



## Mpumalanga Department of Education

### KINGDOM RISE ACADEMY

*Name of school*

### THULAMAHASHE

*Name of circuit*

### BOHLABELA

*Name of region*

SCHOOL POLICIES – *the dais for democratic governance and leadership practices in the schools of Mpumalanga Province*

The Admissions Policy

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## The Admissions Policy

### 1. Purpose

The purpose of the admission policy for Kingdom Rise Academy is to establish a clear and consistent process for admitting students into the academy. The policy serves several important purposes:

- a. The admission policy ensures that the admission process is fair and transparent, treating all applicants equally and providing a clear understanding of the criteria and procedures for admission.
- b. The policy ensures that the school's admission process complies with relevant laws, regulations, and policies, such as anti-discrimination laws and educational standards.
- c. The policy ensures that no learner is unlawfully refused admission to the school.
- d. The policy provides prospective parents and students with information about the school's admission requirements, criteria, and procedures, helping them make informed decisions about applying to the school.
- e. The policy outlines the admission criteria, procedures, and requirements clearly, making the process transparent to both applicants and their parents or guardians.

### 2. Preamble

The South African Schools Act, (SASA) No. 84 of 1996, stipulates that the SGB of a school has the responsibility to establish and adopt an admission policy for its school. The policy shall be in line with the directives of the Constitution of the Republic of South Africa, the SASA, and any Provincial Regulations. The laws of the country shall always take primacy over this policy in cases where contrasting stipulations exist.

### 3. The School Admissions Committee

- a. The SGB shall establish a School Admissions Committee (SAC) for the school.
- b. The School Admissions Committee (SAC) shall be chaired by a member of the SGB or a person delegated with such a responsibility.
- c. The SAC shall ensure that this Policy is adhered to at all times.
- d. The following are the duties of the SAC:
  - I. To evaluate all applications received for admission
  - II. To ensure fairness and impartiality in the decisions making process
  - III. To communicate the admission process and policy with the parents
  - IV. The committee shall be responsible to establish and defines the selection criteria based on the school's values, mission, and academic standards.

V. The committee shall regularly evaluate the effectiveness of the admission process and seeks opportunities for improvement.

e. The members of the SAC shall serve for a period of 2 year(s).

#### 4. Rights of learners to admission

- a. Learners have the right to equal opportunity in accessing education.
- b. No learner shall be denied admission to the school on the basis of gender, race, colour, religion or cultural background.
- c. Learners or their families who feel that their rights to fair admission have been violated may have the right to appeal the decision or lodge a grievance.
- d. In case where a parent/Guardian fails to pay the monthly fees for a period of two months, the school shall invite the parent to the school for a discussion with the Principal.
- e. No learner shall be denied admission because he/she doesn't belong to the same religious beliefs of the majority in the school.
- f. No learner should be denied admission solely based on their health status. Kingdom Rise Academy promotes equal opportunities for all learners, regardless of their health conditions or disabilities.
- g. Admission will be done according to the availability of classroom space and educators.

#### 5. Age norms

The following are requirements for admission to the specific grades.

<b>Grade</b>	<b>Permissible maximum age</b>
R	4.5 completing 5.5 on or before 30 <sup>th</sup> June of the same year.
1	6 - 7
2	7 - 8
3	8 - 9
4	9 - 10
5	10 - 11
6	11 - 12
7	12 - 13

## 6. Admission procedures

### 6.1 Responsibility

- a. The admission of learners for the following academic year shall be done during the month of May to 31 August of the current year.
- b. No admission of learners shall be carried out in the beginning of the academic year.
- c. The following procedure shall be carried out during the admission of learners in the school:
  - i. Parents complete an application form for admission and submit to the school.
  - ii. Admission form will have a closing date.
  - iii. No admission form will be taken after the closing date stipulated.
  - iv. Admission form must be signed by the parent or guardian on behalf of the learner.
  - v. Birth certificate is requested.
  - vi. Identity documents of parents or of guardian are requested.
  - vii. Residential and postal address are provided.
  - viii. Cell phones and telephones are recorded.
  - ix. Transfer letters are requested.
  - x. Report card from the previous school is recorded.
  - xi. Health records for the Learner
- d. A school's admission register shall be kept in the principal's office.
- e. It is the responsibility of the principal to verify and ensure that all learners enrolled in the school appear in the school's admissions register.

### 6.2 Admission to the entry grade

- a. In the case of learners being admitted to the entry grade to the school, the following shall be required from the learner:
  - i. A completed application form.
  - ii. Medical history of learner.
  - iii. Certified birth certificate.
  - iv. Details of the parents or guardians.
  - v. Residential ,postal address and contact details of parents or guardian provided.
  - vi. Working address of parents or guardians
- b. If the learner does not have some of the required documentation, such a learner may be admitted provisionally pending the submission of such outstanding documents.
- c. The age norm of for admission to the school's entry grade shall be consistent with the departmental norms.

- d. Admission will be done according to the school's infrastructure.
- e. Under no circumstance will space be reserved for any learner.
- f. The school reserves the right to verify any documentation submitted to the school for admission purposes.
- g. It is the prerogative of the school to seek further clarity from previous school.
- h. The school right to admit shall be sacrosanct so long it is not violating the directives of SASSA 84 of 1996
- i. No deviation from the bill of rights shall be cascaded by the policy.
- j. A learner in grade R may not be retained according to SASSA 84, but through the parent or guardian, the child can be retained.

### 6.3 Admission to other grades

- a. The admission of a learner to any other grade other than the entry grade shall require the approval of the School Management Team SAC
- b. The following procedure shall be effected in the case of new learners who require admission to other grades at the school:
  - i. Request for last progress report.
  - ii. Request for learner transfer letter.
  - iii. Submission of medical history of a learner.
  - iv. Identification of parent(s) or guardian(s) documents.

### 6.4 Admission of foreign learners

- a. The school shall give priority to local learners for admission over foreign learners.
- b. In the case of a foreign learner applying for admission, the following documents shall be required:
  - i. Legal passport of both the parents and learners.
  - ii. Legal identification documents.
  - iii. Learner/student permit.
  - iv. Progress report from previous school.
  - v. Work permit of parent.
  - vi. Residential and postal address of his/her stay in the country.

### 6.5 Admission of learners with special needs

- a. Wherever reasonably possible, the school shall admit learners with special needs.

b. In the case where the school cannot provide the necessary support, which would allow for the integration of the learner, the principal shall refer the application of such a learner to the provincial department of education for the learner to be placed in a suitable school.

## 6.6 Closing dates for admission

a. The school shall observe the following dates regarding the admission process:

Activity	Date
Closing dates for new applicants	31 August of current year
Closing date for payment of admission fees	NONE
Closing dates of all admission/registration	30 September of current year.

b. No late application will be administered.

## 6.7 Additional information

a. The following responsibilities to be carried out during the admission of learners are assigned to the specified officer:

Activity	Responsible officer
Capturing of the information of learners.	Administration clerk Principal.
Filling of admission register	SAC member assigned.
Follow on transfer letters	Principal.

## 7. Removal of learners from the admissions register

a. A learner shall be removed from the school's admission register when the learner:

- Leaves the school after completing the highest grade at the school,
- Applied and granted transfer to another school and the transfer accepted in the other school. Once a learner is transferred to another school, he/she will never be re-admitted in the middle of the year.

- iii. Is expelled from the school in terms of the procedures and stipulations outlined in the Act,
- iv. Passes away

b. It is the responsibility of the Principal and the register class educators to ensure that no learner appears in the school admissions register if the learner is no longer at the school.

#### 8. Retained learners

- a. A learner who has repeated a grade one or more times at the school shall be exempted from the applicable age norm.
- b. A learner who is three years older than the grade year norm will require the permission of the Provincial Education Department to be readmitted to the grade.
- c. The learner will not be allowed to repeat a grade more than once.
- d. Repeating learners shall be progressed if they have served more than the required years per phase.

#### 9. Feeder zone for the school

- a. The SGB, in consultation with the Provincial Education Department, shall determine the feeder zone for the school.
- b. Learners from the identified feeder zone for the school shall be given preference for admission to the school.
- c. The school shall not out rightly deny learners from outside the feeder zone, shall only give preference to the feeder school.
- d. The preferred feeder schools shall be within the jurisdiction of Bohlabela

#### 10. Right to appeal

The SASA stipulates that any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the Member of the Executive Council. The school shall put the following procedure to deal with appeals to its non-admission of learners:

- a. A learner can be denied admission due to failure to comply with section 6:6.1(c) and section 9(b- c) of the school's admission policy.
- b. A learner can be denied admission based on section 4.f of the admission policy.

#### 11. Recruitment

The school shall employ the following mechanisms to recruit learners from the feeder communities:

- a. Offer free papers and printing capacity to the pre-schools.
- b. Attend all functions the school is invited.
- c. Furnish pre-school with admission forms.
- d. Visit them and listen to their grievances.

## 12. Re-registration

Registered learners. Parents will be expected to re-register their children for the next academic year at the end of October of the present academic year.

## 13. Policy review

This policy shall be reviewed and amended on yearly basis and as and when deemed necessary

## 14. Policy effective date

This Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, Secretary of the SGB and the Principal of the school.

## 15. Declaration by parent or guardian

Under the School Act no. 84 of 1996 and Government Gazette no. 18900 May 15, 1998, the Parent or Guardian:

- a. Is aware of the fact his/her child's admission is subject to the Governing Body's Code of Conduct, Disciplinary System and rules.
- b. The Parent or Guardian is prepared to comply to the above mentioned and undertake to:
  - Compensate for any damage to the school property caused by his/her child, whatever it may be.
  - Fully comply with the Code of Conduct, Disciplinary System and rules of the school.

The Parent or Guardian undertakes not to make any claim for compensation against the school or staff if A learner may be admitted

- c. his/her child is injured or ill.
- d. The Parent or Guardian undertakes to inform the school immediately in case where they fail to pay the monthly fees.

## 16. Conditional Exemption

A learner may be admitted under extra-ordinary conditions after thorough consideration(s) are done by the School Admission Committee( SAC), School Management Team(SMT) and the School Governing Body(SGB).

## 17. Conclusion

The school admission policy of Kingdom Rise Academy is centered around providing a transformative and inclusive educational experience. We are dedicated to nurturing the potential of each student and preparing them to become compassionate, responsible, and successful individuals in an ever-changing world. We invite all aspiring learners to embark on this journey with us, as we strive for excellence together. Violations of this policy may lead to disciplinary action taken against the culprit. Only learners that are in adherence and observance of this policy shall be admitted to the school.