



SUNLANDS PRIMARY SCHOOL

P O BOX 36037, GLOSDERRY, 7702

PHONE: 021-7978010 FAX: 021-7622697

E-MAIL: cris@sunlands.co.za

WEBSITE: www.sunlands.co.za

ADMISSION AND PROCEDURE POLICY

MISSION STATEMENT.

At Sunlands Primary School we are proud to encourage the values of honesty, compassion, responsibility, self-discipline and respect.

The dedicated team of educators strives to promote an environment where personal fulfilment will ensure that the child's full potential is realised.

We value the unique qualities of each individual and seek to nurture their particular talents and to empower them to confidently overcome their challenges.

We aim to equip learners with the appropriate skills to think critically and work diligently both co-operatively and independently.

Our learners are also being exposed to a school environment where self-discipline and positive self-image are encouraged.

We believe in the holistic development of learners who will make a positive contribution to society.

With these ideals and parent/community involvement, Sunlands Primary will strive to fulfil our mission.

1. GENERAL PROVISIONS

- 1.1 According to Section 5 (5) of the South African Schools Act 84 of 1996, as amended, (hereinafter referred to as 'SASA') the Admissions Policy of a public school is determined by the School Governing Body (hereinafter referred to as 'SGB').
- 1.2 In the course of the formulation of this Admissions Policy and Procedure, the SGB has ensured adherence to SASA and the principles contained in the Constitution, as well as to other applicable legislation.
- 1.3 In the implementation of this Admissions Policy, section 28 (2) of the Constitution will be the overriding factor in consideration of each application. The aforementioned section provides: "A child's best interests are of paramount importance in every matter concerning the child."

2. SPECIFIC PROVISIONS

- 2.1 Sunlands Primary School is committed to providing an environment of excellence.
- 2.2 It is the intention to provide a racially, culturally and socio-economically diverse environment.
- 2.3 No form of discrimination will be practised in the acceptance of learners at Sunlands.

3. LANGUAGE OF INSTRUCTION

- 3.1 In terms of Section 6 (2) of SASA, the SGB of a public school may determine the language policy of that school.
- 3.2 The SGB of Sunlands Primary has, in its language policy, determined that the school will be a single medium school and that the language of instruction will be English. Accordingly, learners admitted to the school will need to be sufficiently proficient in English so as not to prejudice their academic progress.

4. AGE OF LEARNERS FOR ADMISSION TO GRADE R AND GRADE 1

- 4.1 Age of learners for admission to Grade R: Preference will be given to Grade R learners if they turn 6 by 31 December of their Grade R year.
- 4.2 Learners will be given preference in consideration for admission to Grade 1 at Sunlands if they turn 7 by 31 December of their Grade 1 year.

5. ADMISSION PROCEDURE

5.1 REQUIRED DOCUMENTATION

When seeking placement at Sunlands Primary School the following apply

- 5.1.1 Parents are to complete the online application on the Western Cape Education Departments Website. The compulsory school-going age for Grade 1's is in the year they turn 7 years of age.
- 5.1.2 The completed WCED application form must be submitted in time to Sunlands with the following supporting documents within 14 (fourteen) days of the online application:
- A recently certified copy of the learner's unabridged birth certificate.
 - An ID sized colour photo of learner (not cut out from bigger photo).
 - Certified copy/copies of the parent/s ID.
 - Verification of parent/s' physical address (telephone bill, electricity or rates account etc.)
 - The parent must show proof that the learner has been immunised against communicable diseases.
- 5.1.3 If a learner **is accepted** from another school, the **transfer form** and his/her **latest school report**, must accompany the child on the first day of school.
- 5.1.4 Admission of non-citizens. Parents must be in possession of a permit for temporary or permanent residence issued by the South African Department of Home Affairs. Likewise, the learner must be in possession of a study permit.

5.2 ADDITIONAL FACTORS

Where selection becomes necessary because the number of applicants exceeds the number of available places, selection will be based on the following factors:

- 5.2.1 Preference will be given to siblings (brother or sister presently at Sunlands), except in cases where this is not in the best interest of the child OR the school OR the application is received late OR the application is incomplete/illegible.
- 5.2.2 Preference will be given to applicants for whom Sunlands Primary School is the nearest primary school (Kenwyn area), provided that application is submitted in time and fully completed with the correct certified documents.
- 5.2.3 Applicants living out of the area will be invited for an interview **ONLY** if the school has place in the grade that the application is made for.
- 5.2.4 The age of the pupil.
- 5.2.5 Parents who move into the area (relocation etc.) after the closing date of applications. These applications will **ONLY** be considered if Sunlands Primary is not over-subscribed, in the required grade of placement.
- 5.2.6 Every effort will be made to ensure that a balanced boy/girl ratio is maintained in each grade.

6. FINANCIAL OBLIGATION

In terms of the SA Schools' Act 1996 9 (act No 84 of 1996) Sunlands Primary School is a fee-paying school and parents/guardians are liable for the payment of school fees.

7. ACCEPTANCE OF ADMISSION

7.1 The parents of all successful applicants will be notified directly by the Western Cape Education Department.

7.2 The parents of unsuccessful applicants will be notified by the Western Cape Education Department.

