

SEAMOUNT PRIMARY SCHOOL ADMISSIONS AND ENROLMENT POLICY

1. Introduction

Seamount Primary is an English speaking ordinary Public School serving the Milnerton area at Ixia Street. While the School identifies with the Christian ethos it will admit any learner irrespective of race, ethnic or social origin, colour, gender, disability, religion, culture or status provided such prospective learner meets the Admissions and Enrolment Policy and agrees to abide by the School's rules.

2. Scope of Policy

This policy applies to the admission of all prospective learners to the School and will be administered and implemented by the SGB in consultation with the Principal. Notwithstanding the provisions of this policy, the final decision to admit or refuse admission to a prospective learner lies with the SGB who shall exercise their discretion in a reasonable and consistent manner.

3. Legal Framework

This policy is based on relevant legislation including the Constitution, the South African Schools Act 84 of 1996, the Western Cape Provincial School Education Act 12/97, the Western Cape Education Department (WCED) policy for the management of admission and registration of learners at ordinary public schools and regulations promulgated under such legislation.

4. Purpose of the Policy

The purpose of this policy is to provide guidelines for the School, SGB and parents so as to ensure that admissions to the School are done in a manner that is fair and consistent.

5. Interpretation and Definitions

In this document, unless the context clearly indicates otherwise, the following words and phrases shall have the meanings assigned below:

Current Seamount learners	means learners who are currently enrolled at and attending Seamount Primary School;
Date of Application	means the date upon which an Application Form complete in all respects and with all supporting documentation was lodged with the School.
Feeder Area:	means those areas within Milnerton closer to Seamount than any other school;
Ordinarily resident	means actually living as a resident within the area. The applicant must be able to give reasonable proof that they reside at the address applied by submitting either a rates account or a lease agreement signed by both parties. An affidavit is not considered proof of

	residence unless it is confirmed by the owner of the property together with the owner's rates account;
Seamount Family	means the legal sons and daughters of former Seamount Primary School learners
Other Applicants	means prospective learners who are not ordinarily resident within the school area;
Maximum capacity	the maximum number of learners for a grade as reasonably determined by the SGB from time to time, at present time this is 28 learners per class;
Parent	means the biological parents, the legal guardian or foster parents and any person who undertakes to fulfill the obligations of parenthood or legal guardianship in respect of the learner's education and can provide proof of same;
Principal	means the headmaster of the School;
School and/or Seamount	means Seamount Primary School;
SGB	means the duly elected Governing Body of Seamount Primary School;
Siblings	means the legal brothers and sisters of current Seamount learners;
WCED	means the Western Cape Education Department.

6. Applications for Admission

The School will open and close Applications for Enrolment for all prospective learners (grade 1 – 7) as per WCED.

Preference will be given to residents within the Feeder Area of the school who have handed in their completed applications within the first two weeks of applications being open. This will be determined by the school according to "Google Maps". Other Applicants will be admitted on merit, irrespective of where they live or when the application was made. This criteria (including: Siblings, Seamount Family, Behavior/Academics of the child, Spoken Language of the child) will be determined by the principal.

- Grade 1: Once the School has admitted the maximum capacity of learners, which is set at 28 children per class, no more than 20 applicants will be placed on a waiting list. Seamount reserves the right to keep places open for possible repeat pupils.
- Grade 2- 4: All applications will be placed on file. The school will only process Applications for Enrolment for prospective learners for Grade 2 – 7 in the fourth term.

7. Application Process

- The parents or guardian making application for admission of the prospective learner must obtain an Application Form from the School or use the WCED online application system to apply. Parents are encouraged to make use of WCED on-line applications. In the event that they are unable to access and print the on-line form, applicants may collect an application form from the school.

Application form from the school:

The particulars of the applicant are recorded in a register at the school. Completed Application Forms must be returned to the School within the application timeline as stipulated by WCED. All supporting documents (as stated below) must be returned with the form.

On-line Applications:

The applicant follows the on-line process as laid out by WCED.

The application form is printed and returned to Seamount.

The Seamount on-line application page and the Information Form for the current school to complete will be given to the parent to return together with any outstanding supporting documents as listed below.

The following supporting documentation must be attached to all Applications:

- Copy of prospective learner's birth certificate;
- Copies of ID documents of both parents or legal guardian or the parent assuming responsibility for the child;
- Copy of prospective learner's immunization record;
- Proof of residence of the parent with whom the child resides – utility bill less than 3 months old or current lease agreement or confirmed affidavit as aforementioned;
- Latest school report of prospective learner (If available - Compulsory for Grade 2 – 7 applications);
- Information Form from current school (supplied with application);
- Non-South African Citizens must also submit:

Either

- Copy of valid study permit and passport of parents and prospective learner, and;
- Proof that the applicant can meet their financial obligation to the school by means of a bank stamped letter providing the applicants bank balance – the full annual fee will be required should the pupil be accepted, and;
- Proof of medical cover.
- NOTE: Initial application may be made without the study permit and the prospective learner may be admitted subject to the issuance of a valid study permit by the Department of Home Affairs.

Or

- Certified copy of Permanent Residence permit which includes the name of the prospective learner as a dependent of the named adult.

Or

- Certified copy of Asylum Seeker Permit or Refugee Status certificate which includes the name of the prospective learner as a dependent of the named adult. The original document must be produced.

The application will only be deemed complete when all the above documents are returned. Incomplete applications will not be processed.

NOTE:

- The provision of incorrect or misleading information on the Application Form or supporting documents will render the entire application void.
- Applications returned or submitted that are incomplete will not be processed. It is the parent's responsibility to provide the required information. On processing of a form, should incorrect documents be supplied or should documents be missing, then the application will not be processed and will be regarded as incomplete.
- The selected parent will be notified in writing, either by sms, email or letter, of the outcome of the application.
- Should a parent wish to appeal the outcome, a written appeal must reach the school no more than 2 weeks after the parent has been notified of the outcome.

8. Admission Criteria

In addition to the above, the School will also apply the following admission requirements:

- A prospective learner must be within the age cohort for the particular grade in which they would be placed, as defined by the WCED from time to time.
- The prospective learner must not have been expelled from another school.
- The prospective learner must be capable of communicating in English.
- While the School recognizes the rights of prospective learners with special education needs, such admission will be at the discretion of the SGB in consultation with the Principal and relevant support services, having taken into account the needs of the prospective learner as well as the infrastructure and current human, physical and financial resources of the School, which resources the school ought to provide if accepting such learner/s.
- The School reserves the right to require successful learners and their parents/guardians to attend an interview.