



# KING EDWARD VII PREPARATORY SCHOOL

## ADMISSIONS POLICY<sup>1</sup>

### LEGISLATIVE FRAMEWORK

**King Edward VII Preparatory School and its School Governing Body (SGB) note the following legislative framework relating to the question of the admission of learners to The Preparatory School, namely:**

- Constitution Act no 108 Of 1996 as amended
- National Policy Act (Act 27 of 1996) as amended
- South African Schools Act (No. 84 of 1996) (SASA), as amended
- Norms and Standards
- Judgements
- Immigration Act 2002
- Refugees Act 1998 – Act No 130 of 1998
- Admission of Learners to Public Schools (General Notice 4138 of 2001)
- Provincial Acts
- Promotion of Administrative Justice Act (PAJA) (Act 3 of 2000)
- Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001)
- Education White Paper 5 as promulgated in 2004
- Provincial Gazette Extraordinary No. 187 Transforming ECD in Gauteng
- Gauteng School Education Act, 1995 (Act No. 6 of 1995)
- Language in Education Policy (NEPA Act No. 27 of 1996)
- Employment of Educators Act, 1998 (Act No. 76 of 1998)
- Education Policy Act, 1998 (Act No. 130 of 1998)
- Aliens Control Act, 1991 (Act No. 130 of 1991)
- General Notice 4138 of 2001 as amended by General Notice 1160 of 2010

King Edward VII Preparatory School and its SGB defer to the relevant provisions of legislation to the extent that they may be valid and binding upon them and take preference over the power of the SGB to determine the admission policy of The Preparatory School, whilst being determined to ensure the full implementation of The Preparatory School's admission policy within the parameters of legislation.

King Edward VII Preparatory School is a public school, having juristic personality by virtue of the provisions of sections 15 of the South African Schools Act No. 84 of 1996 (SASA).

## **K.E.P.S MISSION STATEMENT**

*To give each pupil the opportunity to develop his social, academic, cultural and sporting abilities, so that he will become a thoughtful, caring and responsible member of the community.*

*Through his education at King Edward VII Preparatory School, we aim to develop a sense of:*

***S**elf confidence, fair play and sportsmanship in a supportive and secure environment;*

***T**radition and the importance of good manners and pride in appearance;*

***R**espect and responsibility for himself and others and the value of being someone who can be trusted and relied upon;*

***E**nthusiasm, endeavour and enjoyment in different activities offered by the school, with the encouragement of parents and staff;*

***N**oteworthiness, never overlooking the needs of the ordinary individual;*

***U**nderstanding that where an effort is made, there are rewards to be reaped;*

***E**ducation being an essential stepping stone to whatever the future may hold.*

### **Preamble**

In accordance with the National Admission Policy Section 8, the HOD in the Gauteng Department of Education must co-ordinate the provision of schools and the administration of the admission of learners to ordinary public schools with Governing Bodies to ensure that all eligible learners are suitably accommodated in terms of the SASA. Furthermore, the zoning areas of State schools have not yet been established.

### **Applications Procedure**

1. The Admissions Committee comprises of the Principal, Deputy Principal and Admissions Administrator. It is the Admissions Committee's responsibility to advise parents on the correct procedure to be followed in applying to the School and to keep a register of all admission applications. The Principal is to ensure the correct administration of admissions is carried out and that timeframes are adhered to. The parents are to ensure that the application form is correctly completed and all necessary documents attached and returned to King Edward VII Preparatory School before the end of September or earlier depending on the legislated admissions timetable for that year.

Application forms and information sheets are generally handed out at the School's annual Open Day in April/May. Details of the Open Day are available from the School or on the School's website at [www.keps.co.za](http://www.keps.co.za).

Application forms are to be accompanied by:

- Immunisation card;
- Latest school report or nursery school report, as appropriate;
- Unabridged birth certificate;
- Proof of residence or place of work (telephone account, utility account, etc.);
- Certified copies of parents and learners identity documents or passport;
- Recent passport size photograph of the boy; and
- Completed questionnaire or application form.

2. Parents of learners who are non-South African Citizens must, when applying for admission, submit the following documents:
  - study permit in respect of learner;
  - temporary or permanent Residence Permit from the Department of Home Affairs or evidence that they have applied to the Department of Home Affairs for permission to stay in the Republic of South Africa.
3. Governance of King Edward VII Preparatory School is entrusted to its School Governing Body referred to in Section 16 of SASA. In terms of Section 5 of SASA, the SGB may determine The School's policy regarding the admission of learners subject to the provisions of SASA and any other relevant law.

### Admissions criteria

4. The SGB declares the Preparatory School's Policy for Admission of learners to be as follows:
  - Consideration will be given to Learners who have brothers already in the Preparatory School, sons of staff members and Old Boys of the Preparatory School and High School and Learners from the Grade R class of King Edward VII Preparatory School provided these Learners applications adhere to the admissions requirements as set out in this document.
  - King Edward VII Preparatory School acknowledges the fact that there is no official policy on "zoning" or "feeder schools" as yet, however, learners of parents living in "the area" will be considered for admission as set out in the Preparatory School's Admission Policy.
  - The applicant's unique ability and/or potential to benefit from and add value to the school in all forms of school life and in extra-curricular participation.
  - The age of the applicant (i.e. learner to be admitted).
  - It will be a condition of final acceptance that an applicant must have **passed** or been promoted out of the grade immediately below the grade into which admission is sought, except that this requirement is not applicable to applicants for entry into Grade 1.
  - The Admissions Committee may also consider, and it will assist the learner's prospects of a successful application, if it is apparent that the learner and/or the learner's parents or guardians (where appropriate) are:
    - supportive of the ethos of the School to the extent that it is evident that there is a clear desire to be educated in a school environment such as the one provided by the school;
    - willing to contribute in the four critical areas of school life: i.e. **academically** as well as in **sport, culture and service**, and to take a lead in activities offered by the school; and
    - amenable to school discipline as applied in this school and specified in the Preparatory School's code of conduct; display levels of behaviour and self-discipline, such that he is likely help create, maintain and enhance (rather than to disrupt) an orderly and disciplined school environment, the teaching process of the school, or the learning of the other learners. Parents applying to K.E.P.S. understand that the discipline and ethos is fundamentally different from that of other schools.

The SGB considers itself to be duty bound to protect the educators, learners, parents and non-educators of the Preparatory School from physical or mental violence to the full extent of its power to do so and further, to foster the physical, mental and moral welfare of learners. To this end, the SGB:

- Reserves the right to scrutinise the disciplinary and behavioural record of any prospective learner of the Preparatory School, and to take all steps in its power to prevent the admission of a learner whose conduct or behaviour may endanger the very interest the SGB considers itself to be in duty bound to protect.

- May inquire from and take issue with the HOD concerning the wisdom of admitting a learner to any Grade in the Preparatory School if the learner may be severely prejudiced by reason of the inability of the learner to communicate or be communicated with at the level required for proper tuition to take place in that Grade.

11. The School's Admissions Policy as drawn up by its SGB and the SGB itself takes the responsibility to promote the best interests of King Edward VII Preparatory School and of all learners at the Preparatory School when admitting learners using this Admissions Policy.

With regards to the Preparatory School's capacity and with reference to the draft National Norms and Standards as promulgated in September 2013, the School's Governing Body in conjunction with the Department of Education, is responsible for the setting out of the School's capacity. By law, the Governing Body has taken into account all relevant factors from the draft National Norms and Standards including, but not limited to:

- The number of available teachers
- Teachers' space requirements including areas for their administration needs
- The number of designated, suitably-sized classrooms
- The need for space for sport, learning support and cultural programmes and activities to take place.
- Provision for continued space for a library, drama and computer rooms, a school hall, technology centres and workshops currently in existence
- The need to provide workspace to support the educational process by providing designated and exclusive space for
  - The management and administration of the Preparatory School
  - A staff common room
- The SGB in determining the capacity of learners per class also adheres to the Norms and Standards of The Health and Safety Act regarding the number of learners per square metre allowed in a public space as well as the sanitary requirements regarding the amount of toilets and bathrooms needed to accommodate the learners at the Preparatory School.
- The educational needs, safety and well-being of the learners are of paramount importance in determining the capacity of the Preparatory School.
- In relation to this capacity, the SGB, in consultation with the Department of Education, has determined that the maximum number of learners per class is 32 and further reserves the right to determine when the School has reached its capacity.

12. School policy regarding Age, Language, Gender and uniform

- To ensure that all learners' educational needs and general well-being are met at the Preparatory School, all applicants must adhere to the age-grade norm and requirements for the Grade they are applying to. A learner applying to start in Grade 1 may be six years of age turning seven in that year, but not older. The same principle is applied for each grade going forward from Grade two to Grade seven.
- The medium of instruction at the Preparatory School is English.
- King Edward VII Preparatory School is an all-boys school and does not provide for the education of girls.

Whilst the Preparatory School respects and tolerates all religions at the Preparatory School in accordance with the SASA and the Constitution of South Africa, the Preparatory School has a set uniform (which includes restrictions on hairstyles) and boys will be expected to adhere to such standards.

The precise application of the admissions criteria and the weighting afforded to each of the criteria shall remain within the discretion of the School Governing Body.

### Processing of applications

Receipt of applications will be noted in writing with information regarding departmental policy of registration. Once the completed application form with all relevant certified documents has been handed in, parents will be issued with a waiting list number. Learners who qualify under the above criteria will be placed on Waiting List A whereas all other learners will be placed on Waiting List B.

In terms of the SASA, the Preparatory School requires both parents (unless there has been a death of one of the parents, in which case this is not applicable) to be a part of the admission of a learner. This process means the inclusion of the accurate contact details of both parents of a learner (whether the parents are divorced, re-married, single or in any other type of relationship).

Parents will be informed according to departmental policy, in writing, of the outcome of their application. A copy of the letter will be held on record at the School.

On acceptance, parents are requested, to make a **non-refundable** deposit. This deposit secures the applicant's (learners) place at the School and is to be offset against the fees for the following year.

### School Fees

In terms of the South African Schools' Act No. 84 of 1996 a parent is liable to pay the school fees approved on an annual basis in terms of the Act. Subsequent to the passing of the budget for the following year, the Fee Schedule will be available from the Preparatory School. It is noted that King Edward VII Preparatory School is a quintile 5 school. Hence it is imperative that parents contribute financially to accommodate the daily operating costs of the Preparatory School. In accepting a place at the school the parents acknowledge and assume the responsibility for the prompt payment of school fees due.

Application for any exemption from the payment of school fees is to be submitted to the School's Finance Department. The Preparatory School may, by process of law, enforce the payment of school fees against parents who have not paid their dues nor applied for exemption.

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**AD Gunn**  
Chairman: School Governing Body

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**D Shead**  
Principal

Date : \_\_\_\_\_

Date of review: \_\_\_\_\_

IDSO: \_\_\_\_\_

Director: \_\_\_\_\_