

	DOC REF	WGJS-Admissions & assessment policy 2022
	REV DATE	May 2025
	PAGE	1-8
ADMISSIONS POLICY		

Document Control

Date	Revision Reason	Author
2 June 2022	Revised Draft	CL/SP
17 May 2024	Draft Updated	C Lea & M Sharland
26 May 2025	Draft Updated	CL/SP

WYNBERG GIRLS' JUNIOR SCHOOL

ADMISSIONS POLICY

1. PREAMBLE

- 1.1 In terms of section 5(5) of the South African Schools Act of 1996, the governing body of a public school must determine the admission policy of that school. This policy is updated and aligned with the South African Schools Act, 1996 (as amended by the Basic Education Laws Amendment Act, 2024), and any applicable provincial directives or regulations issued thereunder
- 1.2 The Governing Body of WYNBERG GIRLS' JUNIOR SCHOOL has accordingly constituted the following as the admissions policy of the school, in the belief that its provisions are consistent with:
- a. The Constitution of the Republic of South Africa (Act 108/ 1996)
 - b. The National Education Policy Act and any applicable policies determined in terms of this Act (Act 27/1996), including the Regulations for Admissions to Schools.
 - c. The South African Schools' Act (Act 84/1996) and subsequent amendments
 - d. The Western Cape School Provincial School Education Act (Act 12/1997)
 - e. The Promotion of Administrative Justice Act (Act 3/2000)
 - f. Judgments of the Constitutional Court on school governing bodies' rights, powers and obligations.
 - g. Basic Education Laws Amendment Act, 2024

Wynberg Girls' Junior School is a fee-paying school. School fees are payable in advance at the start of the academic year. Still, the school offers various payment options designed to meet the needs of parents/guardians and also offers a 5% discount if the annual fees are paid in advance and in full by the end of February of that year. For those meeting the relevant criteria as enumerated and in *The Regulations for the Exemption of Parents from the Payment of School Fees*, total or partial exemption may be granted upon application to the school.

Wynberg Girls' Junior School requires that parents/guardians familiarize themselves with the Code of Conduct of the school, as the learner will be subject to and bound by the Code of Conduct for Learners (where necessary and appropriate, with the granting of concessions based on particular religious or cultural circumstances).

2. POLICY

- 2.1 This policy has been amended and updated to the best of the School's ability, with due reference to the provisions of the Basic Education Laws Amendment Act, 2024 (BELA Act). However, these amendments are qualified because, at the time of revision, the relevant regulations, implementation guidelines, and directives contemplated under the BELA Act have not yet been published by the Department of Basic Education. The School reserves the right to make further amendments to this policy as and when such regulations or guidance are formally issued.

2.2 This Policy regulates and clarifies the principles of, the requirements for and the expectations attendant upon the admission of Applicants to Wynberg Girls' Junior School seeks to ensure the correct and fair handling of applications, the lawful administration of learner admission and registration, the commencement of effective teaching and learning on the first day of the school year, and the long-term maintenance of the special ethos and vision of Wynberg Girls' Junior School; and is subject to, and shall be read in conjunction with the Constitution and National and Provincial Education Legislation, the provisions of which shall prevail to the extent of any conflict with the provisions of this Policy. In terms of the Policy:

- No pupil will be refused admission to the school on grounds of race, culture, religious belief or financial circumstance.
- Given that Wynberg Girls' Junior School is a designated school for girls where the medium of instruction is English, learners admitted to the school must be girls or those who identify as girls, and they need to be sufficiently proficient in English so as not to prejudice their ability to progress academically.

2.1.1 Any pupil admitted to the school is admitted to the fully designated school programme and will not be suspended from classes or denied access to cultural, sporting, or social activities that are part of the designated school programme on the grounds of his parents' inability to meet the required school fees.

2.1.2 The admission of learners will be managed to ensure that the school's intake reflects, as far as reasonably possible, the major demographic segments of the broader community it serves—culturally, religiously, ethnically, and economically—without imposing fixed quotas or predetermined ratios for such representation.

3. IMPLEMENTATION OF THE POLICY

3.1 In order to achieve the foregoing and ensure a just and equitable selection process, the measures listed below will be implemented during the management of the enrollment process.

3.1.1 The WCED stipulates dates and timeframes for submissions.

3.1.2 Applications received by the closing date will be given preference over late applications.

3.1.3 Applicants who ordinarily live with their parents/legal guardians for whom Wynberg Girls' Junior School is their closest school (in terms of distance not in terms of choice), will enjoy precedence over those residing outside this area, and subject to paragraph "i" below.

3.1.4 Compulsory age of admission is as follows:

- o To Grade R: Learners who will turn five on or before 30 June in the year of admission, in line with section 5(4)(a) of the South African Schools Act, as amended by the BELA Act
- o To Grade 1: Learners who will turn seven during the year in which they are admitted to the grade.
 - *Age requirements for admission to an ordinary public school*
 - *The statistical age norm per grade is the grade number plus 6.*
 - *Example: Grade 1 — 6 — age 7 (SASA 84/1996 2B-63)*
- o An applicant seeking admission to grade 2 or higher and whose age varies by two years or more relative to the standard age norm of the grade cohort will not commonly be accepted into the school.
- o When a parent applies for admission to an ordinary public school, the parent must present an official birth certificate of the learner to the principal. If the parent cannot submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs. The principal must advise the parents that it is an offence to make a false statement about a child's age.
- o On application for admission, a parent must show that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If a parent cannot show proof of immunisation, the principal must advise the parent on having the learner immunized as part of the free primary health care programme.
- o In accordance with section 5(1A) of the South African Schools Act (as amended), no learner may be refused admission solely due to missing documents. Such learners must be admitted conditionally, and parents/guardians must be requested to submit the outstanding documentation as soon as possible. This remains subject to section 5(5)(b) of the BELA Act that gives the Head of Department discretion, and the final say on said admissions.
- o When a learner transfers from one school to another, the principal must complete a transfer card and hand it to the parent or forward it to the principal of the receiving school. The learner's transfer card must be attached to the application form for admission to the receiving school.
- o If the transfer card is not available, the principal of the receiving school may admit the learner and place the learner in a grade based on the following documentation:
 - the last report card issued by the previous school.
 - other equivalent documentation from the previous school.

- 3.1.5 The school will consider, before offering placement, whether it can adequately meet the educational needs of the applicant, including—where applicable—language proficiency and any identified special education needs, within the scope of its available resources and support structures.
- 3.1.6 Initial applications will be processed, and a response forwarded to parents by a date specified by WCED each year for Grade R and 1 and by end of term 3 for Grade 2 — 7.
- 3.1.7 Only after the applications received by closing date have been dealt with, will the school consider late applications, and then only if there are still places available in the school.
- 3.1.8 In terms of section 5(5)(b) of the South African Schools Act, as amended, the Head of Department retains the final authority to admit a learner to the school, after consultation with the School Governing Body.
- 3.1.9 Where a process of selection has to be applied as a consequence of the number of applicants exceeding the number of available places in the school or grade for which application is made, applicants will be considered and placed in the following preference order, except where placement in the school would not be in the best interests of the learner concerned.
- o Grade R pupils at Wynberg Girls' Junior School do not need to reapply for Grade 1.
 - o Grade R applicants who are siblings of current pupils of Wynberg Girls' Junior School provided it is in the best interests of the child.
 - o Consideration will be given to siblings of current pupils of Wynberg Girls' High School, Wynberg Boys' Junior or High School.
 - o All other applicants.

4. ADMISSION OF NON-CITIZENS

- 4.1 The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents do not own a permit for temporary or permanent residence issued by the Department of Home Affairs.
- 4.2 A learner who entered the country on a study permit must present the study permit on admission to the school.
- 4.3 Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department of Home Affairs to legalize their stay in the country in terms of the Aliens Control Act, 1991 (No.96 of 1991).
- 4.4 Learners, who are non-citizens, must present appropriate documentation in line

with the BELA Act definitions. Where documentation is unavailable, proof of application for legalization must be provided. Learners in alternative care or holding refugee/asylum status must submit relevant documentation or affidavits as prescribed by the Department of Home Affairs and the WCED.

5. CAPACITY

5.1 The school's capacity is 745 learners (Grade R — 7).

The SGB has determined the maximum capacity of learner admissions.

5.2 The capacity is distributed as equally as possible across the grade and classes.
The capacity of the school is based on:

5.2.1 The number and size of classrooms in the school.

5.2.2 The need to provide space for class teaching which is not less favorable than that laid down in the norms and standards legally enacted in respect of public schools.

5.2.3 The need to provide an educational milieu which includes a subject delivery based on educationally valid principles.

5.2.4 WGJS supports inclusive education and will, insofar as reasonably practicable and within the limits of its available resources, infrastructure and support staff, consider and accommodate applications from learners with special education needs.

5.2.5 The creation and maintenance of a stimulating and sustainable educational environment. This is in part dependent on having designated, exclusive and appropriately developed space for the following broad educational facilities, at least to the levels envisaged in the state's norms and standards for school infrastructure:

- a. A Library.
- b. Science and Computer laboratories.
- c. Technology workshops
- d. Music rooms (for individual music instruction as well as large-group music productions/practices)
- e. A school Hall
- f. A Learner 'Forum' (e.g. Tuck-shop)
- g. A physical fitness and wellness center (gym hall).
- h. A Staff common room and staff workroom
- i. Offices and working spaces for management, administrative and support staff.
- l. Learning support / counselling centres
- m. Clothing shop
- n. Storerooms.

6. INTERPRETATION AND APPLICATION

6.1 In addition to the definitions set out above, unless the context requires otherwise:

6.1.1 The singular shall include the plural and vice versa

6.1.2 A reference to any one gender, whether masculine, feminine or neuter, includes the other two;

6.1.3 References to statutory provision include any subordinate legislation made from time to time under the provision, and references to a statutory provision include that provision as from time to time modified or re-enacted as far as such modification or re-enactment applies, or can apply, to this Policy; 136 The Wynberg Girls' Junior School Primary School Admission Policy

6.1.4 References in this Policy to "clauses" and "sub-clauses" are to clauses and sub-clauses of this Policy.

6.1.5 The headings and subheadings in this Policy are for convenience only and are not to be considered for the purpose of interpreting it; and

6.1.6 Words and expressions defined in the Education Legislation, but which are not defined in this Policy shall bear the same meaning in this Policy as those ascribed to them in the Education Legislation.

6.1.7 Where this Policy is in conflict with any provision or regulation issued in terms of any *postdated* amendment Act issued under the statutes and laws contemplated in paragraph 1.2 above, the provision of this Policy that is in conflict with or has the potential to conflict with the legislative amendment, will remain in full force and effect for a period of 90 days after the amendment, to give the SGB a reasonable opportunity and time period to amend this Policy to conform with any such required amendments.

6.1.8 This admissions policy will be reviewed at least once every three years, or sooner should changes in applicable legislation, community demographics, or resource availability require it, in accordance with section 5(5)(c) of the South African Schools Act.

7. APPLICATION PROCEDURE

7.1 The application procedure may vary from year to year as prescribed by the WCED.

7.2 During the first three months of school in each academic year, there will be an Open Day for all prospective Grade R and 1 learners and parents.

- 7.3 Online applications on the WCED online admissions website must be captured by the stipulated closing date. <http://admissions.westerncape.gov.za>. Grade R & 1 applications will only be done through the online application for admissions via the Department's website.
- 7.4 Once the application status is available to parents via the WCED website, and where the application is successful, parents are to accept/decline online on the WCED Admissions portal within the timeframe stipulated by the Department. Once acceptance by the parent is confirmed on the WCED portal, the WGJS application form will be emailed to them.
- 7.5 The parent must be informed that submitting false or misleading information is a criminal offence in terms of the Basic Education Laws Amendment Act and may lead to the withdrawal of the learner's admission.
- 7.6 All successful applicants will be asked to meet the principal before the start of the academic year.
- 7.7 An orientation day is held during the 4th term of each year, allowing learners and parents to meet the teacher and familiarise themselves with the classroom placement.
- 7.8 Should placement not be successful, parents are requested to submit written appeal that may be considered if valid reasons are provided, and space allows for further offers of places.
- 7.9 Any learner or parent who is refused admission may appeal the decision to the Member of the Executive Council within 14 days of notification, in accordance with section 5(9) of the Act. The MEC must respond within 14 days. The Governing Body may also appeal against the decision of the HoD to the MEC.



Governing Body Chairperson

27.8.2025
Date



Principal

20.8.2025
Date