Rustenburg Girls' High School

Admission Policy

Revised: February 2026

1. PREAMBLE

1.1 Rustenburg Girls' High School (RGHS) is a high school (Grades 8 to 12) for girls. RGHS is open to all learners who are assigned female at birth. The purpose of RGHS is and always has been to provide an empowering education for girls and to be a leader in girls' education and advocacy for women in South Africa.

1.2 All prospective learners need to complete the relevant Western Cape Education Department (WCED) online application and upload and submit the required supporting documentation, in accordance with the instructions from the provincial education department. Applications will be processed by an internal RGHS admissions panel.

1.3 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, as determined/agreed by the parent body at the annual budget meeting.

1.4 RGHS requires that parents/guardians and learners familiarise themselves with the Code of Conduct of the school as the learner will be subject to and bound by this Code of Conduct for Learners as well as the School Rules and Regulations which can be found on our website.

2. INTERPRETATION

2.1 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 RGHS 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 (SASA) (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 The Basic Education Laws Amendment (BELA) Act (Act 32 of 2024).

3.2.8 Relevant national and provincial admission policies/regulations.

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

3.3 Whereas RGHS is a public school, the School Governing Body (SGB):

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 SGB 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.

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 (WCED) 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 RGHS's Code of Conduct for Learners (see 1.4 above).

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 sex, as per the Preamble, will be admitted.

4.2.2 admissions will be based on the number of educators, the school's facilities and the choice of subjects offered at the school, and that the school shall accommodate no more than 900 learners at any time. All classes shall normally consist of approximately 30 learners. At 180 pupils a grade is deemed to be "full". Of the 180 learners that RGHS is able to accommodate, 14 to 16 will be boarding places in grade 8 annually.

RGHS has over the past few years received in excess of 1200 day learners and 60 boarding applications annually. The School and SGB appreciate that the School cannot accommodate all learners who apply and that some process of selection regarding the admission of learners is inevitable. To prevent unfair discrimination, it has become necessary to apply certain admission criteria in selecting new learners. Therefore, and in view of the foregoing, it is the School's policy that preference be afforded to applications that meet the admission criteria listed in this policy document.

4.3 **iPad Programme** – RGHS operates a one-to-one iPad programme, and the iPad devices play an integral role in the academic programme of the school. The school purchases the iPad device for the learner, and the device will remain the property of the school while the learner is enrolled here. The cost of the iPad device is funded in part by the payment made on acceptance of the offer of a place, and in part by an allocation from the school fees paid in the first few years at RGHS.

4.4 **Fee-Paying Requirement** - RGHS is a fee-paying school, and school fees play a critical role in maintaining the quality of education and resources provided. While all applicants are considered in accordance with the South African Schools Act (SASA) and relevant education policies, parents/guardians are expected to fulfill their financial obligations to support the school. In accordance with the Regulations for the Exemption of Parents from the Payment of School Fees, parents who meet the prescribed criteria may apply to the school for consideration of partial or full exemption from the payment of fees.

4.5 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. These include, but is not limited to, activities such as a cultural exchange programme, a music/sport/leisure tour, the Matric Dance etc.

4.6 Likewise, the parents' refusal to subscribe to the School Mission, Code of Conduct or agree to sign the General Indemnity form shall not be sufficient reason for a child to be suspended from classes or denied access to cultural, sporting or social activities of the formal school programme

4.7 The school recognises the right of all children to access basic education, irrespective of their citizenship or immigration status and no learner will be denied admission solely on the basis of being a non-citizen or lacking documentation. This includes learners who are asylum seekers, refugees, undocumented migrants, or children of foreign nationals.

4.8 The SGB has determined that the Principal shall have the discretion to admit learners subject to the provisions of this policy. The absence or presence of any of the factors set out above does not mean that a learner will be refused or guaranteed admission to the School.

5. ADMISSION CRITERIA

5.1 Receipt of a completed **WCED online application**, which includes the required attachments, **by the published deadline**.

5.2 Applicants must be assigned **female at birth**.

5.3 The age of the learner must be **within two years of the statistical age norm** for the grade. 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).

The school complies with the South African Schools Act, which restricts repetition to once per phase unless approved by the Head of Department. All decisions are guided by the applicable national progression and promotion policy.

5.4 Learners need to be **sufficiently proficient** in English so as not to prejudice their ability to progress academically. The School is an English-medium institution equipped with human resources to cater for those learners whose mother tongue or chosen language of learning and teaching is the medium of tuition at the School.

5.5 **Academic Performance** - It is a condition of final acceptance that an applicant must have been promoted out of the grade immediately below the grade into which admission is sought.

RGHS is a school that prepares learners for further education and as such has a focus on academic excellence. The learner must, therefore, be able to cope academically with the specific pressures and unique demands of the school. RGHS has a strong academic focus. Preference will be given to applicants with high academic achievement, particularly in English and Mathematics. Learners from primary schools with similarly high academic standards/a similar focus on academic excellence, and which have a record of high systemic results, will be given preference.

It is specifically noted that **enrolment at any specific primary school does not provide automatic acceptance to this school**, even if that school is located geographically close to RGHS. However, efforts will be made to place learners from all-girls primary schools with similar academic standards within the limits of available space and other criteria. (See 5.7 below)

5.6 The applicant's **unique ability and potential** to add value to the school in various aspects of school life. Preference will be given to applicants with a record of involvement, leadership and/or who demonstrate an interest in one or more of the cultural and sporting activities which form part of RGHS's co-curricular programme, taking into account that there are primary schools that do not offer these kinds of opportunities. This will not be used as a limiting factor for acceptance.

5.7 **Preference Considerations**

5.7.1 **All-Girls' Primary Schools:** We will prioritise placing scholars from all-girls' primary schools, within the parameters of the listed criteria. There are a number of such primary schools in close proximity to RGHS and *attendance at these schools will not guarantee acceptance* at RGHS.

5.7.2 **Siblings and Alumnae:** Applicants who have siblings currently enrolled at RGHS or whose parents, older siblings and/or other family connections, attended RGHS may be given preference, provided they meet all other criteria. Enrolment of a sibling and/or

family connections at designated schools in a 'family' of schools (e.g. brother and sister schools), or at RGHS, *does not provide automatic enrolment at this school*.

5.7.3 **Provincial Representation:** Learners who represent the province in academic, co-curricular or extra-curricular activities and have a strong academic record may be given preference.

5.7.4 **Sporting Excellence:** While academic achievement remains the primary selection criterion, preference may also be given to applicants who excel in sports.

5.8 Applicants should have displayed levels of **behaviour and self-discipline** at their previous school(s) such that they are likely to help create, maintain and enhance an orderly and disciplined school environment, the teaching process of the school, and/or the learning of the other students.

5.9 The School has no specifically designated catchment/feeder zone, however, learners who reside permanently within a **commutable distance** to the School and for whom RGHS is a suitable option may be given preference over learners who do not reside permanently within a commutable distance to the School and who have not been admitted to the School's hostel, provided they meet all other criteria for admission.

5.10 Any learner who receives a **scholarship or bursary** of any kind that is recognised by RGHS and that is conditional upon them being in attendance at the School *may be given preference* provided they meet the criteria for admission as set out in this document.

5.11 **Additional Considerations -** 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, *within the financial constraints placed upon the budget of the school.*

5.12 **Boarding Applications** - Learners applying for hostel accommodation must meet the selection criteria outlined above and must be able to demonstrate that living in the hostel is in their best interest.

5.13 The school reserves the right to assess whether placement at RGHS is **in the best interest of the applicant**.

6. ENROLMENT PROCEDURE

6.1 Please see the WCEDs admissions portal (WCED Admissions Portal) for all information regarding the admissions process. This includes, but is not limited to: A link to the application for admission, supporting documents required, admissions dates, Terms and Conditions for the admissions process, etc.

6.2 The school maintains the WCED admissions register in accordance with the BELA Act, which records all applications received, along with outcomes and reasons for any refusals.

6.3 Should the online application for admission not be completed in its entirety, or should any of the required supporting documents not be provided, the application will be considered "**Incomplete**" and will not be processed.

6.4 **"Late" Applications** (these are applications received after the prescribed WCED opening and closing dates) will only be processed and considered **AFTER** all applications received on-time and **ONLY** if there are still places available.

6.5 RGHS, like many other neighbouring schools, is normally significantly oversubscribed and parents/guardians are strongly advised to ensure that they have applied for admission for

their child to at least five other schools.

6.6 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 application for admission to the school will be null and void.

6.7 All documents and information collected will be processed in accordance with RGHS's Protection of Personal Information Policy.

7. 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.

7.1 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.

7.2 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.

7.3 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 on the designated WCED portal.

7.4 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:

7.4.1 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, academic 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.

7.4.2 In accordance with the criteria listed in 8 below.

7.5 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. Where it would be in the educational interest of a learner, they may be requested by the Head of Department (Education) to undertake a suitable test to assist a placement decision.

8. ADMISSION DECISIONS

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

The precise application of the admission criteria and the importance afforded to each of the criteria shall remain within the discretion of the SGB. Additional factors for consideration are as follows:

8.1.1 The transformational aims and imperatives relevant to the school.

8.1.2 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 circumstances make her exclusion from one institution an automatic exclusion from the other.

8.2 **Special criteria for the admission of learners to the school hostel**

RGHS only offers weekly boarding at the 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. Hostel applicants will be interviewed as part of the selection process. 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:

8.2.1 The learner meets the criteria for acceptance to the school.

8.2.2 That it shall be in the best overall interests of the child to be accommodated in a hostel rather than at home.

8.2.3 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 they are admitted to the school.

8.2.4 That the learner is a South African citizen or is a permanent resident or qualifies for a study permit.

8.2.5 The length of time for which boarding is required. Preference may be given to those who will require boarding for the duration of their high school career.

8.2.6 Preference will be given to those who live furthest away and need boarding in order to attend the school. Those learners for whom a commute would be more difficult may be given preference over those who live geographically closer to the school. This does, however, not exclude learners living close to the school from being offered spaces.

8.2.7 Learners who currently have siblings in the hostel may be given preference over other applicants. Having a sibling in the hostel does not, however, guarantee automatic acceptance to the boarding facility.

8.2.8 Learners who demonstrate independence will be given preference.

8.2.9 Learners who demonstrate a commitment to school programmes and for whom it would be beneficial to live on campus will be given preference.

8.2.10 That the parents/guardians are able to provide alternative accommodation for weekends and school holidays.

8.3 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.

8.4 Applicants for boarding spaces will undergo an interview to ascertain the fulfilment of the above criteria.

9. 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 RGHS Admission Policy and its various criteria applied, but only after:

9.1 it has been ascertained that there is a vacant place in the school;

9.2 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);

9.3 the learner and her parents/guardians have convinced the school that her re-enrolment will be in the best interests of the learner;

9.4 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;

9.5 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

9.6 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 on Learner Attendance).

10. FINAL TOTAL NUMBER OF ADMISSIONS

It is accepted that the SGB'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 (WCED), 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 SGB of a motivated explanation from the admissions panel or Head of Education (WCED) for moving to such significant extent beyond the limits laid down in this policy.

11. 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 a decision has the right to appeal to the Minister of Education in the province against the decision.

12. PROMULGATION AND ACCEPTANCE OF THE POLICY

Adopted on 17 May 2011 by the SGB of RGHS, subject to the provisions of the South Africa Schools Act, Act 84 of 1996 and Section 28(2) of the Constitution.

13. DOCUMENT CONTROL

Date	**Action**
17 May 2011	Adopted by SGB
5 March 2019	Amended and adapted in line with the relevant legislative changes and court rulings
March 2022	Updated in line with WCED regulations
February 2024	Revised and updated to clarify that the school was accepting application from female learners only, increased emphasis on the fee-paying nature of the school and assorted grammatical updates. Admissions processes amended in line with new WCED processes.
February 2025	Admissions Criteria reviewed and updated. Policy updated in line with WCED requirements.
August 2025	Amended to strengthen requirement on parents to pay school fees, and inclusion of iPad devices.

25 February 2026