

# TIMOUR HALL PRIMARY SCHOOL

Ph : 021 762 1161  
Fax : 021 762 1984  
Email : thps@mweb.co.za



Timour Hall Road  
Plumstead  
7800

## ADMISSION POLICY ADM / 2009

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

Timour Hall Primary School endeavours 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 based on race, religion, culture or creed.*

As a member of the SGB, the school principal participates in determining the school's admission policy and administers learner admissions and registrations, in accordance with the HoD's registration process 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.

A learner's admission to a particular grade is determined by age. The admission age for Grade R is 6 years in the year the child completes Grade R, and for Grade 1, 7 years in the year the child completes Grade 1.

It is the responsibility of parents to ensure that every child in their care attends school from the first day of the school year, in which the learner turns 6, until the last day of the year in which the learner turns 15, or the ninth grade, whichever occurs first.

An applicant whose age differs by more than 2 years from the statistical age norm for the grade cohort will not commonly 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 nine or older may not be admitted into Grade 1.)

If an applicant is above the statistical age norm, the school will seek the circuit manager's approval before admitting the learner.

Applications will open annually on the dates set by the Western Cape Education Department. Therefore, parents who wish to enrol their child/children at the school must register with the Western Cape Education Department and apply through the correct channels, i.e., the Western Cape Education Department online applications portal. All applications must be submitted during the period specified by the Head of Department. Parents are to ensure their child is registered on the online registration portal. Parents are advised to submit their applications to more than one school. The learner's parents will receive written notice of the acceptance or rejection of their application within a reasonable period, as determined by the HOD.

RD: [Handwritten signature]  
[Handwritten signature]  
[Handwritten signature]  
[Handwritten signature] PM

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 immunised 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 do so, the parent will be informed that they must write to the HOD to request formal permission for the exemption and provide reasons, therefore.

Timour Hall Primary School acknowledges that the WCED does not determine feeder zones of public schools in the province. This means the school is not subject to the zoning requirements that apply to learners. It does, however, take cognisance 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 six before 31 December of the Grade R year) and school-ready (as judged by the pre-primary school). Learners who are two years older or two years younger than the average age of the standard will be considered 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 grade learner limit (128 (Grade R-2) and 96 (Grade 3-7). Based on these grade numbers, the school's total capacity is 864 from Grade R to Grade 7.
- Language Policy: The school has adopted a Language Policy in accordance with the South African Schools Act. The language of instruction at 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

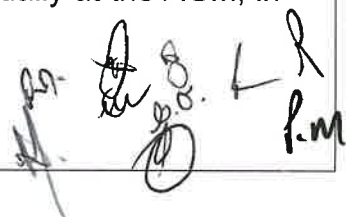
Should the WCED decide that the school must admit more learners than it initially accepted, or overturn the school's admission decision, this engagement must be conducted reasonably, in a procedurally fair manner, and through meaningful consultation with the principal and governing body.

The Governing Body of the school will not:

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

After acceptance, learners will be asked to do an informal Grade R/1 Baseline assessment. This will not be used as a factor in acceptance; however, it is used to ensure the school can plan class placements and necessary interventions appropriately.

Timour Hall Primary School is a fee-paying school, and its fees are set annually at the AGM, in line with the budget.

Handwritten signatures and initials in black ink, including a large signature that appears to be 'A. S. L. R.' and other smaller initials and marks.

The school will not charge any fees — such as registration, re-admission, pre-admission, or any other—when you are unaware of whether your application has been successful.

The school will require a deposit upon receipt of a written acceptance letter from the child's parent(s).

The school will charge school fees only after the learner has been accepted in writing.

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

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

No learner will be refused admission to the school because their 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, they are 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 because their parents are unable to pay/have not paid the school fees.

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

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

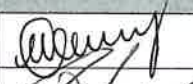
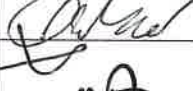
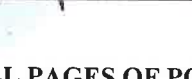
If a learner becomes pregnant, the learner may continue their schooling at the school, and the school will, where possible, make the necessary arrangements for temporary absence and academic support.

Parents have the right to appeal to the Principal or the Chairperson of the Governing Body if they are dissatisfied with any admission decision made by the school. Thereafter, they may make further representation to the WCED Circuit Manager.

Dates Reviewed/Ratified		
Revised on 23 July 2009	Revised on 19 February 2019	
Revised on 11 February 2011	Revised on 31 August 2021	
Revised on 24 May 2012	Revised 15 April 2024	
Revised on 23 July 2013	Revised 18 January 2026	
Revised on 23 April 2014		
Revised on 4 May 2015		


AD  
T.S.P.  
A.D.P.M.

**SGB Policy Approval : (Has been ratified at a SGB Meeting)**

T Pickering- Principal		P du Plessis – Parent member	
R Van Nelson - Chairman		C Oosthuizen – Educator	
J Boonzaier – Vice Chairman		T Pollands - Educator	
P Mia - Treasurer		N Jacobs – Non Educator / Secretary	
R Davids – Parent member		<b>Date Signed</b>	22 January 2026

\* All SGB MEMBERS TO INITIAL ALL PAGES OF POLICY EXCEPT THIS ONE

**District Approval :**

<b>Department Representative:</b>		<b>Date Signed</b>	
S.R. OTTO			25-02-2026

FACTA NON VERBA