

# TIMOUR HALL PRIMARY SCHOOL

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## ADMISSION POLICY ADM / 2009

Section 5 (5) of the South African Schools' Act 84 of 1996 (as amended) states that a SGB must draw up an Admission's Policy (in line with the national Education Policy Act of 1996). It is against this backdrop, and within the guidelines provided by the Policy document, that the following serves as the official Admission's Policy of the School.

Timour Hall Primary School endeavors to admit learners and serve their educational requirements without unfairly discriminating in any way.

**NOTE :** *No child shall be precluded from being a learner of Timour Hall Primary School on the basis of race, religion, culture or creed.*

The school principal, as a member of the SGB, participates in the process to determine the admission policy of the school and administers the admission and registration of learners to the school in terms of the registration process determined by the HoD and the school's admission policy.

The admission policy of Timour Hall Primary school applies equally to all learners, including those without South African citizenship.

The admission of a learner into a particular grade is based on the age of the child. The admission age for Grade R is six years in the year that the child will complete Grade R. The admission age for Grade 1 is 7 years in the year that the child will complete Grade 1.

It is the responsibility of the parents to ensure every child whom he/she is responsible for to attend school from the first day of the school year in which the learner turns seven until the last day of the year in which the learner turns 15, or the ninth grade, whichever occurs first.

An applicant whose age varies by more than 2 years relative to the statistical age norm of the grade cohort will not normally be accepted into the school. (Statistical age norm + grade to which admission is sought + 6. E.G. Statistical age norm for Grade 1 is 1 + 6 = 7; therefore, an applicant aged 9 or older may not be admitted into Grade 1.)

If an applicant is above the statistical age norm, an application to the circuit manager will be sought, if the school wishes to admit the learner.

Applications will open yearly according to the dates set out by the Western Cape Education Department. Therefore, parents who wish to enroll their children at the school for the first time must register the learner during the time period given by the Head of Department. Parents are to ensure that they apply for their child on the online registration portal. Parents are advised to apply to more than one school when submitting their applications. The learner's parents will receive written notice of the acceptance or refusal of their application, within a reasonable time or period determined by the HOD.

All applications made must contain the following documents that are required for admission:

- Online registration form
- Supporting documents required by the online admission system.

- Parents are also required to provide proof that the learner has been immunized against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis b. If the parent is unable to provide this proof, or refuses to, the parent will be informed that he/she must write to the HOD and request formal permission for exemption and provide reasons therefor.

Timour Hall Primary School acknowledges that the WCED does not determine feeder zones of public schools in the province. This means that the school is not bound by the preferences that must be given to learners in terms of zoning. It does, however, take cognizance of the fact that the Western Cape Schools Act states that 'Every learner shall be entitled to ordinary education at his or her nearest ordinary public school, insofar as it is reasonably practical.'

Taking the above mentioned into account, the school uses the following criteria as a guideline for selection:

- Age: Children must be age appropriate (age 6 before 31 December of pre-primary year) and school ready (as judged by pre-primary school). Learners who are two years older or two years younger than the average age of the standard will be considered as too old/young for admission to that particular grade.
- Class sizes: Enrolment numbers are limited in terms of the capacity of the building and the agreed class size limit (24 x 4 classes in Grade 1, 32 x 3 classes per grade from Grades 2 - 7). Total capacity of the school based on these class numbers being 668 from Grade 1 to Grade 7.
- Language Policy: The school has adopted a Language Policy in accordance with the South Africans School Act. The language instruction of Timour Hall Primary School is English. A Learner whose mother tongue is not English may be admitted to the school, after in depth consultation with the parents. The child will be placed into a class most likely to ensure the successful progress of this child

If the WCED decides that the school must admit more learners than it had initially accepted, or overturns an admission decision of the school, this has to be exercised reasonably, in a procedurally fair manner and by means of meaningful engagement with the principal and governing body.

The Governing Body of the school will not:

- Use the academic performance of learners to determine the admission to the school;
- Administer a formal test related to the admission of a learner to the school, or direct or authorize the principal of the school to administer the test.
- Make use of a formal interview with the parent or learner prior to the admission of a learner as a form of screening for admission.

Learners will be asked to do an informal Grade 1 Baseline assessment. This will not be used as a factor for acceptance, however, is used to ensure the school can plan class placements and necessary intervention appropriately.

Timour Hall Primary School is a fee paying school and the school fees are determined annually, according to the budget, at the AGM.

The school will not charge any fees such as registration fees, re-admission or pre-admission fees, a deposit, or any other fees at the time of application when you are unaware if your application has been successful or not.

The school will charge a deposit when a written letter of acceptance to the school is sent to the parent/s of the child.

The school will charge school fees only after the learner has been accepted, by means of written communication, to the school.

All parents will be informed about the fee policy of the school at the time of registration.

Parents who cannot meet the fee requirements will be informed of payment options and the procedures that need to be followed.

No learner will be refused admission to the school on the grounds that his or her parents:

- a. Are unable to pay the full fees determined by the school governing body;
- b. Do not subscribe to the mission statement of the school;
- c. Has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.

When a learner is accepted into the school, he/she is admitted to the total program offered by the school.

No learner can be suspended from classes, denied access to sporting or social activities, denied a school report or transfer certificate on the grounds that his/her parents is unable to pay/has not paid the school fees.

Learners who are accepted and enrolled at the school (Grade 1- 7) will not be required to re-register. (e.g. at the beginning of ever year).

No learner will be prevented from continuing their schooling at Timour Hall due to the change in marital status of their parents.

If a learner becomes pregnant, the learner has the choice to continue their schooling at the school, and the school will make the necessary arrangements, where possible, regarding temporary absence and academic support.

Parents have the right to appeal to the Principal or Chairperson of the Governing Body should they be dissatisfied with any admission decision determined by the school. Thereafter they may make further representation to the WCED Circuit Manage

