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ADMISSIONS POLICY OF Hoërskool Pretoria-Noord

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1.	TITLE OF THE POLICY	The Admission Policy of Hoërskool Pretoria-Noord
2.	EFFECTIVE DATE	25 May 2019
3.	DATE OF NEXT REVIEW	<ul style="list-style-type: none"> • April 2021 (after SBG elections) • This policy is subject to review every three years • When there is a change in the relevant legislative framework; OR • whenever circumstances so require; OR • At the request of the Head of Department
4.	REVISION HISTORY	As amended on 15 May 2019 (previous admission policy approved on 22 March 2018)

5. PREAMBLE

5.1 Section 5 (5) of the South African Schools Act, Act 84 of 1996 (SASA) mandates the school governing body (SGB) to determine the admission policy of a school. The admission policy of **Hoërskool Pretoria-Noord**, hereafter *this admission policy* is aligned to the admission policy published in terms of the National Education Policy Act, 1996 and other relevant policies as per the policy framework.

5.2 This admission policy articulates this school's commitment to ensuring that all learners have access to quality education without any fear of discrimination on any grounds whatsoever. To this effect, any learner that applies for admission to any grade in this school will be subjected to a fair and equitable admissions process that is aligned to all relevant National and Provincial legislation.

6. DEFINITIONS AND ACRONYMS

6.1 Definitions

TERM	DEFINITION
Learner	Any person registered to receive education at the school
District Director	Means the official of the department delegated by the Head of Department for the administration of admission of learners
Feeder zone	The area that a school should prioritise when admitting learners and taking into consideration learners who live close or whose parents work close to that school
Head of Department	Means the head of the Department of Education in Gauteng
Parent	Means - (a) the biological or adoptive parent or legal guardian of a learner; (b) person legally entitled to custody of a learner; or (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) or (b) towards the learners' education at the school
Principal	Means an educator appointed or acting as the head of a school
School Governing Body	Means the relevant body responsible for governance issues at the

TERM	DEFINITION
	school
Sibling	Means a learner who satisfies all of the following requirements— (a) he or she is enrolled at the school in the year for which the applicant learner seeks admission (b) he or she resides in the same household as the applicant learner; and (c) he or she has at least one parent who is also the parent of the applicant learner
This School	Refers to Hoërskool Pretoria-Noord
Focus school	Means a public school that provides education with a specialized focus on particular talents including, but not limited to, sport, performing arts or creative arts
Confidential report	Means a report containing information about the financial status of a parent, whether the parent can afford school fees and employment details of a parent or information relating to the health, misconduct or behavior of a learner that may be used to unfairly discriminate against a learner
Register of applications for admission	Means waiting list A and waiting list B of names of learners who have applied for admission to the school
Register of Admissions	Register of all learners enrolled at the school

6.2 Acronyms

ACRONYMS	EXPLANATION
SGB	School Governing Body
HoD	Head of Department
MEC	Member of the Executive Council

7. APPLICATION AND SCOPE OF THE POLICY

- 7.1 This policy applies to the learners, parents of learners at the school, educators, support staff, the school management and applicant learners to the school.

8. LEGISLATIVE FRAMEWORK

- 8.1. The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), as amended
- 8.2. National Education Policy Act, 1996 (Act No. 27 of 1996), as amended
- 8.3. South African Schools Act, 1996 (Act No. 84 of 1996), as amended
- 8.4. National Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended
- 8.5. Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended
- 8.6. Gauteng Education Policy Act (Act No. 12 of 1998), as amended
- 8.7. Refugees Act, 1998 (Act No. 130 of 1998), as amended
- 8.8. Immigration Act, 2002 (Act No. 13 of 2002), as amended
- 8.9. Gauteng Admission of Learners to Public Schools (General Notice 4138 of 2001), as

amended

- 8.10 National Education White Paper 6: Special Needs Education (Building an Inclusive Education and Training System, 2001)
- 8.11 National Regulations for the Exemption of Parents from Payment of School Fees, General Notice 29311 of 2006
- 8.12 National Regulations relating to Minimum Uniform Norms and Standards for Public School Infrastructure, 2013

9. PURPOSE OF THE POLICY

- 9.1. The purpose of the admissions policy is to facilitate admission to the school by setting out the following crucial information:
 - 9.1.1. Aspects under which no learner may be refused admission to the school
 - 9.1.2. The admission age for learners at the school and compulsory school attendance
 - 9.1.3. Admission of learners to public schools who live within and outside the feeder zone of the school as determined by the MEC.
 - 9.1.4. Re-registration for learners already in this school, including repeat learners.
 - 9.1.5. Registration of new learners
 - 9.1.6. Late registrations
 - 9.1.7. Proof of documentation required for admission
 - 9.1.8. Register of applications for Admission
 - 9.1.9. Register of Admissions
 - 9.1.10. Capacity of the school

10. GENERAL PRINCIPLES REGARDING ADMISSION

- 10.1 A learner may not be refused admission to this school:
 - (a) on grounds that constitute unfair discrimination, including on the grounds of race, ethnic or social origin, color, gender, sex, age, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV and AIDS status, or any other illness;
 - (b) because his or her parent—
 - (i) is unable to pay or has not paid the school fees, registration fee or deposit determined by the governing body;
 - (ii) does not subscribe to the mission statement of this school and code of conduct of this school; or
 - (iii) has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner;
 - (c) to any part of the total school program;
 - (d) on the grounds that the learner is not entering into boarding accommodation offered by the school (This section is only applicable to schools with boarding facilities); or
 - (e) because he or she is unable to provide the school with the documentation required in regulations 6(1) and 12.
- 10.2 Neither the governing body of this school nor a person employed at this school may request the current and /or previous school of a learner or the learner's parent(s), to furnish this school with a confidential report in respect of that learner.

- 10.3 On receiving admission to this school, a learner may not be denied: access to class, cultural, social or sporting activities of this school, receipt of a school report or transfer certificate or otherwise victimised on the basis of 10.1 a – e, as the learner must be admitted to the total school programme.
- 10.4 This school is a fee-paying school. Parents who are unable to pay school fees may apply for exemption as per SASA 39 (4); OR
- 10.5 The governing body of this school may not administer any test related to the admission of a learner to this school, or direct or authorise the principal of the school or any other person to administer such tests

11. POLICY STATEMENTS

11.1. Administration of Admissions

The principal of the school has been delegated with the powers and the responsibility for the administration of admission of learners by the Head of Department. It remains the prerogative of the Head of Department to withdraw the delegated powers of the principal if he/she deems it necessary to withdraw such powers. In administering admissions for returning and or in-grade (Grade 9-12) learners, the principal shall work through the School Admissions Committee.

The administration of admissions deals with the following:

- (a) Informing all parents that the school is open for admissions and outlining the procedures to be followed for admissions;
- (b) Assisting parents of Grade 8 applicants to make online applications on the department's Admissions Online Application System, including accepting and processing online verification of documents submitted by parents;
- (c) re-registering learners currently at the school;
- (d) issuing and receiving of application forms to parents of in-grade (Grade 9 – 12) learners;
- (e) adjudication of applications for admissions;
- (f) issuing of transfer cards;
- (g) issuing of notices confirming the status of the application;
- (h) informing unsuccessful applicants of objection and appeal procedures;
- (i) after admission, informing successful applicants of fee status and related processes;
and
- (j) maintaining both a register of applications for admission and a register of admissions.

11.2. The Admissions Process

11.2.1. Admission Period

The Principal should ensure that the admission process commences on the first day and ends on the last day prescribed by the Department unless the school is declared full by the District Director before the end of the admission period.

11.2.2. Informing Parents

- (a) After the Head of Department has pronounced the opening of the admission period, the school will communicate the commencement and end of the admission period as well as the re-enrolment period for in-grade (Grade 9-12) learners and the application period for entry grade learners, by using the following means of communication: parents meetings, letters to parents and the school website.
- (b) In addition to (a), the school will make use of sms notifications, newsletters and/or posters,
- (c) Upon request, the school will distribute to parents any advocacy material made available by the Department.

11.2.3. Application for Admissions

- (a) Application for admission of a learner to Grade 8 may only be done through the on-line application system available on the Department's website.
- (b) This school will neither offer any hard copy application forms for admission to any parent applying for admission to Grade 8, nor request parents to use the school's online admissions application system to apply for Grade 8.
- (c) Applicants must submit the following supporting documentation for admission to the school within 7 days of application:
 - i. A certified copy of the learner's birth certificate
 - ii. A certified copy of the parent's identity document, or sworn affidavit in a case where the parent does not have an identity document;
 - iii. Proof of the parent's residential or work address;
 - iv. In the event of a sibling at the school, proof of sibling relationship.
- (d) Parents applying for admission of in-grades (Grade 9 – 12) to this school for the first time will be issued with an application form which must be duly completed and returned to the school within the stipulated timeframes. (Refer to Annexure A for Application form).
- (e) In cases where a learner transfers from one public school to another or applies for an entry grade other than Grade 1, in addition to (i) to (iv) above, the parent must submit the following from the previous school:
 - I. A transfer card; and
 - II. The learner's last report card.
- (f) In a case where a parent is unable to submit the birth certificate of the learner or has only submitted a written affirmation or sworn written statement about the age of a learner, the learner will be admitted conditionally for a period of six weeks, allowing the parent to obtain a copy of the birth certificate from the Department of Home Affairs.
- (g) The school principal will refer cases of parents who fail to submit documents within the stipulated six-week period to the District Director, who may extend the period on good cause shown by the parent.
- (h) The principal will report undocumented learners, annually, to the Department by—

- (i) submitting a list of undocumented learners through the office of the District Director to the Provincial Director responsible for admissions; and
 - (ii) maintaining a database of undocumented learners.
- (i) On submission of a completed application, parents will receive an allocated waiting list number in writing from the relevant admissions register.

11.2.4. Adjudication of Applications

(a) Learners already enrolled at the school

Annually, during the re-enrolment period prescribed by the Department, learners already enrolled at the school must complete a prescribed application form for re-registration at the school. The schools submit the re-enrolment information to the Department on a quarterly basis.

(b) Entry grade Admission

An applicant for an entry grade admission to a school is eligible for admission if—

- (i) the applicant learner's place of residence is closest to the school within the feeder zone;
- (ii) the applicant learner has a sibling attending the school;
- (iii) the place of employment of at least one of the applicant learner's parents is within the feeder zone of the school;
- (iv) the applicant learner's place of residence is within a 30 kilometer radius of the school; or
- (v) the applicant learner's place of residence is beyond a 30 kilometer radius of the school.

The ranking of the applications for admission shall be in the order of the categories referred to in paragraphs (i) to (v) of (11.2.4 (b)) and in the order in which the applications were received and in accordance with the school's language policy.

11.2.5. Notifying Parents of Outcome of Application

Parents of all learner applicants will receive a written response regarding the status of the application by the end of the admission process.

11.3. Admission of Non-South African Citizens

- (a) Provisions governing the admission of South African citizen applicant learners to public schools apply equally to non-citizen applicant learners
- (b) Non-South African Citizen learners / parents must provide either a study visa, refugee permit or an asylum permit.
- (c) Non-South African Citizens must provide proof of application for either a study visa, refugee permit and asylum permit with the Department of Home Affairs.
- (d) The principal will advise parents as to where the required documentation can be obtained. Should the documentation remain outstanding, the learner will be conditionally admitted to the school and the matter will be referred to the District Director.

11.4. Late Applications

- (a) Late applications for Grade 8 must be made on the Admissions Online Application on the Department's website. The school will accept and verify learner documents submitted.
- (b) The principal will be responsible for receiving late applications of learners in grade (Grade 9-12) learners. Late applications received after the 10th school day must be acknowledged and recorded in the late registration waiting list A or B. The principal must submit the waiting lists to the District Director at the District Office whereupon they may be considered based on the availability of space.

11.5. Admission Age and Compulsory School Attendance

11.5.1. Admission Age of Learners

- (a) Where a learner's age is three years or more above the normal grade age norm, the school will engage the District Director to place the learner in a fast-tracking programme.
- (b) The age grade norm requirements for learners with special education needs applying for admission at a public ordinary school are the same as learners in special schools.

11.5.2. Compulsory School Attendance

- (a) Every parent must cause every learner for whom he or she is responsible to attend a school from the first school day of the year in which such learner reaches the age of seven years until the last school day of the year in which such learner reaches the age of fifteen years or the ninth grade, whichever occurs first.
- (b) A learner who is sixteen years or older and who has never attended school, must be advised and referred to the Department of Higher Education and Training for consideration to be placed at a Community Education and Training Centre.

11.5.3. Learners Who Are Repeating

In principle, learners should progress with their age cohort. The norm for retention is one year per school phase. A learner who has repeated one or more years at the school in terms of this policy is exempt from the age grade norm. In cases where a learner is three years older than the norm age per grade, the school will seek direction from the Head of Department whether the learner will be admitted to that grade.

11.6. Capacity of the School

- (a) To facilitate the Head of Department's determination regarding the minimum and maximum capacity of a school as contemplated in section 58C (6) of the South African Schools Act, the principal must, by not later than 30 June of each year, provide the Head of Department in writing with the following information—
 - i. the size, number and condition of the classrooms, laboratories, and other rooms or spaces used for teaching in the school;
 - ii. the allocation of classrooms to grades;
 - iii. the curriculum program of the school;
 - iv. the number of educators and their teaching specialisation and workload; and
 - v. any other information that the Head of Department requires.

- (b) The SGB has determined the School's maximum capacity for learner admission as follows (as per Annexure B):

Total number of learners in School: 980

Per class based on the 1:40 norm and subject to class sizes: 35

Size of the classes: Varies as per Annexure B

Per grade: 28 classes - 3 grades have 6 classes and 2 grades have 5 classes

The following factors were considered in determining the School's capacity:


- That learners' best interests have preference
- The number of educators available
- The space available for administrative needs
- The number of appropriate classrooms available
- Space needs for sports, cultural and recreational activities
- The available space in the current media and computer centres, science and technology laboratories and the school hall
- The sanitary facilities available
- Parking facilities
- Safety measures
- The maximum number of learners permitted per class

- (c) The principal will request the District Director in writing to declare a school full, if necessary. This request must be submitted with all the supporting documentation to declare the school full.
- (d) The Head of Department or an official delegated by him will declare a school full. The school that is declared full by the District Director will be informed in writing.

12. SHORT TITLE

This policy shall be called The Admission Policy of **Hoërskool Pretoria-Noord**.

13. APPROVAL:

Approved by School Governing Body SBG Chairperson	Sean Lindo Samons	Signature:	
Date:	25 May 2019		
Verification by GDE: (District Director)		Signature:	
Date of Verification:			
Certified by:		Signature:	
Date			

14. ANNEXURE A

Hoërskool Pretoria-Noord

Reregistration form for 2020

Grade:			
Surname:		First name:	
Nickname:		Date of birth:	
Gender:		Home language:	
ID number:		Tel no:	

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Title:	
Initials:	
First name:	
Surname:	
ID number:	
Relationship:	
Occupation:	
Employer:	
Work tel:	
Home tel:	
Cell:	
E-mail:	

Title:	
Initials:	
First name:	
Surname:	
ID number:	
Relationship:	
Occupation:	
Employer:	
Work tel:	
Home tel:	
Cell:	
E-mail:	

Address details

Postal address

Residential address

My child will be an enrolled learner at Hoërskool Pretoria-Noord in 2020.	
My child will not be an enrolled learner at Hoërskool Pretoria-Noord in 2020.	
Mark applicable block with an X	

Signature

Date

15. ANNEXURE B

POLICY: LEARNER NUMBERS (determining physical capacity)

OBJECTIVE

To create an ideal learning environment for maximum learning by each learner. This is achieved by optimally utilising facilities with a view to successful knowledge transfer and a positive learning experience.

DOCUMENTS USED/CONSULTED

- The Constitution of the Republic of South Africa, No. 108 of 1996
- The South African Schools Act, No. 84 of 1996
- The Occupational Health and Safety Act, No. 85 of 1993
- Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure (Published under GN R920 in GG 37081 of 29 November 2013);
- SANS 10400 : 2010 building regulations
- SABS 0400 building regulations
- Curriculum statements and other distributed policy documents (such as the National Curriculum Statements Grade 10–12: Hospitality Studies, January 2008)

DETERMINING LEARNER CAPACITY

1. Number of classrooms

Type	Number	m ²
Permanent: Normal classes	28	1342 m ² (average 47 m ² per class), but some classes smaller
Permanent: Specialist classes	13	
Temporary classes	0	0

Capacity

Learners per classroom

Formula for classroom with single tables:

$$[\text{Class Size (m}^2\text{)} - \text{teacher's furniture (m}^2\text{)} (\text{furniture/equipment such as cabinets/desks}) - 7 \text{ m}^2 \text{ (space for educator)}] \div [\text{Space per learner (m}^2\text{)} + \text{size of learner-table (m}^2\text{)}] = \text{learner capacity per class}$$

Formula for classroom with double tables:

$$[\text{Class Size (m}^2\text{)} - \text{teacher's furniture (m}^2\text{)} (\text{furniture/equipment such as cabinets/desks}) - 7 \text{ m}^2 \text{ (space for educator)}] \div [\text{Space per learner (m}^2\text{)} + \text{size of learner-table (m}^2\text{)}] \times 2 = \text{learner capacity per class}$$

(The Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure¹ prescribes the following minimum space allocated for learner and educator:

- Grade R: Learner - 1.6 m²
Educator - 7m²
- Grade 1 - Grade 12: Learner - 1 m²
Educator - 7m²
- Learners with disabilities: Learner - 2 m²)

Learners per school

Total number of classrooms x maximum learner capacity per class = school capacity

2. Other facilities not appropriate as classrooms

- Laboratories (K14, K15, K76 en K81)
- Computer centres (K74, K80)
- Media centre (K83)
- School hall
- Offices
- Staff room
- Meeting rooms
- Storerooms
- Other (specify)
 - EGD centre K9
 - Workshop K11
 - Visual art centre K82
 - Technology and Arts & Culture centre K16
 - Hospitality studies restaurant K71
 - Hospitality studies kitchen K72

Provided by governing body

- Hospitality studies: Restaurant (K72) & Kitchen (K71)
- Gymnasium

Dressing rooms

Number of boys

Boys	Actual number	SABS number
Toilets	12	6
Urinals	1	9
Washbasins	8	8

Number of girls

Girls	Actual number	SABS number
Toilets	19	19
Washbasins	9	10

Explanatory notes

1. The SGB has made a contribution to the benefit of learners and has facilitated class sizes of ± 35 for purposes of efficient education, and not to increase school capacity.
2. In terms of the National Curriculum Statement (January 2008) on Hospitality Studies, Hospitality Studies classes should not exceed 20 learners per class.
3. Due to occupational safety concerns, no more than 24 learners should be accommodated in any laboratory at any stage.
4. Toilets and washbasins are already over utilised.
5. Currently, there are no opportunities for expansion on the school grounds, nor is there any SGB funding available.
6. Sports grounds can accommodate only 2500 spectators (1 person per m^2 – see attached table 2).
7. Roving staff members, i.e. those without classrooms, total (2).
8. H/S Pretoria-Noord is filled to capacity if 980 learners have enrolled.