

- 5.3 Immediate area: the area that is known as the suburb 'Parow North', and which is, geographically, the closest public school to the applicant learner;
- 5.4 Maximum Capacity: refers to the maximum number of Learners that the school can accommodate, bearing in mind the facilities, availability, safety and security of learners, ablution facilities, etc.
- 5.5 Parent:
- the biological parent of an Applicant Learner; or
  - the legal guardian of an Applicant Learner;
- 5.6 School: Parow North Primary School

## 6. ENROLMENT PROCEDURE

- 6.1 In the case of Grade R applicants, WCED online enrolment procedures must commence and conclude within the time frame communicated by the WCED.
- 6.2 In the case of Grade One applicants, WCED online enrolment procedures must commence and conclude within the time frame communicated by the WCED.
- 6.3 In the case of Grades Two to Seven applicants, enrolment procedures must be completed no later than 1 December of the year preceding the year of enrolment.
- 6.4 Families who are relocating into our area after this date, will also be accommodated if we have space available.
- 6.5 Grade 8: (Public High schools): WCED online enrolment
- Guidelines can be found on the WCED website.
  - Please contact the high schools directly for information.
  - No testimonials will be issued to Grade 7 learners.

## 7. DOCUMENTS REQUIRED FOR THE ADMISSION OF A LEARNER

- 7.1 In the case of Grade R applicants, the parent/s must complete the online application process for the admission of a Learner. The additional documents required by the school, must be delivered to the school within the admission dates as determined by WCED. Unless the fully completed documentation accompanies the application form, the application will be deemed incomplete.
- 7.2 In the case of Grade One applicants, the parent/s must complete the online application process for the admission of a Learner. The additional documents must be delivered to the school within the admission dates as determined by WCED. Unless the fully completed documentation accompanies the application form, the application will be deemed incomplete.
- 7.3 When a parent applies for the admission of an applicant learner, the parent must present:
- 7.3.1 An unabridged birth certificate
- 7.3.2 Immunization Certificate – Certified copy of proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus, and Hepatitis B.
- 7.3.3 Proof of residence –
- (a) If you are a homeowner: the latest municipal account (not older than three months)
  - (b) If you are renting: a copy of the lease agreement, valid for at least one full year. If expiring within the next two months, a new contract is required. An affidavit will NOT be considered as proof.
  - (c) According to the Rental Housing Act 50 of 1999 there is no provision for a third party in a rental agreement and thus subletting will not be considered as proof of residence.
  - (d) In the case of a change of address, the school needs to be informed in writing and a copy of the new lease agreement must be provided.
- 7.3.4 Immigrants – A valid Study Visa/Study Permit. The onus is on the parents to furnish the school with a new Study Permit before the current Study Permit expires. Failure to do so will result in the school notifying the Director General at the Department of Home Affairs.
- 7.3.5 Identity Documents – Certified copies of both the biological parents' Identity Documents. In the case of a deceased parent, a death certificate is required.
- 7.3.6 Transfer Card
- 7.3.7 Report – The most recent report of the child, if he or she was previously enrolled at another school.
- 7.3.8 Foster / Guardianship – Only certified copies of the relevant Supreme Court documentation

will be accepted by the Governing Body.

- 7.3.9 Contract of employment or valid Proof of Employment – A certified copy of the contract of employment if the parent resides outside the immediate area, but has permanent, full-time employment within the feeder area.
- 7.3.10 Any other compulsory supportive documentation as required by the school.
- 7.4 Failure to fully complete the prescribed application form in full shall render the application null and void.
- 7.5 Providing misleading information and/or misrepresenting facts in the prescribed application shall render the application null and void.
- 7.6 The principal is required to inform the parents that any false statement with regard to the age of the learner constitutes a crime.

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

## **8. PRIMARY ADMISSION CRITERIA**

The applicant learner can be admitted to the school if the following criteria are fulfilled:

- 8.1 The applicant learner resides in the immediate area of the school –
    - 8.1.1 the applicant learner lives with his/her parent/s or court appointed guardians who is the owner of the property;
    - 8.1.2 the applicant learner lives with his/her parent/s or court appointed guardians who lease the property.
  - 8.2 Applicant learners who are already admitted in Grade R of Parow North Primary School will be given preference to admission.
  - 8.3 The applicant learner's mother tongue is English.
- The above criteria is subject to the School having capacity to accommodate the Applicant Learner.

## **9. SECONDARY ADMISSION CRITERIA**

In the event of the maximum capacity allowing for additional enrolments, and the Applicant Learner not fulfilling the Primary Admission criteria as set out in par. 4, the following criteria shall be applied:

- 9.1 The applicant learner has a (blood-related) sibling in Parow North Primary School. Siblings are not guaranteed entry should any of the primary or secondary criteria not be fulfilled.
- 9.2 The parent(s) of the applicant learner is employed in formal employment in the immediate area to Parow North Primary School.

## **10. NON-SOUTH AFRICAN CITIZENS/FOREIGN NATIONALS**

- 10.1 Only biological children of non-South African Citizens/Foreign nationals will be considered for enrolment, subject to the relevant legal documentation being in order and their biological parents residing in South Africa.
- 10.2 In addition, non-South African citizens/Foreign Nationals who apply for admission to the school, may be required to undergo an English proficiency test.
- 10.3 Admission is subject to Paragraphs 8/9.

## **11. AGE REQUIREMENTS AND ADMISSION TO PUBLIC SCHOOLS**

- 11.1 The law still states that: Every parent must cause every learner, for whom he or she is responsible, to attend a school from the first day of the year in which such a learner reaches the age of seven years in Grade 1, and 6 years in Grade R, until the last day of the year in which such a learner reaches the age of fifteen or the ninth grade, whichever occurs first.
- 11.2 Grade R is compulsory.
- 11.3 If, for whatever reason, a child must spend more time in pre-primary, the parent must request permission in writing from the WCED for this. A learner must turn 6 in the year he or she attends

Grade R.

- 11.4 According to circular 0032/2003, children who turn 6 before the end of June, *MAY* be enrolled in Grade 1, and those children turning 5 before 30 June *MAY* be enrolled in Grade R, if:
- 11.4.1 it can be proved that exceptional circumstances exist, which necessitate the admission of an underage learner, because admission would be in his/her best interest;
  - 11.4.2 all the learners who turn 7 in Grade 1 and 6 in Grade R have been accommodated and there is still space available. However: the physical, psychological, and mental development of the child must be considered; the admission must be fair to the individual learner, as well as the other learners in the class.
  - 11.4.3 Children turning seven in Grade 1, will get preference regarding enrolment for Grade 1.
- 11.5 We therefore wish to emphasize that we must first fill our classes with children who are of school-going age, before we consider children who are underage.
- 11.6 A learner who falls outside the age norm by more than two years will not be considered for admission. The age norm is the grade plus 6 years.

## **12. INCOMPLETE OR IRREGULAR APPLICATIONS**

An application will be rendered null and void if:

- 12.1 the prescribed form is not completed in full;
- 12.2 the supporting documentation is not attached; or
- 12.3 the content is misleading or misrepresents the facts.

## **13. REGISTRATION PERIOD (Registration – see Annexure A)**

- 13.1 Application for admission dates: Refer to dates of the WCED.
- 13.2 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.
- 13.3 All applications for admission to the school on behalf of a learner must be submitted to the WCED online.
- 13.4 The learner's parents will receive an sms/e-mail notification from the WCED.
- 13.5 The School will keep a register of all applications for admission.

## **14. CONFIRMATION OF SUBMISSION**

Once the online application has been completed in full (100%) parents will receive a submission notification.

## **15. 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.

- The parent addresses an appeal letter to the School Governing Body (SGB) via e-mail.
- Once the SGB has addressed all appeal cases, the outcome will be sent to the parent via e-mail.

## **16. CAPACITY**

- 16.1 The SGB has determined the School's maximum capacity for learner admission as follows:
- Grade R: 30 learners per class
  - Grade 1 – 7: Number of educators paid by the WCED X 35
- 16.2 Criteria for admission:
- The minimum number of learners per class is 33. – Not more than 35 learners per class.

- The maximum capacity for learner admission per classroom will be calculated based on the following:
  - i. Educator and learner space, as well as equipment space per classroom;
  - ii. Facilities available;
  - iii. Educators paid by the WCED – space of educator i.e. within a specific grade;
  - iv. That learners’ best interest has preference;
  - v. The number of appropriate classrooms available;
  - vi. Spatial needs for sports, cultural, clubs and recreational activities;
  - vii. The available space in the current Computer Centre, and the school hall;
  - viii. The sanitary facilities available;
  - ix. Parking facilities;
  - x. Safety measures;
  - xi. The maximum number of learners permitted per class;
  - xii. Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education.

**See Schedule B with regard to determining capacity.**

## **17. SCHOOL PROPERTY**

The Applicant’s attention is drawn to the following:

- Every learner of a public school shall take good care of the property of the 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.
- The parents of a learner at a public school shall be liable for any damage to or loss of school property in respect of which the learner concerned is liable to the school.
- It is the duty of every parent to assist the State and the SGB of a school to promote a culture of respect for school property.

## **18. RISK OF DAMAGE OR LOSS**

The Applicant is notified that the school accepts no liability for the damage to, or destruction or loss of any property brought on the School premises by the learner or his/her parent(s). It matters not who causes such damage, destruction or loss, how it is caused, whether it is caused by someone’s act or failure to act, or whether it is caused by someone’s intention or negligence. The school accepts no liability. Learners are encouraged to safeguard property brought onto the school premises, and Applicants and parents of learners are encouraged to take out their own insurance against such damage, destruction or loss.

## **19. ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION**

- 19.1 Unless and until the HOD, after consultation with the SGB, decides otherwise, the natural feeder area of the School is Parow North, De Tyger, Avondale (above Frans Conradie Drive).
- 19.2 The School is currently a Parallel-medium institution equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is the medium of tuition at the School – English.
- 19.3 Whilst the School and SGB know that they may not unfairly discriminate against a learner on whose behalf an application is made for admission, and have no intention thus to discriminate, and whilst they are desirous of playing their part in the education of learners in partnership with the State, they appreciate that the School cannot accommodate all learners and that some process of (fair) discrimination regarding admission of learners is inevitable. Therefore, and in view of the foregoing, it is the school’s policy that **the following preference be afforded to applications:**
  - (a) **First**, those in respect of learners *bona fide* (genuinely) residing with their parents (as defined in SASA) within the **natural feeder area** of the school, and whose mother tongue is the medium of

tuition of the school.

- (b) **Second**, those in respect of learners *bona fide* (genuinely) residing with their parents (as defined in SASA) within the natural feeder area of the school, and whose chosen medium of tuition (the choice being exercised by the parent(s) in the application of admission) is the **medium of tuition of the school, namely English Home Language**.
- (c) Third, those in respect of learners whose parent or parents is/are genuinely employed at an address within the natural feeder area of the School, and whose mother tongue is the medium of tuition of the School. Parents must provide written proof of place of employment.
- (d) Fourth, those in respect of learners at Day Cares/Crèches in our immediate feeder area e.g. Tygerberg Kids, Child's Play, Kid's Academy, The Green School, etc. Parents must provide written proof from Day Cares/Crèches.
- (e) Fifth, learners residing outside the natural feeder area of the School, whose mother tongue is the medium of tuition of the School, and who wish to study a subject or subjects offered by the School and no other school closer to the learner's place of residence.
- (f) Finally, learners residing outside the natural feeder area of the School, and whose mother tongue or chosen medium of tuition is the medium of tuition of the School, on the basis of first-come-first-served.

Notwithstanding the foregoing, the SGB reserves the right, in conjunction with the district director, to afford overriding preference to siblings of learners already enrolled at the School.

## 20. 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.

## 21. ADMISSION OF NON-CITIZENS

Applications for admissions of non-citizens will be dealt with in accordance with paragraphs 19 to 21 of the ministerial policy and:

- The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- A learner who entered the country on a study visa must present the study visa on admission to the public school.
- Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

## 22. AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER TO AN ORDINARY PUBLIC SCHOOL OR DIFFERENT GRADES OF A SCHOOL

22.1 Learners are to be admitted to public schools and placed in different grades in the school according to the age requirements.

- The statistical age norm per grade is the grade number plus 6,  
Example: Grade 1 + 6 = Age 7  
Learners must be admitted to grade 1 if they turn 7 in the course of that calendar year.
- A learner may be allowed to enter grade 1 at age five turning six by 30 June in the year of admission.
- For grade 0 (otherwise known as grade R – the reception year), the age is four turning five by 30 June in the year of admission.

22.2 If a learner has been admitted to a public school at an age above the age norm for a grade, such learner must, as far as possible, be placed in a fast-track facility, or with his or her peer group, unless it is not in the educational interest of the learner. In the latter case the learner must be placed in a suitable lower grade, and an accelerated programme must be worked out for the learner

to enable him or her to catch up with the peer group as soon as possible.

- 22.3 The age-grade norm does not apply to a learner who is already enrolled at a public school on 1 January 2000, except that the previous paragraph may apply if it is deemed to be in the best interests of the learner.
- 22.4 A learner who is 16 years of age or older, and who has never attended school, and who is seeking admission for the first time. or did not make sufficient progress with his or her peer group, must be advised to enrol at an Adult Basic Education and Training (ABET) centre.

## **23. LEARNERS WITH SPECIAL EDUCATION NEEDS**

- 23.1 The rights and wishes of learners with special education needs must be taken into account at the admission of the learners to an ordinary public school. The South African Schools Act, 1996 requires ordinary public schools to admit learners with special education needs, where this is reasonably practical. Schools are encouraged to make the necessary arrangements, as far as practically possible, to make their facilities accessible to such learners.
- 23.2 The principal, educators and other support personnel concerned will determine if the school can provide the necessary support which would facilitate the integration of a learner in our school.
- 23.3 Where the necessary support which would facilitate the integration of a learner in a particular educational context, cannot be provided, the principal of the school must refer the application for admission to the Head of Department to have the learner admitted to a suitable public school in that province or to a school in another province.
- 23.4 Before the Head of Department refers a learner as contemplated in the previous paragraph, the Head of Department must arrange for consultation with parents, principal, educators and other support personnel concerned.

## **24. THE SGB AND THE LEARNERS OF THE SCHOOL**

- 24.1 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 Rights and Duties of Stakeholders of the School.
- 24.2 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 scrutinise the disciplinary and behavioural record of any prospective learner of the School, and to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger 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) may take whatever steps may be reasonably practicable, given the resources and circumstances of the School, to assimilate a disabled prospective learner into the School; 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.

## **25. THE PARENTS AND THE SCHOOL/SGB**

- 25.1 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.
- 25.2 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.

25.3 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.

## 26. REPEATING GRADES

26.1 The norm for repeating grades is one year per school phase, where necessary. A learner will not be permitted to repeat a grade more than once.

26.2 Repetition:

- A learner who has repeated one or more years at school in terms of this policy is exempt from the age grade norm, except that, if a learner is three years older than the norm age per grade, the Head of Department must determine whether the learner will be admitted to that grade.
- The norm for repetition is one year per school phase where necessary. Multiple repetition in one grade is not permissible.



26.3 The norm is not to be construed as promoting the practice of automatic promotion. A learner's needs must be attended to through the efforts of the learner, and his or her teachers, with support from the learner's family and peers.

## 27. RIGHTS AND OBLIGATIONS OF PARENTS

27.1 The SGB of a school must inform all parents of learners admitted to a school of their rights and obligations in terms of the South African Schools Act, 1996, any applicable provincial law. Parents must specifically be informed about their rights and obligations in respect to the governance and affairs of the school, including the process of deciding the school budget, any decision of a parent meeting relating to school fees, and the Code of Conduct for Learners.

27.2 Parents have an obligation to support their children to attend school regularly.

**The policy will come into effect on 27 January 2026 and will remain in effect until amended.**

<b>SGB Chairperson Signature</b>		<b>Date</b>	27/01/2026
<b>Principal Signature</b>		<b>Date</b>	27/01/2026