

# HENDRIK LOUW PRIMARY SCHOOL



## ADMISSIONS POLICY



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Since Hendrik Louw Primary School (hereinafter "the School") is a public school with legal personality in terms of the provisions of Article 15 of the South African Schools Act, Nr. 84 of 1996 (as amended) hereinafter referred to as "SASA", the control of which is entrusted to its school governing body, hereinafter referred to as "SGB", as contained in Article 16 of SASA;

And since the SGB in terms of section 5 of SASA is empowered to determine, subject to the provisions of SASA and any applicable Provincial Law, the School's policy regarding the admission of learners to the School and grades at the School;

And since the SGB takes note of the following legislation (hereinafter "the legislation") in relation to the issue of learner admission to the School or different grades at the school:

- (i) the Constitution of the Republic of South Africa contained in Act No. 108 of 1996 (hereinafter "the Constitution");
- (ii) Section 3(4) (i) and 5 of the National Education Policy Act, No. 27 of 1996 ("NEPA");
- (iii) the Admission Policy for Ordinary Public Schools, by the Minister of Education published in Government Gazette No. 19377 of 19 October 1998 (Notice No. 2432/98) (hereinafter "ministerial policy");
- (iv) the South African Schools Act, Act 84 of 1996 (as amended) (hereinafter "the Schools Act"); and
- (v) applicable provincial legislation

And since the School and its SGB consult the relevant provisions of the legislation in so far as they are valid and binding for them and take precedence over the power of the SGB to determine the School's admission policy, and at the same time are determined to ensure the full application of the School's admission policy within the limits of the legislation and from time to time any other applicable legislation.

Therefore, on behalf of the School, the SGB now declares the School's Policy for the Admission of Learners to the School or different Grades at the School to be as follows:

## **1. APPLICATIONS FOR ADMISSION TO THE SCHOOL**

1.1 It is acknowledged that –

(a) the Head of Department (Education) (hereinafter "HD") and/or officials of the department of education (DOE), including the Principal, who have been delegated by the HD (hereinafter "the HD delegate(s)"), are responsible for the administration of learner admission to the School; and

(b) the HD/the HD delegate(s) must determine a registration process for admission to public schools so that learner admission takes place in a timely and efficient manner.

1.2 It is emphasized that the HD/ the HD delegate(s)/ the Principal must at all times take this policy into account visibly, fairly and in terms of the law during actions in accordance with paragraph 1.1 above or the decision-making process regarding admission applications. The School and its SGB will also expect the HD/ the HD delegate(s)/ the Principal to provide at all reasonable times full access to and copies of any registers or files kept as part of the admissions process

1.3 The online Admission System will be fully implemented for the 2025/2026 admission process.

1.4 The WCED will phase out all hard copy and alternative application forms by 2025/2026.

1.5 The administration of admissions for 2026 will be done on the official WCED Online Admission System. Administration is done in accordance with the South African Schools Act, 1996 (Act 84 of 1996), the Admission Policy for ordinary Public Schools, published in Government Gazette No. 19377 of 19 October 1998 and the POPI law.

1.6 The **Admission Time Tables**

1.6.1 Schools must comply with the following WCED timetables that apply to all ordinary public schools in 2025/2026:

<b>2025/2026 DATES</b>	<b>ACTIVITY</b>
12-14 February 2025	Schools complete and sign off on the automated planned entries on the Online Admission-system
19-21 February 2025	Circuit managers verify and sign off on automated planned entries on EduInfoSearch
11 March 2025 (Grade R & 1)	School admissions open (for all ordinary public schools)
15 April 2025	School admission applications close (for all ordinary public schools)
16 April 2025 – 19 May 2025	Schools process all applications.
<b>23 May 2025</b>	<b>Principals finalise and sign off on all application statuses on the Online Application System</b>
30 May 2025	The system shows the results of all the applications
30 May 2025- 10 Jun 2025	Parents are informed of the outcome via sms / email.
<b>30 May 2025 – 17 June 2025</b>	<b>Parents accepts admission</b>
17 June 2025 – 31 July 2025	Schools fill open spaces
17 June 2025 until placements are finalised	Parents are informed of available spaces. Must accept within <b>3 days</b>
14 October 2025	WCED resolves placements and place unplaced learners, after consultation with schools, until placements are finalised.

1.7 The school and the SGB will require the HD/the HD delegate(s) / the Principal to complete the prescribed application form and ensure that the completion of the Schedule of Information, as attached hereto, is completed by the Applicant, as required by the SGB.

1.8 The school and the SGB will expect the HD/the HD delegate(s) / the Principal to ensure that applicants are informed of the following and also confirm in writing that they have read and understand it:

- (a) the SGB constitution;
- (b) the School's language policy;
- (c) the Code of Conduct for Learners;
- (d) this admissions policy; and
- (e) the school's school fund policy

- 1.9 The School and the SGB endorse the view that in terms of the law and in the absence of a court order to the contrary, the legal Parent(s)/guardian(s) of a minor learner have the exclusive right to decide which school their child/foster child is enrolled in. Consequently, the School and SGB do not accept any application unless it is submitted by the biological or adoptive parent or legal guardian of, or the person/persons with legal claim to care for the minor learner, or person/persons who undertake to fulfill the obligations of a person mentioned above in respect of the learner's education at school. Furthermore, the School and the GB consider strict adherence to this approach to be essential as it ensures that valid permission is granted for the treatment of the learner *in loco parentis*, for the learner's participation in excursions, and so on. Consequently, the HD/the HD delegate(s) / the Principal is expected to ensure that this approach is strictly adhered to.
- 1.10 The SGB undertakes to support the HD/the HD delegate(s) / the Principal in efforts to encourage the persons referred to in paragraph 1.9 above to apply for the admission of their children/foster children before the end of the year preceding the next school year, within the time and application framework as determined by the Department of Education.
- 1.11 Subject to this policy, the SGB requires the HD/the HD delegate(s) / the Principal to coordinate learner access to public schools, including this School, in consultation with the School, and the SGB undertakes to provide constructive support in order to ensure that all suitable learners receive appropriate admission.
- 1.12 Where the learner or the prospective learner is **TWO** years or more over the normal, legally prescribed grade age for the grade in which he/she is, or for the grade for which admission is requested on his/her behalf, the School's Principal must meet with the SGB to determine whether the learner should be admitted to an appropriate grade in the school, or should be admitted to a bridging program / a rapid promotion facility as provided by the district director of the Provincial Education Department.
- 1.13 As a prerequisite for any decision regarding the admission of a learner to the School, the School and the SGB require that the HD/the HD delegate(s) / the Principal strictly comply with the following provision of the Constitution -

"28 (2) - A child's best interest is of decisive importance in every matter that affects the child".

## **2. THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)**

Although applicants' refusal to endorse the School's Code of Conduct for Learners (including dress code) cannot prevent the learner's admission to the School, the code will nevertheless be binding on the learner. Section 8(4) of the Schools Act states as follows:

'No provision of this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner.'

Applicants are encouraged to support the School by familiarising themselves with the School's Code of Conduct for Learners and subsequently ensuring compliance by learners.

## **3. SCHOOL FEES**

3.1 The applicants must note that Parents' (as defined in Article 1 of the Schools Act) failure, refusal or inability to pay school fees cannot prevent the admission of learners to the school.

However, take note of par. 3.4 of this policy.

A learner is admitted to the entire school program and may not be suspended from classes, access to culture; denied sports and social activities, denied a school report or transfer certificate or otherwise victimized on the grounds that his/her parents –

- (a) is unable to pay school fees or has not yet paid them;
- (b) does not support the mission statement and code of conduct of the school;
- (c) refused to enter into a contract in terms of which the parents waive any claim for damages arising from the education of the learner

3.2 Pursuant to section 38-41 of the Schools Act, a budget meeting of the parents of enrolled learners at the School must take place after thirty (30) days' notice to parents. At this meeting, the majority of the parents present decide whether or not to accept the budget prepared by the SGB for the next financial year. At the same meeting, the majority of voting parents present can decide that the payment of school fees should be compulsory, what the school fee amount will be per learner per year, and what criteria will apply for total or partial exemption to parents who cannot pay the full compulsory amount or part of it. Parents who are unable to pay any part of the amount or the full amount are entitled to apply to the SGB on the prescribed forms for complete or partial exemption from paying school fees. Such applications must be treated confidentially by the SGB. The SGB will act fairly and apply the above criteria as well as the provisions of the ministerial policy and the Regulations for the Exemption of Parents from the Payment of School Fees in Public Schools (Government Notice R1052). A copy of the latter will be made available to parents upon request. Parents applying for an exemption can approach an educator

at the School or any other person for assistance with the application. Parent/parents who feel wronged by the SGB's decision can appeal to the HD in terms of the procedure set out in the said regulations.

3.3 Applicants for exemption must note, however, that the combined annual income of parents is taken into account in deciding whether the parents are eligible for exemption or not. "Combined annual gross income of parents" is defined in Regulation 1 of the aforementioned regulations as –

'the combined gross income of all the parents of a learner as defined in the Act...'

3.4 The applicant's attention is further drawn to the following provision of the Schools Act –  
(Section 41) - 'The Governing Body of a public school can enforce the payment of school fees by parents who are liable for it..., through legal process.'

“**Parent**” is defined in SASA to mean:-

- (a) The biological or adoptive parents or legal guardian of a learner;
- (b) The parent who is legally entitled to the supervision of a learner;
- (c) The person who undertakes to fulfill the obligations of a person referred to in (a) and (b) above in respect of a learner's teaching at the school.

The "parent" as referred to above will be responsible for the payment of school fees. The combined gross income (before tax and deductions) of the parent/s will be taken into account to determine whether there is a total or partial exemption from the payment of school fees is. It is for this reason that the details of the parent/s, which fall within the description of the definition of "parent", must be provided to the school in the application for admission. Parents of learners are encouraged to consider and support the high standard of teaching and the school facilities and environment by paying school fees and when they obtain total or partial exemption from paying school fees, to offer their services to the SGB for the benefit of the school.

#### **4. REQUIRED DOCUMENTS FOR ADMISSION**

A parent is required to complete the application online via the WCED's online admission system.

Along with the online application, the parent must upload the following documents:-

- a certified copy of the unabridged birth certificate of the learner;
- proof that the learner has been vaccinated against the following diseases: polio, measles, tuberculosis, diphtheria, clamp-in-the-jaw and hepatitis B;
- last school report
- transfer certificate / letter
- proof of address
- certified copies of both parents' identity documents

## **5. STUDENT AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR DIFFERENT GRADES OF THE SCHOOL**

A learner, who falls more than **TWO** years outside the age norm, will not be considered for admission. The age norm is the grade plus 6 years.

## **6. PERIOD FOR REGISTRATION**

- 6.1 Applications for admission open on 11 March 2025 and close on 15 April 2025 as per the WCED's notification for the enrollment of learners for the following year.
- 6.2 Parents who therefore want to enroll their children at the School for the first time, must register the learner at the School in the year before the school year to which the learner's application for admission relates.
- 6.3 The parents of the learner will be notified in writing of the acceptance or rejection of their application within a reasonable period, or within the period determined by the HD.
- 6.4 All unsuccessful applicants will then be placed on the waiting list firstly in order of preference as per this policy and then secondly in chronological order and advised to apply to other schools apart from the School.
- 6.5 The School will keep a proper register of all applications for admission.

## **7. APPEAL PROCEDURE**

If a parent is dissatisfied with the School's decision not to admit a learner to the School, such parent can appeal against the decision to the Member of the Executive Board in terms of section 5(9) of the Schools Act.

## **8. CAPACITY**

The SGB determined the School's maximum capacity for learner admission as follows:

Total number of learners in School = 1275

Per class:	Grade R(English) (due to class size)= 30
	Grade R (Afr) = 25
	Grades 1-3 = 32
	Grades 4-7 = 33
Per grade:	Grade R = 135
	Grade 1 = 160
	Grade 2 = 160
	Grade 3 = 160

Grade 4 = 165

Grade 5 = 165

Grade 6 = 165

Grade 7 = 165

The following factors were taken into account when determining the School's capacity:

- That the learner's interests take priority
- The number of available educators
- The available space for administrative needs
- The available number of suitable classrooms
- The need for space for sports, culture and co-curricular activities
- The available space in the existing culture and computer centers and the school hall
- The available sanitary facilities
- Parking facilities on the school grounds
- Safety and health measures
- The maximum permissible number of learners per class
- Internationally recognised best practice in relation to class sizes in order to deliver effective and efficient quality teaching

See Appendix B regarding capacity assessment

## **9. SCHOOL PROPERTY**

Applicants' attention is drawn to the following:

- (1) Every learner at a public school shall take good care of the property of the school that is made available to him/her, and shall return it to the school before or on the date indicated by any educator at the school.
- (2) The parents of a learner at a public school will be liable for any damage to or loss of school property for which the relevant learner is in turn liable to the School.
- (3) It is every parent's duty to assist the State and the Governing Body of a school in promoting a culture of respect for school property.

## **10. RISK OF DAMAGE OR LOSS**

Applicants are reminded that the School accepts no liability for damage to, the destruction or loss (theft) of any property brought onto the School premises by the learner or his/her parent(s), regardless of who causes such damage, destruction or loss, how it is caused, whether it is caused by someone's actions or omissions, and whether it is caused intentionally or due to negligence. The School accepts no liability. Learners are encouraged to look after any property brought onto the School premises, and applicants and parents of learners are encouraged to take out the necessary insurance themselves against such damage, destruction or loss.

## 11. ORDER OF PREFERENCE IN RELATION TO ADMISSION APPLICATIONS

- 11.1 The natural feeding areas of the school are as per the map attached as Appendix A.  
Area A is preferred.  
Area B is second preference.  
Area C is third preference.
- 11.2 The School is currently a Dual Medium institution and therefore has human resources that mainly provide for those learners whose mother tongue is Afrikaans or English. The School provides for three (3) Afrikaans and two (2) English medium classes per grade (Grade 1-7). In Grade R, the school provides for two (2) English and three (3) Afrikaans classes.
- 11.3 The infrastructure of the School lends itself to the learner capacity, as determined by the SGB and contained in this policy. Specifically, reference is made to Citation B here, in which class sizes are proposed as per the SGB's provisions.
- 11.4 Since the School and the SGB know that they may not unfairly discriminate against a learner on whose behalf an admission application is submitted, and therefore have no intention of discriminating, and although they would like to contribute their part to learner education in partnership with the State, they understand that the School cannot take in all learners and that some form of (fair) discrimination regarding learner admission is inevitable. Therefore and in light of the above, it is the School's policy that applications are dealt with in the following order of preference –
- (a) Firstly: Applications on behalf of learners who *bona fide* (in good faith) live with their parents (as defined and described in the Schools Act) within the natural feeding area of the School as detailed in the map attached hereto as Addendum A;
  - (b) Second: Applications on behalf of learners whose mother tongue is Afrikaans or English;
  - (c) Third: That there is sufficient space available in accordance with the school's learner capacity as detailed in Appendix B;
  - (d) Fourth: Applications from children who turn seven years old in their Grade 1 year at school will be given preference and children who turn six years old in their Grade R year at school will be given preference;
  - (e) Fifth: Applications from brothers and sisters of learners currently attending Hendrik Louw;

(f) Sixth: Applications on behalf of learners, who do not live with their parents within the natural feeding area of the School, but whose parent(s) are actually employed at an address within the natural feeding area of the School, and whose mother tongue is the language of instruction of the School;

(g) Seventh: The order in which the applications were made from a date aspect.

## **12. REQUIREMENTS**

All decisions are made by the SGB based on what is in the best interest of the school, then the best interest of other learners and then the interests of the learner who applied.

## **13. ADMISSION OF PERSONS WITHOUT SOUTH AFRICAN CITIZENSHIP**

Applications for admission of persons without South African citizenship will be handled in accordance with paragraphs 19-21 of the ministerial policy.

## **14. THE SGB AND THE LEARNERS OF THE SCHOOL**

14.1 All learners will be expected to fulfill their duties. Learners are also entitled to exercise their rights and insist on the maintenance of their rights.

14.2 The SGB considers itself bound to the protection of the educators, learners, parents and non-educators of the School against physical or mental violence insofar as the SGB is empowered to do so, and furthermore to the nurturing of the physical, mental, emotional and moral welfare of learners, educators and non-educators. For these purposes -

(a) the SGB reserves the right to study the disciplinary and behavioral record of any prospective learner at the School or a previous school, and to take all steps within its power to prevent the admission of a learner whose behavior may threaten precisely those best interests which the SGB deems important to protect;

(b) may the SGB ask the HD for information and enter into a dispute with him/her about the wisdom of admitting a learner to any grade at the School when such learner will be seriously disadvantaged by his/her inability to communicate or be communicated with at the required level for proper teaching in that grade;

(c) the SGB may, given the resources and circumstances of the School, take any reasonably practicable steps to allow a disabled prospective learner to adapt to the School; and

(d) the SGB expects staff members, learners or parents to report any matter to it in relation to the abuse of rights or intrusion on the interests that the SGB wants to protect.

## **15. THE PARENTS AND THE SCHOOL/SGB**

15.1 Parents of learners are requested to fill in the prescribed consent form in order to enable the School staff to act in the best interests of the learner in emergencies or to alleviate the learner's pain or discomfort until the parent(s) can intervene.

15.2 Parents are encouraged to get involved in all the activities of the School, offer to become members of the control structures and support groups that serve the interests of the School Community, and support the teaching process by interacting constructively with educators and ensuring that learners do assigned tasks and all school work conscientiously and meticulously.

Parents are also expected to ensure that their children are properly equipped to participate fully in the teaching process and that they attend school punctually and regularly.

## **16. GRADE REPETITION**

Repeating grades rarely results in a significant increase in the learner's ability. In fact, it often has the opposite effect. The norm for repetition is one year per school phase, where necessary. A learner will not be allowed to repeat a grade more than once.

**17. This policy may/may be amended, supplemented, changed or adapted by the SGB from time to time.**

# Appendix A

## LAERSKOOL HENDRIK LOUW



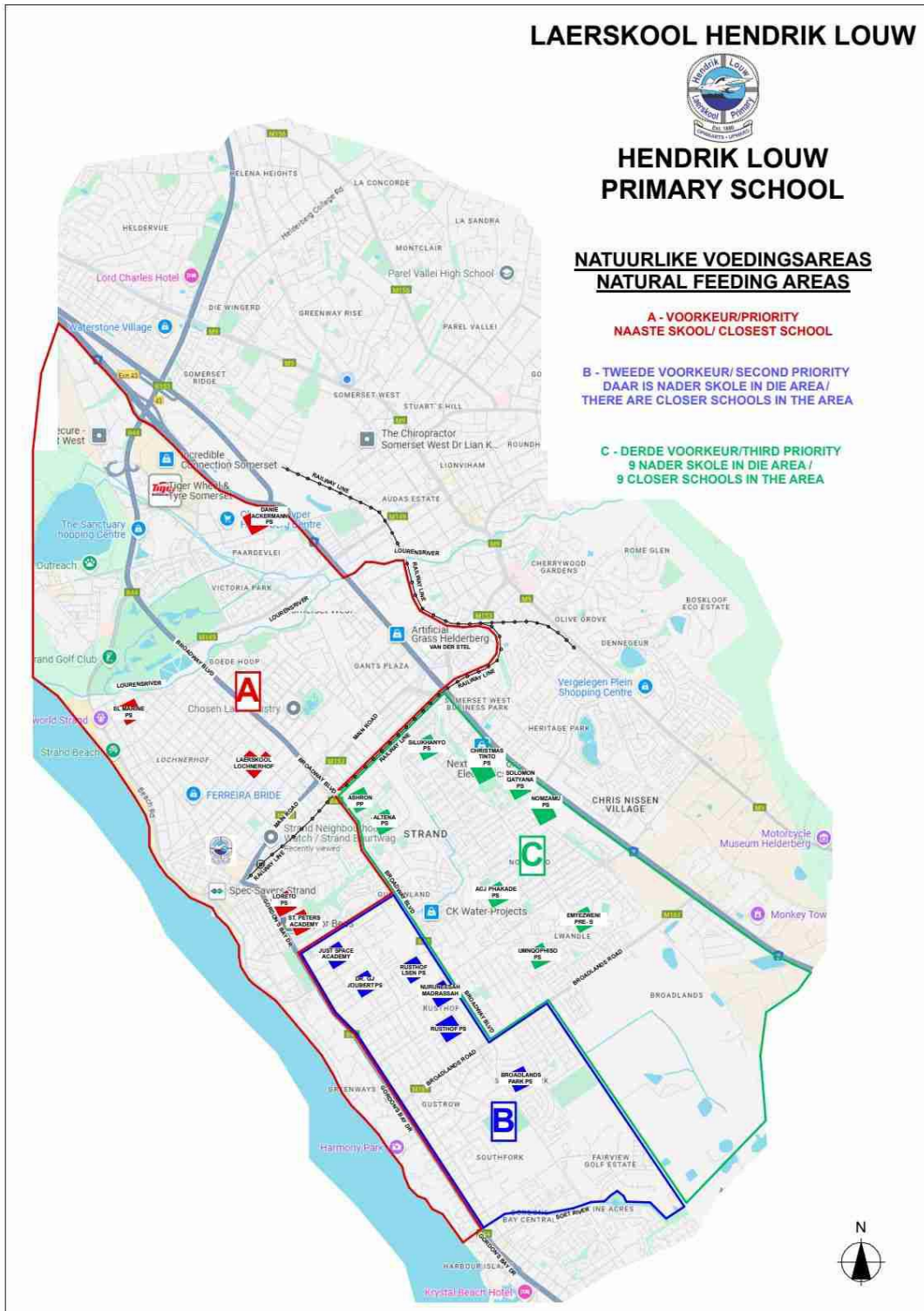
### HENDRIK LOUW PRIMARY SCHOOL

#### NATUURLIKE VOEDINGSAREAS NATURAL FEEDING AREAS

**A - VOORKEUR/PRIORITY**  
**NAASTE SKOOL/ CLOSEST SCHOOL**

**B - TWEDE VOORKEUR/ SECOND PRIORITY**  
**DAAR IS NADER SKOLE IN DIE AREA /**  
**THERE ARE CLOSER SCHOOLS IN THE AREA**

**C - DERDE VOORKEUR/THIRD PRIORITY**  
**9 NADER SKOLE IN DIE AREA /**  
**9 CLOSER SCHOOLS IN THE AREA**



## **Appendix B**

### **POLICY: STUDENT NUMBER**

(physical capacity assessment)

### **DOCUMENTS USED / CONSULTED**

- The Constitution of the Republic of South Africa 1996;
- The South African Schools Act, Nr. 84 of 1996
- The Occupational Safety and Health Act, Nr. 85 of 1993
- Regulations regarding minimum uniform norms and standards for infrastructure of public schools (issued pursuant to GK R920 in GK 37081 of 29 November 2013);
- SANS 10400 : 2010 – building regulations;
- Curriculum statements and other distributed policy documents (such as the National Curriculum Statements Grades 10–12: Hospitality Studies, January 2008)

### **PURPOSE**

To create an ideal learning environment for maximum learning for every learner in the school. This is done by making the best use of facilities with a view to successful knowledge transfer and a positive learning experience.

The inclusive and multi-cultural nature of the school complicates the control of learners in the class and the associated provision of quality education. In light of this and in light of the school's pursuit of the best possible quality education for each learner and taking into account internationally acceptable norms and standards in similar circumstances, the SGB is forced to establish the following maximum number of learners per class:

**Grade R - 25 per class (Afr) and 30 per class (Eng)**

**(RA1- 25; RA2 - 25; RA3 – 25; RE1 – 30; RE2 – 30)=135**

**Grades 1 - 32 per class**

**(1A1 – 32; 1A2 – 32; 1A3 – 32; 1E1 – 32; 1E2 – 32)= 160**

**Grade 2 - 32 per class**

**(2A1 – 32; 2A2 – 32; 2A3 – 32; 2E1 – 32; 2E2 – 32)= 160**

**Grade 3 - 32 per class**

**(3A1 – 32; 3A2 – 32; 3A3 – 32; 3E1 – 32; 3E2 – 32)= 160**

**Grades 4 - 33 per class**

**(4A1 – 33; 4A2 – 33; 4A3 – 33; 4E1 – 33; 4E2 – 33)= 165**

**Grades 5 - 33 per class**

**(5A1 – 33; 5A2 – 33; 5A3 – 33; 5E1 – 33; 5E2 – 33)= 165**

**Grades 6 - 33 per class (6A1 – 33; 6A2 – 33; 6A3 - 33; 6E1 – 33; 6E2 - 33)= 165**

**Grade 7 - 33 per class  
(7A1 – 33; 7A2 – 33; 7A3 – 33; 7E1 – 33; 7E2 - 33)= 165**

Exceptions must be referred by the Principal to the SGB for consideration and approval.

There is a maximum of three (3) Afrikaans classes per grade and a maximum of two (2) English classes. In grade groups where the school 'temporarily' separates a large class, e.g. 2X English classes in a grade or 3X Afrikaans classes in a grade, due to reasons such as discipline, personnel management, etc. the group must be considered as ONE class, since the arrangement/separation is temporary and should logistical or financial or structural reasons in the course of a year compel the school to make the 'smaller classes' one again, the number of learners in the larger class must be manageable and manageable as per school norms regarding class sizes. The Principal must ensure that in such a case there is not an 'overcrowded' class in the grade.

This document is the Admission Policy of Laerskool Hendrik Louw, as approved by the Governing Body.

This document must be read together with all provisions of the Constitution of the Republic of S.A., as well as the provisions of the S.A. Schools legislation, Departmental circulars/writings, as well as all other Hendrik Louw notices, which concern.



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**Chairperson SGB**

**Date: 2025-03-10**



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**Deputy Chairperson SBG**

**Date: 2025-03-10**



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**Principal**

**Date: 2025-03-10**

**Implementation date: 2025-03-11**