

WELKOM SECONDARY SCHOOL



SCHOOL GOVERNING BODY

LEARNER ADMISSION POLICY

Policy approved 10 June 2018

1. Preamble

The Admission Policy of Welkom Secondary School has been drawn up to be non-discriminatory and was taken up under advisement to comply with provincial and national standards and legislation.

Admission to a school will always be an emotional issue, which must be handled and managed responsibly. The School Governing Body at Welkom Secondary School uses the following principles to admit learners to our School.

2. Admission criteria

- Welkom Secondary School has historically drawn learners from two main "Feeder schools" being Bronville Primary School and Golden Park Primary School. However, a new primary school was started in the vicinity and therefore cannot be excluded.
- The schools capacity is currently 950 learners
- This number is dependent on the Staff Establishment as determined by the department of education and the number of additional classrooms added to the school.
- The number of Grade 8 learners admitted to the school in any given year will be calculated as follows:
950 – [Total number of Grade 8 to Gr11 learners enrolled at the school on 31 November in the year of application]
All learners who apply and qualify for admission before 30 September will be placed on an A-list.
- Preference will be given to learners whose parents reside closest to the School or whose parents' work place is closest to the school.
- Preference would also be given to learners who have brothers and/or sisters in our School. This however is only a consideration in terms of cost effectiveness to the parents.
- We will only admit learners who are within the national age norm meaning the grade plus six years, for example: Grade 8 + 6 = 14 years old. However, to accommodate learners that have either been kept back in a phase or that were enrolled at schools at a later age, we will accommodate learners who have the age of the grade plus seven, for example: Grade 8 + 7 = 15 years old.
- Any learner who is 2 years older than the age norm, Grade 8 + 8 = 16 years, must obtain special permission from the HOD of Education in the Free State [Represented by the District Director] to be admitted to the school.
- The age norm is also applicable to Grades 9 to 11.
- The School also has to cater for its own failures / withdrawals. This usually constitutes about 20 learners.
- The percentage in the above points makes up a 100% of the enrolments. If however, applications are received that do not fall in those categories, they would be put on a waiting list, **B-list** and placed as space becomes available.
- The above principles will also apply to Learners who apply for admission to the school for Grade 9 to Grade 11.
- Learners will only be registered at the school after receiving a letter of acceptance, issued by the Principal of Welkom Secondary School.

3. Appeal procedure

If the School refuses a learner, the parent is entitled to appeal to the HOD, through the District Office of Education in writing.

The School Governing Body will accept the outcome of the appeal in full.

4. Documentation

Parents/Guardians may apply for admission from the date announced by the Department, with the following documentation:

- A copy of the learner's Identity Document/Birth Certificate;
- Immunisation Card;
- Transfer Card (if applicable);
- The latest Report Card;
- Copy of Water & Lights Account (or any other Proof of Residential Address).
- A copy of the ID document of both parents and guardians who enrol the learner.
- A non-refundable donation of R150.

5. General

As required by legislation the School will and may not discriminate on grounds of religion or language. It is however the wish of the parent body of the school that an Afrikaans / English and Christian ethos is part of the school and its history. The medium of instruction is Afrikaans and English and will be viewed in the school as the Primary Language of learners and the values, attitudes and moral preparedness will be of a Christian perspective.

The School Governing Body may from time to time amend, modify, supplement and/or alter the contents of this document.

Signed at WELKOM on this day of 2018.

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F AUGUS
CHAIRPERSON: SGB

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GJ DE JAGER
PRINCIPAL

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JE WILLEMSE
SECRETARY