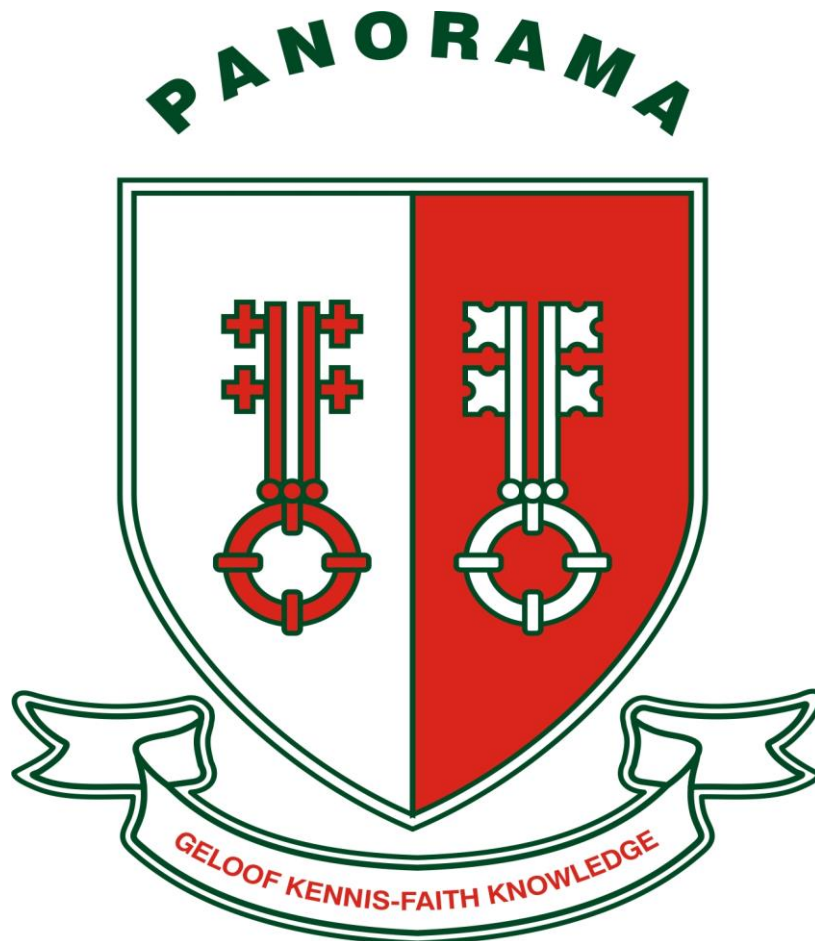


# LAERSKOOL PANORAMA PRIMARY



## ADMISSION POLICY

TEL 021 558 7337  
EMAIL [admin@panoramaps.co.za](mailto:admin@panoramaps.co.za)

MALMESBURY STREET  
WELGELEGEN  
PAROW  
7500



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Whereas **Panorama Primary School** (hereinafter referred to as “the 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 (as amended) (hereinafter referred to as “SASA”), the governance of which is entrusted to its School Governing Body (hereinafter referred to as “the SGB”), referred to in Section 16 of SASA;

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

And whereas the SGB is mindful of the following enactments (hereinafter referred to as “the enactments”) relating to the question of the admission of learners to the School or different grades at the School, namely:

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

And whereas the School and its SGB defer to the relevant provisions of the enactments to the extent that they may be valid and binding upon them and take precedence over the power of the SGB to determine the admission policy of the School, whilst being determined to ensure the full implementation of the School’s admission policy within the parameters of the enactments and any other applicable enactments from time to time;

Now therefore the SGB, on behalf of the School, declares the School’s Policy for Admission of Learners to the School or different grades at the School, to be as follows:



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### 1. APPLICATIONS FOR ADMISSION TO THE SCHOOL

1.1 It is acknowledged that –

(a) the Head of Department (Education) (hereinafter referred to as “the HOD”) and/or officials of the Department of Education (DOE), including the Principal, delegated by the HOD (hereinafter referred to as “the HOD delegate(s)”) is/are responsible for the administration of the admission of learners to the School; and

(b) the HOD/the HOD delegate(s) must determine a process of registration for admission to public schools in order to enable the admission of learners to take place in a timely and efficient manner.

1.2 It is emphasised that the HOD/the HOD delegate(s)/the School Principal must (and will be required to) take this policy into account demonstrably, fairly and in accordance with law at all times whilst acting in accordance with paragraph 1.1 above, or whilst engaged in the process of deciding upon applications for admissions. The School and its SGB will also require the HOD/the HOD delegate(s)/the School Principal to allow the SGB full access to and copies of any registers or files kept as part of the admission process.

1.3 The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to add to the prescribed application form and ensure the completion by the Applicant of the Schedule of Information required by the governing body attached hereto.

1.4 The School and the SGB require the HOD/the HOD delegate(s)/the School Principal to ensure that Applicants are informed of and in writing acknowledge having read and understood:

- (a) the SGB Constitution;
- (b) the School’s Language Policy;
- (c) the Code of Conduct for Learners; and
- (d) this Admission Policy.



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- 1.5 The School and the SGB subscribe to the view that according to law, and in the absence of a Court Order directing otherwise, the legal guardian(s) of a minor learner has/have the exclusive right to decide upon the school where their child/ward is to be enrolled. Consequently, the School and SGB do not recognise an application as being valid, unless made by the biological or adoptive parent or legal guardian of a learner or the guardian(s) or person(s) by order of Court entrusted with the custody of the minor learner, or the person who undertakes to fulfil the obligations of a person referred to above towards the learner's education at school. The School and the SGB also regard adherence to this approach as being essential in that it ensures that valid permission may be given for the treatment of the learner *in loco parentis*, for the learner to embark on excursions, and so forth. Consequently, the HOD/the HOD delegate(s)/the School Principal are required to ensure that this approach is strictly adhered to.
- 1.6 The SGB undertakes to support the HOD/the HOD delegate(s)/the School Principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards before the end of the year preceding the next school year.
- 1.7 Subject to this Policy, the SGB requires the HOD/the HOD delegate(s)/the School Principal to co-ordinate the admission of learners to public schools, including the School, in consultation with it and undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated.
- 1.8 The School and the SGB require strict observance by the HOD/the HOD delegate(s)/the School Principal of the following provision of the Constitution as a prerequisite to any decision to be taken regarding the admission of a learner to the School –

“28 (2) – A child’s best interests are of paramount importance in every matter concerning the child.”

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

The Applicant is to note that whilst his/her refusal to subscribe to the School’s Code of Conduct for Learners (including dress code) cannot be an obstacle to the admission of the



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learner to the School, the Code is nevertheless binding on the learner. Section 8(4) of SASA provides as follows:

“Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner.”

The Applicant is encouraged to support the School in familiarising him/herself with the School’s Code of Conduct for Learners and seeing to the observance thereof by the learner.

### 3. SCHOOL FEES

3.1 The Applicant is to note that the failure or refusal or inability of parents (as defined in Section 1 of SASA) to pay school fees cannot be an obstacle to the admission of the learner to the School.

A learner is admitted to the full school programme and may not be suspended from attending class, refused entry to cultural, sports and social activities, refused a school report card or transfer certificate, or be victimised in any other way based on his/her parents’ –

- (a) inability to pay school fees or failure to have done so at any stage;
- (b) failure to support the mission statement and code of conduct of the School;
- (c) refusal to enter into a contract in terms of which the parents waive their right to claim for any consequential damage relating to the learner’s education.

3.2 In terms of Sections 38-41 of SASA, a budget meeting of parents of learners enrolled at the School must be held on thirty (30) days’ written notice to parents. At the meeting, the majority of 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 parents present, and voting may decide that the payment of school fees is to be compulsory, what the amount of school fees per learner per year will be, and what criteria will be used to grant total or partial exemption to parents who are unable to pay the compulsory fees or the full compulsory fees. Parents who are unable to pay any of the fees or the full amount of the fees are entitled to apply to the SGB on the prescribed forms for total or partial exemption from the payment of school fees.



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Such applications must be dealt with in confidence by the SGB, which must act fairly and apply the abovementioned criteria and the provisions of the applicable ministerial policy and Regulations Relating to the Exemption of Parents from Paying School Fees in Public Schools (Government Notice R1052), a copy of which will be furnished to parent(s) on request. Parents applying for relief may request an educator at the School or any other person to assist him/her/them with the application. A parent/parents who feel aggrieved at the decision of the SGB may appeal to the HOD, following the procedure set out in the said Regulations.

- 3.3 It is important, however, for Applicant(s) for exemption to note that the combined annual income of parents is taken into account in the decision as to whether or not the parent(s) qualify for exemption. “Combined annual gross income of parents” is defined in Regulation 1 of the aforesaid Regulations as –  
“The gross income of all the parents of a learner as defined in the Act, calculated together ...”.
- 3.4 The Applicant’s attention is drawn to the following provision of SASA – (Section 41) – “The governing body of a public school may by process of law enforce the payment of school fees by parents who are liable to pay ...”
- 3.5 Parents of learners are encouraged to support the high standard of education and the sound school facilities and environment by paying school fees and, where they are exempted totally or partially from the payment of compulsory school fees, to offer their services to the SGB for the benefit of the School.

#### 4. DOCUMENTS REQUIRED FOR ADMISSION

Information required by the SGB in addition to that required to be furnished in terms of Ministerial Policy or Provincial Policy or Law:

- 4.1 In the case of **Grade R applicants**, a parent will be required to complete a **WCED Online Application** for admission. Parents may, voluntarily, electronically return or handing in a comprehensive application form, which may be found on the school’s website. The WCED printout of proof of registration must be attached to this application.



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Unless the fully completed documentation accompanies the application form, the application will be deemed incomplete.

- 4.2 In the case of **Grade 1 applicants**, a parent will be required to complete a **WCED Online Application** for admission. Parents may, voluntarily, electronically return or handing in a comprehensive application form, which may be found on the school's website. The WCED printout of proof of registration must be attached to this application.

Unless the fully completed documentation is received, the application will be deemed incomplete.

- 4.3 Grade 1 parents must be cognisant of the fact that Grade R learners currently in Panorama Primary School will receive first preference to Grade 1

### OTHER SUPPORTIVE DOCUMENTATION

1. **An unabridged birth certificate** - certified
2. **Immunization Certificate** - A certified copy of, or proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus and Hepatitis B
3. **Proof of residence** –
  - (a) If you are a homeowner - the latest municipal account (not older than 3 months).
  - (b) If you are renting – a copy of the lease agreement, valid for at least one full year. If expiring within the next two months, a new contract may be required. A sworn affidavit will NOT be considered as proof. - certified
  - (c) According to the Rental Housing Act 50 of 1999 there is no provision for a third party in a rental agreement and thus subletting will not be considered as proof of residence. - certified
  - (d) In the case of a change of address, the school needs to be informed in writing and a copy of the new lease agreement must be provided.
4. **Immigrants:** A valid Study Visa/ Study Permit. The onus is on the parents to furnish the school with a new Study Permit before the current Study Permit expires. Failure to do so will result in the school notifying the Director General at the Department of Home Affairs.
5. **Identity Documents** – Certified copies of both the biological parents' Identity Documents. In the case of a deceased parent, a death certificate is required.



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6. **Transfer Card / Report** – Transfer card and the most recent report of the child, if he or she was previously enrolled at another school.
7. **Foster / Guardianship** – Only certified copies of the relevant Supreme Court documentation will be accepted by the Governing Body.
8. **Contract of employment** – A certified copy of the contract of employment if the parent resides outside the immediate area but has permanent, full-time employment within the feeder area.
9. The **home language** of the prospective learner.

The school wishes that the parents will inform the school of the following:

- I. Details of any **notifiable disease** from which the learner is or may be suffering;
- II. Details of any **serious misconduct** of which the learner may have been found guilty by a Court of Law or an SGB at any school where the learner may previously have been enrolled;
- III. Any disciplinary issues that might have a negative impact on the school.
- IV. Details of **any condition in the learner which may endanger** the physical welfare of any of the learners or staff members of the School;
- V. Details of any **specific needs** the learner may have, and which may require attention to maximise the learner's school experience or promote his/her best interests;
- VI. Details of any **condition or circumstances** of which the School should be aware in order to protect the best interests of the learner and/or any other learners of the School.
- VII. Any other compulsory supportive documentation as required by the school.

Providing misleading information and/or misrepresenting facts in the prescribed application shall render the application null and void.





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### 5. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR VARIOUS GRADES OF THE SCHOOL

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

- 5.1 The law still states that: Every parent must cause every learner, for whom he or she responsible, to attend a school from the first day of the year in which such a learner reaches the age of seven years, until the last day of the year in which such a learner reaches the age of fifteen or the ninth grade, whichever occurs first.
- 5.2 Gr. R is not compulsory yet, although it is strongly recommended.
- 5.3 If, for whatever reason, a child must spend more time in pre-primary, the parent must request permission in writing from the WCED for this. A learner must turn 6 in the year he or she attends Grade R.
- 5.4 According to circular 0032/2003, children who turn 6 before the end of June, MAY be enrolled in Grade 1, and those children turning 5 before 30 June MAY be enrolled in Grade R, if it can be proved that exceptional circumstances exist, which necessitate the admission of an underage learner, because admission would be in his/her best interest; and if all the learners who turn 7 in Grade 1 and 6 in Grade R have been accommodated and there is still space available;  
However: the physical, psychological and mental development of the child must be taken into account; the admission must be fair to the individual learner, as well as the other learners in the class.
- 5.5 Children turning seven in Grade 1, will get preference regarding enrolment for Grade 1.
- 5.6 We therefore wish to emphasize that we must first fill our classes with children who are of school-going age, before we consider children who are underage.

### 6. REGISTRATION PERIOD

- 6.1 Application for admission takes place in the time frame as stipulated by the WCED with regard to the enrolment of learners for the following year.



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- 6.2 Therefore, parents who wish to enrol their children at the School for the first time must register the learner online in the year preceding the school year to which the learner's application for admission pertains.
- 6.3 All applications for admission to the school on behalf of a learner must be submitted to the principal.
- 6.4 The learner's parents will receive a notification from the WCED of the acceptance or refusal of their application, within the period determined by the HOD.

### 7. APPEALS PROCEDURE

Should a parent be dissatisfied with the School's decision not to admit a learner to the School, such parent may appeal against the decision to the Member of the Executive Council in terms of section 5(9) of SASA.

### 8. CAPACITY

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

The following factors were considered in determining the School's capacity:

- That learners' best interests have preference
- The number of educators available
- The space available for administrative needs
- The number of appropriate classrooms available
- Space needs for sports, cultural and recreational activities
- The available space in the current media and computer centres, science and technology laboratories and the school hall
- The sanitary facilities available
- Parking facilities
- Safety measures
- The maximum number of learners permitted per class
- Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education

### 9. SCHOOL PROPERTY



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The Applicant's attention is drawn to the following:

- (1) Every learner of a public school shall take good care of the property of Panorama Primary school which is placed at his/her disposal and shall return it to the school on or before a date specified by any educator employed at the school.
- (2) The parents of a learner at a public school shall be liable for any damage to or loss of Panorama Primary school property (including textbooks) in respect of which the learner concerned is liable to Panorama Primary School.
- (3) It is the duty of every parent to assist the State and the governing body of a school to promote a culture of respect for school property.

### 10. RISK OF DAMAGE OR LOSS

The Applicant is notified that the School accepts no liability for the damage to, or destruction or loss of any property brought on the School premises by the learner or his/her parent(s). It matters not who causes such damage, destruction or loss, how it is caused, whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. The School accepts no liability. Learners are encouraged to safeguard property brought onto the School premises, and Applicants and parents of learners are encouraged to take out their own insurance against such damage, destruction or loss.

### 11. ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION

11.1 *Panorama Primary School believes in the holistic education of the learner. Therefore, it is imperative that the learner is given the opportunity to be developed not only **academically**, but also **sport** and **culturally**, where most important values are attained.*

11.2 Unless and until the HOD, after consultation with the SGB, decides otherwise, the natural feeder area of the School is areas in the Northern Suburbs.



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- 11.3 Natural feeder area: the area which is, geographically, the closest public school to the applicant learner.
- 11.4 Applications from outside the natural feeder area are also processed according to merit.
- 11.5 The School is currently an **English-medium and Afrikaans-medium** institution equipped with human resources to cater for those learners whose Home Language is Afrikaans and First Additional Language is English: or whose Home Language is English and First Additional Language is Afrikaans.
- 11.6 Whilst the School and SGB know that they may not unfairly discriminate against a learner on whose behalf an application is made for admission, and have no intention thus to discriminate, and whilst they are desirous of playing their part in the education of learners in partnership with the State, they appreciate that the School cannot accommodate all learners and that some process of (fair) discrimination regarding admission of learners is inevitable. Therefore, and in view of the foregoing, it is the School's policy that the following preference be afforded to applications from the natural feeder area in the Northern Suburbs.
- (a) First, those in respect of learners *bona fide* (genuinely) **residing** with their parents (as defined in SASA) **within the natural feeder area of the School**, and whose mother tongue is the medium of tuition of the School.
- the applicant learner lives with his/her parent/s who is the owner of the property;
  - the applicant learner lives with his/her parent/s who leases the property.
  - the applicant learner lives with his/her legal guardian/s who is the owner of the property;
  - the applicant learner lives with his/her legal guardian/s who leases the property.
- (b) Second, those in respect of learners *bona fide* (genuinely) **residing** with their parents (as defined in SASA) **within the natural feeder area of the School**, and whose chosen medium of tuition is the medium of tuition of the School.
- the applicant learner lives with his/her parent/s who is the owner of the property;



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- the applicant learner lives with his/her parent/s who leases the property.
  - the applicant learner lives with his/her legal guardian/s who is the owner of the property;
  - the applicant learner lives with his/her legal guardian/s who leases the property.
- (c) Third, those in respect of learners whose parent or parents is/are **genuinely employed at an address within the natural feeder area of the School**, and whose mother tongue is the medium of tuition of the Panorama Primary School.
- (d) Fourth, those in respect of learners whose parent or parents is/are **genuinely employed at an address within the natural feeder area of the School**, and whose chosen medium of tuition is the medium of tuition of the School.
- (e) Fifth, learners **residing outside the natural feeder area of the School**, whose mother tongue is the medium of tuition of the School, and who wish to study at the school.
- (f) Third, those in respect of learners whose parent or parents is/are **genuinely employed at an address within the natural feeder area of the School**, and whose chosen medium of tuition is the medium of tuition of the

### 11.7 Additional criteria

- The applicant learner demonstrates an enthusiasm for participation in the academic, sporting and cultural activities offered by the school/s previously attended by them.
- The applicant learner demonstrates an enthusiasm for participation in the academic, sporting and cultural activities offered by Panorama Primary School.
- The applicant learner has a good disciplinary record.

Panorama Primary and its Governing Body reserves the right to enrol a child to the school.

Parents residing outside the natural feeder area of the School, may provide written motivation on one or more of the above points, or any other relevant alternative points.



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Notwithstanding the foregoing the SGB reserves the right to afford overriding preference to siblings of learners already enrolled at the School.

### 12. REQUIREMENTS

Save where the provisions thereof will not serve the best interest of a learner or other learners, the SGB and the School refer to the Ministerial Policy.

### 13. ADMISSION OF NON-CITIZENS

As per regulation. (1) Constitution Act no 108 of 1996. (2) National Policy Act (Act 27 of 1996). (3) The South African Schools Act (No 84 of 1996). (4) Infrastructure (Gazette 37081 – 23 November 2013) (5) Immigration Act 2002. (6) Refugees Act 1998 – Act No 130 of 1998. (7) Aliens Control Act 1991 (Act no 130 of 1991). (8) PAJA (Act 3 of 2000). (9) Norms and Standard of Funding. (10) REG (General Notice 4138 of 2001)

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

- 14.1 All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights as set out in the Code of Conduct of the Stakeholders of the School.
- 14.2 The SGB considers itself to be in duty bound to protect the educators, learners, parents and non-educators of the 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 -
- (a) reserves the right to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the welfare, safety or life of learners or staff members in the school or the very interest the SGB considers itself to be in duty bound to protect;
  - (b) may enquire from and take issue with the HOD concerning the wisdom of admitting a learner to any grade in the School when the learner will 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;



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- (c) may take whatever steps may be reasonably practicable, given the resources and circumstances of the School, to assimilate a disabled prospective learner into the School; and
- (d) requires a member of staff or a learner or any learner's parent(s) to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

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

- 15.1 The parents(s) of learners are requested to complete the prescribed consent form to enable the School staff to act in the best interest of the learner in cases of emergency or to relieve the learner's pain or discomfort until the parent(s) can intervene.
- 15.2 Parents of learners at the School have, apart from their duties, several rights. *Inter alia*, they have the right to be consulted regarding the formulation of the School's language and religious policies and code of conduct, or any amendments thereto. They are also invited to submit recommendations and proposals to the SGB regarding the supplementation or amendment of existing policies or the existing Code of Conduct for consideration by the SGB.
- 15.3 Parents are encouraged to become involved in all the activities of the School, to offer to serve in the governance structures and support groups serving the interests of the School community, and to support the education process by interacting constructively with educators and ensuring that set work and homework is done by the learner conscientiously and punctually. Parents are also required to ensure that their children are properly equipped to participate fully in the tuition process and that they attend school punctually and regularly.

- 17. **This Policy may be amended, supplemented, modified, or altered from time to time by the SGB.**



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A handwritten signature in black ink, appearing to be 'H. Boneschans'.

Herman Boneschans  
SGB Chairperson  
18 April 2024

A handwritten signature in black ink, appearing to be 'Anton Mostert'.

Anton Mostert  
Principal

A handwritten signature in black ink, appearing to be 'Audrey Robison'.

Audrey Robison  
Secretary