



REGINA PRIMARY SCHOOL

Established 1982

📍 75 Regina Road, Northdale,
Pietermaritzburg, 3201
☎ 033 391 4628

✉ reginaprimery@gmail.com
📞 073 997 5025
🌐 www.facebook.com/reginaprimery

ADMISSION POLICY

ADMISSIONS COMMITTEE

STAFF	SCHOOL GOVERNING BODY
MR H.F.KHAN (PRINCIPAL)	MR E. NAIDOO (CHAIRMAN)
MRS W.R.REDDY (DEPUTY PRINCIPAL)	MRS A. RUPNARAIN (FINANCE COMMITTEE)
MRS E. SOOKDEO (DH-FOUNDATION PHASE)	
MRS S. GOVENDER (DH-INTERMEDIATE/SENIOR PHASE)	
MR T. PILLAY (DH-INTERMEDIATE/SENIOR PHASE)	
MS. S.H. HADEBE (STAFF REP)	

1. MANDATORY ACTS/ POLICIES GOVERNING ADMISSION

The Admission Policy of learners at Regina Primary School is guided by the following acts/ policies:

- Constitution of the Republic of South Africa, Act 108, 1996, Section 29
- South African School's Act 84, 1999, Section 3-5
- The National Education Policy Act, Act 27, 1996 promulgated by General Notice 2432
- Gazette Number 19377, dated 19 October 1998
- Provincial Notice No. 5262, 1998 – dated 5 March 1998
- Department Circulars
- All relevant KZN Department of Education Circulars

2. RESPONSIBILITY FOR ADMISSION POLICY OF LEARNERS

Administrating the registration and admission of learners at Regina Primary School is delegated responsibility of the Principal. The Principal may devolve these powers to any other school personnel.

3. AGE REQUIREMENTS

Entry into Grade 1 and other grades – as stipulated by the relevant Departmental Regulations.

GRADE R: The child is age four turning five on or before June 30th, in the year of admission.

GRADE 1 : The child is age five turning six on or before June 30th, in the year of admission.

4. COMPULSORY SCHOOL ATTENDANCE

Parents of learners who have been admitted will be made aware by the Principal or his/her nominee/s that it is mandatory for them to ensure that their children of school-going age attend school. Failure to do so may result in the Superintendent General of KZNDEC taking legal action.

5. RESTRICTED PRACTICE

5.1 The Governing Body of Regina Primary School and the Principal or his/her nominee/s are prohibited from engaging in any of the following practices i.r.o. the admission of any learner:

- 5.1.1 Unfair discrimination of any type.
- 5.1.2 The administration of any test except in the case of a transferred learners with special education needs and in such case only in the absence of the necessary documentation.

5.2 No learner may be refused admission on the grounds that his/her parent:

- 5.2.1 Has not paid the fees that have been determined by the Governing Body.
- 5.2.2 Refuses to pay registration fees
- 5.2.3 Refuses to pay part of the fees as a down payment to reserve a place for the learner.
- 5.2.4 Does not subscribe to the mission statement of the school.
- 5.2.5 Does not agree to the Code of Conduct for learners

6. DOCUMENTS FOR ADMISSION – SOUTH AFRICAN CITIZENS

6.1 A parent must complete the relevant “Application for Admission Form”. The parent must be given whatever assistance they may require to complete the form.

6.2 Together with the completed Application for Admission Form the following documents must be presented to the Principal or the Admission Officer of the school:

- 6.2.1 Official Birth Certificate of the learner. If parent is unable to submit the Birth Certificate, the learner may be admitted provisionally. The required Birth Certificate must be produced within three months of provisional admission. The provisional admission shall be given in writing, in the presence of a witness, and a copy kept at school.
- 6.2.2 Proof of immunization against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If the parent is unable to show proof, the Principal must advise the parent on having the learner immunized as part of the free primary health care programme within 14 days of the child being admitted.
- 6.2.3 If a learner comes from another school a transfer card as well as a most recent report of the learner must be submitted. If neither of these documents can be produced, the parent must submit a written affidavit stating reason for not having the transfer card and the grade of the learner attended at the previous school.
- 6.2.4 Original copies or Certified copies of both parents’ identity documents.

6.3 Copies of all documentation (6.2.1 to 6.2.4 above) must be attached to the “Application For Admission Form”

N.B: All documents showing signs of erasure, amendments / deletions of any kind or which have been altered in any way will not be accepted.

7. DOCUMENTS FOR ADMISSION – NON-SOUTH AFRICAN CITIZEN

7.1 If a learner is not a South African Citizen, then following documents have to be presented on registration:

- 7.1.1 Study Permit
- 7.1.2 Temporary or permanent residence Permit from the Department of Home Affairs.
- 7.1.3 Evidence that application has been made for the child to stay in South Africa.

7.2 Should the above documents not be available the child must still be registered at this school and the Principal must initiate steps to assist the learners / parents to obtain the necessary documents.

8. REFUSAL OF ADMISSION

8.1 If a learner is refused admission the Principal or his/her nominee/s will keep a record of the reason. If the parent requests the reason, in writing, it will be made available.

8.2 Any learner or parent of a learner who has been refused admission may appeal against such decision to the Provincial MEC of Education.

9. REGISTER OF APPLICANTS

The school will keep a register of all interested applicants persons seeking admission for their children.

10. PROCEDURE OF ADMISSION

10.1 ADMISSION – GRADE 1

10.1.1 An advertisement will be placed in the newspaper.

10.1.2 Parents must call at school to complete the “Application for Admission” forms. All necessary documents stipulated in 6.2.1.; 6.2.2. and 6.2.4 must be available and handed in upon completion of the Admission Form.

10.1.3 Details of the applicants must be recorded in a “Register of Applicants”. It is the responsibility of the parent to ensure and acknowledge that such has been done.

10.1.4 If by the closing date the number of applicants exceeds the number of spaces available, then all applicants will be accommodated.

10.1.5 If by the closing date the number of applicants exceeds the number of spaces available, the following criteria, in preference order will apply in determining which of the learners will be accepted:

A] Learners residing in closest proximity to the school.

B] Learners who have siblings at Regina Primary School.

C] Learners whose parents are employed in close proximity to the school.

D] Learners of such other race groups that will promote and enhance racial integration and interaction amongst the general body of learners.

E] Learners will be accepted on a “first come, first serve basis”

10.1.6 If the situation in 10.1.5 prevails then:

(a) An Admissions Committee will be set up to process applications.

(b) Successful applicants will be informed telephonically and must confirm their acceptance/rejection. Failure to respond in the stipulated time frame then the place will be allocated to the next qualifying applicant.

10.2 ADMISSION OF LEARNERS IN GRADES 2 TO 7

10.2.1 Learners will be accepted and admitted on a “first come, first serve” basis as spaces become available.

10.2.2 A learner who is 16 years of age or older and who has never attended school and who is seeking admission for the first time, or did not make sufficient progress with his/ her peer group, must be advised to enroll at an Adult Basic Education and Training (ABET) centre

10.3 LEARNERS WITH SPECIAL EDUCATION NEEDS

10.3.1 The rights and wishes of learners with special education needs, will be taken into account at the admission of learners to ordinary public schools, where this is reasonably practical (SA Schools Act, 1996)

10.3.2 Assessment and consultation relating to a change of placement, will be carried out by a team based at the school in consultation with parents, educators and other relevant support personnel. The Head of Department of the province concerned must approve the placement.

11. RIGHTS AND OBLIGATIONS OF PARENTS

11.1 The governing body of the school will inform all parents of learners admitted to a school of their rights and obligations in terms of the South African Schools act, 1996.

11.2 Parents have an obligation to support their children to attend school regularly.