



BAY PRIMARY SCHOOL – SGB POLICIES

POLICY: ADMISSIONS POLICY

1. GENERAL PROVISIONS

- According to Section 5(5) of the South African Schools Act 84 of 1996, as amended, (hereafter referred to as “SASA”) the Admissions Policy of a public school is determined by the school governing body, (hereafter referred to as “SGB”).
- The SGB of Bay Primary School has, after deliberation of all material factors, adopted as its Admissions Policy the provisions contained herein.
- In the course of the formulation of such Admissions Policy, the SGB has ensured adherence to SASA and to the principles contained in the Constitution of the Republic of South Africa, as well as to other applicable legislation.
- It is emphasised that, in the implementation of this Admissions Policy, section 28(2) of the Constitution will be the overriding factor in consideration of each application. The aforementioned section provides: “A child’s best interests are of paramount importance in every matter concerning the child.”

2. SPECIFIC PROVISIONS

- Bay Primary School is a co-ed school committed to providing an environment of excellence in the provision of academic, cultural and sporting education and activities.
- Consideration will be given to whether it will be in a learner’s best interests for him/her to be accepted.
- It is the intention to provide a racially, culturally and socio-economically diverse environment, with provision made to encourage access to disadvantaged learners.
- No form of unfair discrimination will be practised in the selection of learners to Bay Primary School.

3. LANGUAGE OF INSTRUCTION

- In terms of Section 6(2) of SASA, the SGB of a public school may determine the language policy of that school.
- The SGB of Bay Primary has, in its language policy, determined that the school will be a single medium school and that the language of instruction will be English. Accordingly learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress.

4. AGE OF LEARNERS FOR ADMISSION TO GRADE 1

- A learner will be given preference in consideration for admission to Grade 1 at Bay Primary if he/she will turn 7 by 31 December of his/her Grade 1 year.
- In other Grades, learners who are more than two years older than the Grade cohort will only be accepted in exceptional circumstances.

5. CAPACITY OF SCHOOL

The capacity of the school shall be limited to 480 learners, which includes 60 learners in each Grade (a maximum of 30 learners in each class). In reaching a decision on this figure the SGB has taken into account all relevant factors including, but not limited to:

- The number of educators available;
- Educators' space requirements including areas for their administration to be carried out;
- The number of designated, suitably sized classrooms;
- The need for sports, remedial and cultural programmes and activities to take place;
- Provision for continued space for a library, computer room, music room, a school hall and D&T room;
- A space for the management and administration of the school;
- A staff workroom which includes a resource room.

The educational needs, safety and well-being of the learners are of paramount importance in determining the capacity of the school. The playground area can only accommodate 480 learners during break time.

6. PRIORITY GIVEN TO APPLICANTS

In considering applications for admission to Bay Primary, the SGB has resolved that the Principal will have discretion to admit learners and, in the exercise of such discretion, priority will be given to the following applicants in the following order:

- Except for Grade 1, a learner must have passed the Grade immediately below the Grade into which admission is sought. There are obviously exceptions to the rule and each one will be assessed on its merits.
- A learner whose custodian parent/legal guardian is able to prove, by the submission of documentary evidence to the satisfaction of the school, that Bay Primary is one of the closest schools to the learner's place of normal residence;
- A learner whose acceptance will be in furtherance of the commitment of Bay Primary to promote diversity;
- A learner who has a brother/sister currently at the school;
- Where placement is in the best interest of the learner and where he/she is clearly willing and able to benefit educationally from the programme offered by the school.

The presence or absence of any of the abovementioned factors is not a guarantee of acceptance to or exclusion from Bay Primary.

7. PROCEDURE OF APPLICATION

- All applications are required to be made in writing on the school's prescribed application form, together with documentary proof requested to be annexed thereto. The cut-off date will be determined by the WCED.
- Grade 1 applicants:
Applicants will be invited to attend a meeting with the Principal. Applicants will be notified immediately whether their application has been accepted. The applicant will be required to notify the school in writing within the prescribed time period of the acceptance of a place for the learner for the following year or the applicant will be deemed to have elected not to take up the offered position.
Not all applicants are guaranteed a meeting with the Principal.
- Applications for other Grades:
Applications are dealt with on an *ad hoc* basis for those families moving into the natural feeder (Fish Hoek, Noordhoek, Kommetjie, Kalk Bay) during the year. All other applications are dealt with on request and parents need to give the necessary term's notice at the previous school.
- If an application has been declined, an applicant is entitled to request reasons, which will be provided in writing.

SIGNED:

CHAIRPERSON OF THE GOVERNING BODY

DATED:
