

BELLVILLE TECHNICAL
HIGH SCHOOL



**ADMISSION
POLICY**

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1. ACRONYMS

SASA	South African Schools Act
NEPA	National Education Policy Act
CEMIS	Central Education Management Information System
SGB	School Governing Body
<i>Parent</i>	(a) the parent or guardian of a learner, (b) the person legally entitled to the custody of a learner, or (c) the person who undertakes to fulfil all the obligations of a person referred to in (a) and (b) towards a learner's education at a school

2. INTRODUCTION

The admission policy of Bellville Technical High has been developed to act in the best interest of all learners who want to enrol at the school

3. LEGAL FRAMEWORK

The South African Schools Act, 1996 (Act 84 of 1996), as amended (SASA)

In terms of the SASA Section 3(1), school education is compulsory for all learners from the age of seven years until the last school day of the year in which a learner reaches the age of fifteen years or the ninth grade, whichever occurs first.

The school will deal with overage learners in terms of the prescriptions of circular 240/2003.

This admission policy adheres to the regulations of the *National Admission Policy for Ordinary Public Schools*, [National Policy] (Government Gazette 19377 of 1998) as promulgated in terms of the National Education Policy Act, 1996 (Act 27 of 1996), as amended [NEPA].

4. PURPOSE OF THIS POLICY

At Bellville Technical High, we are serious about the education and we intend to uphold section 29(1) of the South African Constitution which guarantees all South African citizens the right to basic education.

The school undertakes not to discriminate against any learner on the grounds of race or gender and that all learners of school going age have an equal chance to be admitted to the school.

5. APPLICATION TO THE SCHOOL

Application to admission to the school must be completed by September for the next school year. Dates for testing will be supplied.

Learners of the Western Cape must be registered on the WCED CEMIS system. Learners of the Western Cape must have a CEMIS transfer letter from their previous school.

ANNUAL ADMISSION TIME FRAME

1. From March of the year prior to admission.

The WCED Head Office runs an annual enrolment advocacy campaign. Schools are requested to run their own advocacy campaigns early in the school year.

2. First school day in April

Schools must be ready by this date to receive applications for the admission of learners for the following school year.

3. First Friday in June

Closing date for first round of applications for admission to public schools.

4. Last school week in June

Schools inform all parents in writing that their applications for learner admissions have been either successful or unsuccessful.

5. First Thursday of the first school week in July.

Where successful, the parent accepts or rejects the school place in writing by -

6. The Friday of the first school week in July

Principals submit to the district directors, the completed WCED Addendum A and Addendum B forms containing the following information:

The number of vacancies per grade and per medium of instruction

The number and particulars of learners who were not admitted to the school and the reasons why those learners were not admitted to the school

7. Last Monday in July

Applications for admissions re-open for the second and final period.

8. The Friday of the last school week in September

Closing date for final round of applications for admission to public schools

9. The Friday of the first school week in October

Schools inform all parents in writing that their applications for learner admissions have been either successful or unsuccessful. Where successful, the parent accepts or rejects the school place in writing within 10 school days. **End October of the year.**

10. Last Friday in October

Principals again submit the completed WCED Addendum A and Addendum B forms to district directors informing them of - the number of vacancies per grade and per medium of instruction. - the number and particulars of learners who were not admitted to the school and the reasons why those learners were not admitted to the school.

Principals must consider progression of learners when determining vacancies per grade for the next year.

11. November 2015 to beginning of the first term 2016.

Schools that still have space continue to admit learners. The Districts will direct parents to schools that still have space available.

6. DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION TO ADMISSION AND ENROLMENT TO THE SCHOOL:

- Application form- can obtained from the school or downloaded from the school's website.
- ID or birth certificate
- CEMIS Transfer form
- School Transfer letter from the previous school-if the learner comes from another province or country
- Most recent school report
- Certified copy of the study permit- if the learner is not a South African
- Certified copy of the official permit of residence- if the learner is not a South African
- Declaration of behaviour and commitment of previous school

7. ACCESS TO THE SCHOOL

All learners will have an equal chance to access to the school and the school will adhere to the provisions of SASA, Section 5(3). No learner will be refused admission to the school because his/her parents cannot pay school fees, or if the parents do not subscribe to the vision and mission statements of the school or if the parents refuse to enter into a contract with the school where the parent waives any claim for damages arising from the education of the learner.

No learner will be refused admission to the school on the basis of his/her HIV/AIDS status.

8. TRANSPARENCY

A copy of the schools admission policy will be given to new parents each year and it is available on request from the school and on the school's website.

9. PARENTAL RESPONSIBILITY

In terms of SASA Section 3(6) it is the responsibility of the parent or legal guardian of the learner to make sure that each learner of compulsory school age attends school regularly.

10. ADMISSION OF PREGNANT LEARNERS

The school undertakes to regard pregnant female learners as learners with special needs and will not discriminate against these learners. (See Pregnancy Policy.)

11. MARRIED LEARNERS

When a minor, male or female learner, [under the age of 18 years] attains majority status through the act of official marriage, they are no longer considered children under the law, but the best interests of the learner remain paramount. Thus, the change of status does not prevent a learner from continuing to attend a public school

The school, in partnership with the parents of the married learner and the SLES component of the WCED will assess the situation and make a decision regarding admission to the school. The learner might be recommended to attend a more flexible educational facility.

12. GENDER

All learners of school going age, irrespective of gender and subjection to testing of learners, will be admitted to the school.

13. TESTING OF LEARNERS

In terms of SASA 5(2), testing to get admission to the school is prohibited.

However in terms of the National Admission Policy, par 11; it is within the technical school's rights to require the learner to write a placement test or to undergo a competency test to assist the school in the placing of learners in the technical subjects.

14. ADMISSION OF LEARNERS WITH DISABILITY

The school undertakes not to discriminate against learners with any physical or learning disability. The school will always act in the best interest of the learner.

15. ADMISSION OF LEARNERS FROM OTHER NATIONALITIES

The school will not discriminate against learners from other nationalities.

16. LANGUAGE POLICY

Parents and learners must be aware that the learner has the right to be educated in his/her mother tongue if it is reasonable practical. Parents and learners applying to the school must be aware that the school offers education in the following two official languages, Afrikaans and English. Applicants must be proficient in one or both of these languages to be admitted to the school. (see language policy for more detail)

17. EXPELLED LEARNERS

According to SASA, no learners who have been expelled may be refused admission to this school. The parents of such a learner must take full responsibility for the learner and the learner must be referred to the SLES component of the WCED for appropriate support.

18. SCHOOL FEES

Bellville Technical High School is a fee paying school and the school fees are determined and reviewed by the SGB on a yearly basis.

19. EXEMPTION OF SCHOOL FEES

BTHS is a school fee paying school and it is compulsory for all learners to pay their fees. If parents are unable to pay the school fees of the learners, the parents may apply for exemption of the school fees. Exemption of school fees will only be considered and granted by the principal, if an application form is filled in and if the parents qualify for the exemption of the school fees.

See letter to new parents: Application for financial support for school fees.

List of documents required is available at the administration office.

20. CONCLUSION

The school will always act within the framework of the South African Constitution, Section C SASA 84 of 1986, and will always have the best interest of the learner at heart.