

PROTEA HEIGHTS ACADEMY

PROTEAHOOGTE AKADEMIE

ADMISSIONS POLICY



POLICY REGISTER DETAILS

TITLE OF POLICY	Admissions Policy
COMPILED BY	A Coetzer
POLICY NUMBER	2
DATE APPROVED BY SGB	22 February 2022
EFFECTIVE DATE	1 March 2022
EXPIRY DATE	This Policy remains in force until amended or replaced <u>and</u> approved by the SGB
REVIEW DATE	1 January 2025
AMENDMENT HISTORY	

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1. INTERPRETATION

In this policy document, unless the context indicates otherwise:

- 1.1 The Act means the South African Schools Act No. 84 of 1996 (as amended);
- 1.2 Educator means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains learners at the School, who has not been appointed by the School Governing Body of the School;
- 1.3 Learner means any person receiving education or obliged to receive education in terms of the Act;
- 1.4 Parent means:
 - 1.4.1 the parent or guardian of a learner;
 - 1.4.2 the person legally entitled to custody of a learner; or
 - 1.4.3 a person who undertakes to fulfil the obligations of a person referred to in sub-paragraphs 1.4.1 and 1.4.2 towards the learner's education at the School;
- 1.5 The School means Protea Heights Academy.
- 1.6 The Department means any representative of the Western Cape Education Department (WCED)

2. DOCUMENTS REQUIRED FOR THE ADMISSION OF A LEARNER

- 2.1 Applications for admission must be done on the Western Cape Education Department (WCED) Admissions site on such date as determined by the WCED.
- 2.2 All Supporting documents must be uploaded on the site in order for the application to be deemed complete and on time (before the cut-off date).
- 2.3 Supporting documents to be included and uploaded on the site are:
 - 2.3.1 a certified copy of the Learner's unabridged birth certificate;
 - 2.3.2 a certified copy of proof of residence in the name of the Learner's parent(s);
 - 2.3.3 a certified copy of the last report card issued by the previous school of the Learner or other equivalent documentation from the previous school.Preference shall be given to applicants whose application are complete and have been submitted timeously.
- 2.4 In the case of a late application (after the WCED cut-off date), the Parent/s must fully complete and sign an application form, available from the school, for the admission of a Learner in the form prescribed by the School from time to time. The application form, together with the additional documents described in sub-paragraph 2.5 below, shall be delivered to the school. Preference shall be given to applicants whose applications are complete and have been submitted timeously.

Late and/or incomplete applications may be disregarded. Supporting documents as noted in 2.3 must accompany this application.

- 2.5 In addition to the prescribed supporting documents as noted in 2.3, the School may require the following:
 - 2.5.1 the most recent report card of the learner (in their current grade)
 - 2.5.2 completed and signed copy of the drug policy
 - 2.5.3 completed and signed copy of the language policy
 - 2.5.4 completed and signed copy of the finance policy
 - 2.5.5 all documents proving the legal status of foreign nationals and valid study visas for such foreign nationals.
 - 2.5.6 such additional documents as may be prescribed by the School from time to time.
- 2.6 A Parent shall be entitled to submit, together with the application, such additional documentation that may demonstrate compliance with the admission criteria described herein below.

3. MAXIMUM NUMBERS OF LEARNERS

Based inter alia on the number of Educators and the School's facilities, the School shall not admit more than 280 Grade 8 Learners at any time. Admission to other Grades is based inter alia on the number of Educators and subject constraints. GET classes must cater for parallel medium education in Afrikaans and English.

4. ADMISSION CRITERIA

Protea Heights Academy is a (MST) Maths and Science Focus school. Mathematics and a Science (Physical Sciences and/or Life Sciences and/or Marine Science) must be taken as NSC subjects (Grade 12 subject).

- 4.1 Preference will be given to Learners who:
 - 4.1.1 Achieved 60% (sixty percent) and above for Mathematics and Natural Sciences for Grade 6 (Final year mark).
(WCED Circular 26/2010): Only learners with specific aptitudes will be allowed to attend an agricultural, Dinaledi or focus school. Thus, not every learner will be entitled to education at an agricultural, Dinaledi or focus school, even if such a school is the nearest school; nor will every learner be entitled to equal access to a focus school without meeting the subject ability requirements to benefit from such access. There could thus be fair discrimination in terms of admissions to focus schools based on aptitude. In terms of the National Admission Policy par.11, where placement in a specific course or programme, e.g. a technical field of study, dance, visual art, music, drama, sport, mathematics is required, and where it would be in the educational interest of a learner, he or she may be requested by the

HoD to undergo a competence test to assist a placement decision. This provision is applicable for admission to agricultural, Dinaledi and focus schools where learners would be required to sit for provincial tests in specialist fields to assess suitability of placement in a focus school. The assessment for placement could also include interviews, auditions, the presentation of portfolios of work and practical testing.)

This is in line with section 12(3)(iii) of the South African Schools Act, 1996, as amended:

"12. Provision of public schools. (1) The Member of the Executive Council must provide public schools for the education of learners out of funds appropriated for this purpose by the provincial legislature. (2) The provision of public schools referred to in subsection (1) may include the provision of hostels for the residential accommodation of learners. (3) (a) A public school may be— (i) an ordinary public school; (ii) a public school for learners with special education needs; or (iii) a public school that provides education with a specialised focus on talent, including sport, performing arts or creative arts."

- 4.1.2 Having met criteria 4.1.1, the place of residence is the closest to the school measured by taking vehicular distance to the main vehicle entrance of the school in Helling Street.

If after applying sub-paragraphs 4.1.1 & 4.1.2 and space is still available, the following criteria may be applied:

- 4.1.3 Show the highest academic potential based on November (Grade 6) for Grade 8 applications or the latest two reports (June/November) for other grades.
- 4.1.4 May be of a particular gender to create an optimal gender balance in the school.
- 4.1.5 Has a good disciplinary record.

5. APPEAL

The Learner or Parent of Learner may appeal against the decision to refuse admission to a learner to the Member of the Executive Council in terms of Section 5(9) of the Act. The appeal form is available upon request from the School.

6. APPROVAL AND ADOPTION

This Admissions policy was approved and adopted by the Protea Heights Academy

Governing Body on 22/02/2022 (date)

SIGNED:

CHAIRPERSON:



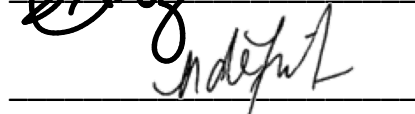
DATE: 22 February 2022

PRINCIPAL:



DATE: 22 February 2022

SECRETARY:



DATE: 22 February 2022