



# **RUSTENBURG GIRLS' HIGH SCHOOL**

## **ADMISSION POLICY**

*Revised March 2020*

### **1. PREAMBLE**

Rustenburg Girls' High School is a high school (Grades 8 to 12) for girls. Rustenburg Girls' High School is open to all learners whose gender and age are appropriate for the school as declared.

All prospective learners need to submit the relevant application form and supporting documentation as listed in this policy document. Furthermore, applications will be processed by an admissions panel in accordance with this policy.

The school is a fee-paying school. School fees are payable in advance, at the start of the academic year, but the school offers various payment options designed to meet the needs of parents/guardians from different economic backgrounds, and also offers a discount if the annual fees are paid in advance and in full by end of December. For those meeting the relevant criteria as enumerated and in *the Regulations for the Exemption of Parents from the Payment of School Fees*, total or partial exemption from the payment of school fees may be granted upon application to the school.

Rustenburg Girls' High School requires that parents/guardians and learners familiarize themselves with the Code of Conduct of the school, as the learner will be subject to and bound by the Code of Conduct for Learners (where necessary and appropriate, with the granting of concessions based on particular religious or cultural circumstance).

### **2. INTERPRETATION**

In this policy any expression to which the meaning has been assigned in the National Education Policy Act, 1996 (Act 27 of 1996) as amended, and the South African Schools Act, 1996 (Act 84 of 1996) as amended, has the same meaning.

### **3. FOREWORD**

3.1 In terms of section 5(5) of the South African Schools Act of 1996, the Governing Body of a public school must determine the admission policy of that school.

3.2 The Governing Body of Rustenburg Girls' High School has accordingly constituted the following as the Admission Policy of the school, in the belief that its provisions are consistent with:

3.2.1 The Constitution of the Republic of South Africa (Act 108/ 1996).

3.2.2 The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.

3.2.3 The South African Schools Act (Act 84/1996) and subsequent amendments.

3.2.4 The Western Cape Provincial School Education Act (Act 12/1997, as amended).

3.2.5 The Promotion of Administrative Justice Act (Act 3/2000).

3.2.6 The Occupational Health and Safety Act. (Act 85 of 1993, as amended).

3.2.7 Relevant national and provincial admission policies and circulars, including the Western Cape Education Department Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools (Circular 0040/2004, The Western Cape Education Department Policy on Managing Learner pregnancy in Public Schools (Circular 0121/2003) and The Admission of Over-Age Learners to Public Schools (Circular 0240/2003).

3.2.8 Judgments of the Constitutional Court on the rights, powers and obligations of school governing bodies.

- 3.3 Whereas Rustenburg Girls' High School is a public school, the School Governing Body:
- 3.3.1 acknowledges that it has been entrusted with a public resource which must be managed not only in the interests of those who are learners and parents/guardians at the time, but also in the interests of the broader community in which the school is located, and in the light of the values of our Constitution;
  - 3.3.2 defers to the relevant legal provisions, and enactments and court judgments to the extent that they are valid and binding upon them and take precedence over the right of the School Governing Body to determine the admission policy of the school;
  - 3.3.3 commits to working in partnership with the Head of Department to find workable solutions to matters of disagreement, and to engage meaningfully and in good faith on any disputes, including disputes over this policy and any decision taken on the basis thereof; and
  - 3.3.4 agrees that any such engagement will be directed towards furthering the interests of learners, taking account of the best interests of the child in so far as this does not impinge upon the rights or best interests of other children.
- 3.4 At the same time it requires of the Principal, the Head of Department (Western Cape Education Department) and their delegates that they will at all times during any admissions process take the provisions of this policy into account (including the calculated capacity of the school which has been set at 900 learners, distributed 180 per grade and 30 per class over 6 classes), and apply it fairly and in accordance with the applicable law.

#### 4 POLICY

**NOTE:** This admission policy should be read in conjunction with the Rustenburg Girls' High School's Code of Conduct for Learners.

- 4.1 It is the aim of the school to:
- 4.1.1 Provide an environment where the race, culture, religion and economic standing of the individual are not an impediment to her access to, or progress in, any aspect of school life.
  - 4.1.2 Make provision during the enrolment process for applicants from a variety of backgrounds, including disadvantaged backgrounds.
  - 4.1.3 Promote transformation in line with the country's Constitution and eradicate such policies or practices which are unfairly discriminatory.
- 4.2 It is the policy of the school that:
- 4.2.1 No pupil will be refused admission on grounds of race, culture, language, religious belief or financial circumstance. This aspect of the admission policy will be applied with due cognizance of the fact that it has been determined that the school is a single-sex school for girls, and thus only members of the designated gender will be admitted.
  - 4.2.2 Whereas it is determined that the medium of instruction is English, learners applying to be admitted to the school in preference to an equally-accessible public school where the language of teaching and learning matches the home language of the learner, need to be sufficiently proficient in English so as not to prejudice their ability to progress academically.
  - 4.2.3 Any pupil admitted to the school is admitted to the total school programme and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme on the grounds of an **inability** by a parent to pay the laid down school fees. This excludes activities which are not deemed to be part of the compulsory academic programme and for which additional fees may be charged for learners to participate. This includes, but is not limited to activities such as a cultural exchange programme, a leisure tour, the Matric Dance etc.

- 4.2.4 The admission of learners will be so managed that the school's intake aims to include representation of the major demographic segments (i.e. cultural, religious, racial and economic), without prescribing or accepting any predetermined quotas, numbers or proportions in respect of such representivity.
- 4.2.5 It is specifically noted that enrolment at any specific primary school does not provide automatic acceptance to this school, even if that school may be located geographically close to Rustenburg Girls' High School.
- 4.2.6 Similarly, enrolment of a sibling at, and/or family connections to, designated schools in a 'family' of schools (e.g. brother and sister schools) or Rustenburg Girls' High School does not provide automatic enrolment at this school.

## 5 ENROLMENT PROCEDURE

### Step 1:

An online application for admission must be completed for both Rustenburg Girls' High School and the Western Cape Education Department. This must be done by the due date for the relevant year, in accordance with provincial education department instructions.

An electronic head-and-shoulders photograph (JPG format) of the learner for whom application is being made, in her school uniform, must be uploaded as part of the online application process.

The following documents, as required by this policy, must be delivered to the Admissions Secretary of the school by the time and date indicated in the notifications for the relevant year:

1. Certified copy of the official, unabridged birth certificate of the learner;
2. Certified copy of the latest school report issued by the previous school attended by the learner;
3. Valid residence and study permits issued by the Department of Home Affairs if the learner is not a South African citizen;
4. Certified copies of parents'/legal guardian's Identity Documents or Passports;
5. Certified copy of the Identity Document of the person responsible for the school fee account of the learner (if not the parent or guardian);
6. Municipal rates or utility account or lease agreement as proof of residence (not more than three months old) in the name of the parent/guardian as proof of residential address;
7. Completed Learner Declaration and Information Form (Annexure A);
8. Completed Parent/Guardian Declaration (Annexure B);
9. Completed Confidential Referral Form from the learner's current school (Annexure C);
10. Such additional documents (or certified copies thereof) as may be required by the School Governing Body from time to time; and
11. For administrative purposes, single parents must submit, in addition, the following:
  - 11.1 A certified copy of the death certificate of the other parent, if deceased;
  - 11.2 A certified copy of the final divorce agreement, if divorced; and
  - 11.3 A copy of the Identity Document or Passport and contact details of the other parent if never married OR an affidavit confirming that the name and/or contact details of the other parent are unknown and unavailable, should this be a true reflection of reality.

### **NOTE:**

- ***All documents listed above must have been certified within the past three months.***
- ***Should the online application for admission be incomplete, or should any of the required documents not be provided, the application will not be considered.***
- ***It needs to be pointed out that it is a serious offence to provide false information, and that any applicant guilty of such action faces the possibility of criminal proceedings, imprisonment if found guilty, and the declaration of the application for admission to the school as null and void.***

Step 2:

Applications will be screened in terms of the admission criteria listed in this policy, and applicants will be shortlisted for possible admission on the basis of the school's admission policy. Parents/Guardians may be requested to present their daughter/ward for an information session before a decision on admission is made, should there be matters on which the school finds the need to seek clarity, or on which it is deemed necessary, in the best interests of the child, to provide clarity. Attendance at such an information session does not guarantee admission to Rustenburg Girls' High School.

Step 3:

Unsuccessful applicants will be informed at the earliest opportunity that they should make alternative arrangements for Grade 8.

**NOTE: Rustenburg Girls' High School, in common with many other neighbouring schools, is normally significantly oversubscribed and parents/guardians are strongly advised to ensure that, in addition to applying to this school, they have applied for admission for their daughter/ward to at least three other schools.**

Where an application for admission is refused, the Principal will inform the parents/guardians thereof in writing, furnishing reasons for the refusal.

Step 4:

Where an application for admission is successful, parents/guardians of the applicant will be notified in writing of provisional acceptance, and they will be required to return the completed acceptance forms before the closing date for acceptances. **Late submissions of such acceptance forms and/or forms filled in incorrectly and/or forms which are incomplete in material respects will not be able to be considered or processed, and the place will be offered to another applicant.**

Step 5:

Upon receipt of all the necessary documentation, a letter will be sent acknowledging this and reminding applicants that their enrolment can only be confirmed at the start of the new academic year when they submit their final school report, and a transfer form from their previous school has been received.

Step 6:

Successful applicants will receive details regarding school uniform, textbooks, stationery, fees, the orientation programme, etc. towards the end of the year of application.

Step 7:

In January, the learner's enrolment will be finalized upon:

1. Submission of her final school report confirming that she has passed the previous grade.
2. Submission of a transfer form from the previous school.
3. Submission of a completed and signed debit order form or payment of the annual school fees in full (including hostel fees, if applicable).

## 6 ADMINISTRATION OF THE ADMISSION POLICY

In order to achieve the foregoing, but also to ensure a just and equitable selection process **should the school be oversubscribed**, the measures listed below will be implemented in managing the admissions process.

- 6.1 At the start of each academic year the closing date for applications will be set and advertised, where relevant, in line with the instructions of the provincial education department.

- 6.2 Applications received by the closing date will be processed before those received after the closing date. Only after all applications received by the cut-off date have been dealt with, will the school process late applications.
- 6.3 It is specifically noted that the parents/legal guardians of a minor learner have the exclusive right to take an initial decision concerning which school they wish to apply to for their child/ward to be enrolled. Consequently, no application will be accepted or regarded as being valid unless it is made by the parent, legal guardian, person entrusted with the care of the minor learner by order of a competent court, or by a person authorised thereto, in writing, by one of the foregoing.
- 6.4 Where the number of applicants exceeds the number of available places in the **school, grade, class or subject** for which application is made, applicants will be placed on the following basis, bearing in mind the school's policy on non-discrimination:
- 6.4.1 Whether placement in the school is considered by the school to be in the best interests of the learner concerned.
- NOTE:** The ability of the school to provide adequately for the educational needs of the applicant (including, but not limited to, the language needs and other special needs) will be regarded as part of the best interests of the child, and will be considered before offering a place to a learner.
- 6.4.2 In accordance with the criteria listed in 7 below.
- 6.5 While no admissions test will be administered to applicants, other than where placement in a specific course programme is required e.g. Music, applicants and/or their parents/guardians may be expected to attend an information session with the Principal and/or a representative.
- 6.6 A written response to every application received will be forwarded to parents/guardians by the end of Term 2.

## **7 ADMISSION DECISIONS**

### **7.1 General expectations**

In considering applications, a potential learner will, in the first instance, be expected to:

- 7.1.1 Demonstrate a clear desire to be educated in a school environment such as the one provided by the school, with particular reference to single sex education.
- 7.1.2 Display levels of behaviour and self-discipline, including such that she is likely help create, maintain and enhance rather than to disrupt an orderly and disciplined school environment, the teaching process of the school, or the learning of the other learners.
- 7.1.3 Convince the school in personal discussion and/or a written deposition that she will be able to cope academically with the specific pressures and unique demands of the school, as well as the language medium of the school, and that the admission will be in the best interests of the learner.

### **7.2 Factors and circumstances to be borne in mind during the admissions decision processes**

The precise application of the admission criteria and the weighting afforded to each of the criteria shall remain within the discretion of the School Governing Body. The criteria are as follows:

- 7.2.1 The transformational aims and imperatives relevant to the school.
- 7.2.2 Applications for admission to the school hostel and to the school will be managed simultaneously, ensuring that no learner is granted admission to one but not the other, where geographical circumstance makes her exclusion from one institution an automatic exclusion from the other.

### **General criteria binding on all applicants**

- 7.2.3 The successful completion of or promotion out of the grade immediately below the grade to which admission is sought.
- 7.2.4 The age of the applicant (i.e. learner to be admitted.) Please note that an applicant whose age varies by more than two years relative to the statistical age norm of the grade cohort will not **normally** be accepted into the school. (Statistical age norm = grade to which admission is sought + 6: e.g. statistical age norm for grade 8 = 8 + 6 = 14: an applicant aged 16 may therefore not be admitted to Grade 8.)

### **Further discretionary criteria for admission, which are set out in no particular order**

- 7.2.5 Being in receipt of a scholarship, sponsorship or bursary, where the receipt thereof requires the recipient to attend Rustenburg Girls' High School.
- 7.2.6 A sound record by the applicant in fields such as behaviour/discipline, leadership, academics, sport, arts, culture and community service, as well as a suitable reference from the current school (Annexure C). This will be balanced by also enrolling learners who, according to the professional judgement of the principal, demonstrate the **potential to benefit** from the educational opportunities on offer and/or to **contribute meaningfully** to the school in any aspect, including in extra-curricular participation.
- 7.2.7 The applicant's understanding of and ability to converse in the medium of instruction at the school at such level that language will not be an unreasonable impediment to her academic progress.
- 7.2.8 Such unique personal circumstances, interests or capabilities as may pertain to the applicant and which suggest that her admission would be in the particular interests of the child.

### **7.3 Special criteria for the admission of learners to the school hostel**

The capacity of the hostel is limited to a maximum of 76 girls, with a proposed spread across the grades of approximately 14 to 16 girls per grade. Once it has been ascertained that places in the hostel are available, such places will be allocated to applicants based on the following discretionary considerations, which are set out in no particular order:

- 7.3.1 That it shall be in the best overall interests of the child to be accommodated in a hostel rather than at home;
- 7.3.2 That there are no objective reasons (including fair and objective provisions contained in this policy) for the exclusion of the applicant from admission to the school served by the hostel, and that she is admitted to the school;
- 7.3.3 That the learner is a South African citizen or is a permanent resident or qualifies for a study permit;
- 7.3.4 The length of time for which boarding is required. Preference will be given to those who will require boarding for the duration of their high school career;
- 7.3.5 The distance of the learner's permanent residence from the school. Preference will be given to those who live furthest away and need boarding in order to attend the school;
- 7.3.6 That the parents/guardians are able to provide alternative accommodation for out weekends and school holidays;
- 7.3.7 That the learner has a sibling who is currently a boarder at Rustenburg Girls' High School; and
- 7.3.8 If, despite the fact that all applicants meeting the above criteria have been accommodated, there remain vacancies in the hostel, applicants who would otherwise be excluded in terms of any of the above criteria may be offered admission to the hostel in an order based on the professional judgement of the Principal and his hostel admissions committee, taking the best interests of the child into consideration.

## 8 RE-ADMISSION AFTER REMOVAL FROM THE ROLL

It may happen that a learner's record has been cancelled in the class register (i.e. the learner has been removed from the learner roll) on the grounds of "continued absence" (see paragraph 55(e) of the National Education Department's Policy on Learner Attendance). This may occur following poor attendance and must be carried out in accordance with the procedures enumerated in the national or provincial attendance policies.

Should such a learner then apply for re-admission to the school, the application should be considered and the Rustenburg Girls' High School Admission Policy and its various criteria applied, but only after:

- 8.1 It has been ascertained that there is a vacant place in the school;
- 8.2 A serious discussion has been held with both learner and parent(s)/guardian(s) in which the problems which led to the absence are clarified and addressed, and in which the expectations on all parties, should the learner be readmitted, are clarified (See paragraph 18, especially (d) of the National Learner Attendance Policy);
- 8.3 The learner and her parents/guardians have convinced the school that her re-enrolment will be in the best interests of the learner;
- 8.4 The learner and parents/guardians have provided the school with a genuine and credible undertaking that the learner's future attendance is likely to accord with expectations;
- 8.5 The parents/guardians have accepted that they and the learner have a responsibility in assisting with and ensuring that all work missed during the period of absence is made up (See paragraph 18(e) of the policy); and
- 8.6 The school has spelt out clearly what role it will play in the behavioural and academic rehabilitation of the learner (See paragraph 25(e) of the policy).

If the learner is re-admitted, the admission will be treated as a new one, and a new entry for the learner must be made on the learner roll (See paragraph 59 of the policy).

## 9 FINAL TOTAL NUMBER OF ADMISSIONS

It is accepted that the School Governing Body's powers in respect of admissions are not unfettered, that this policy is not immune to intervention, and that the policy does not inflexibly bind other decision-makers in **all circumstances**. Thus, the final number of learners accepted into the school at any one time may vary from the above on the basis of specific enrolments and the subject choices of individual learners in a particular year, or upon the intervention of the Head of Department (Western Cape Education Department), with the understanding that any decision to overturn an admission decision of the Principal, or depart from this admission policy, must be exercised reasonably and in a procedurally fair manner.

The class, grade and school enrolment shall in any event not exceed the calculated capacity by more than 2% in any one grade or two learners in any one class without the ratification by the School Governing Body of a motivated explanation from the admissions panel or Head of Education (Western Cape Education Department) for moving to such significant extent beyond the limits laid down in this policy.

## 10 APPEALS

Decisions taken in terms of this policy are taken by the Principal, acting on behalf of the Head of Department in this province. Anyone aggrieved by such decision has the right to appeal to the MEC (Minister of Education) in the province against the decision.

## **11 PROMULGATION AND ACCEPTANCE OF THE POLICY FOR ADMISSION TO RUSTENBURG GIRLS' HIGH SCHOOL**

Adopted on 17 May 2011 by the School Governing Body of Rustenburg Girls' High School: subject to the provisions of the South Africa Schools Act, Act 84 of 1996 and Section 28(2) of the Constitution. Amended and adapted in line with the relevant legislative changes and court rulings on 5 March 2019.

### **SIGNATURES**

#### **1. SCHOOL GOVERNING BODY CHAIR**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

#### **2. PRINCIPAL**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_