



EELC

EQUAL
EDUCATION
LAW CENTRE



**ADMISSIONS
PROCESS**
FOR LEARNERS IN
PUBLIC SCHOOLS

WHAT ARE YOUR RESPONSIBILITIES AS A PARENT?

1. You have the responsibility to apply for your child to be admitted into school especially if your child is between the ages of 5 to 15 (grade R to grade 9). These are the compulsory school going ages. Parents are encouraged to ensure that children stay in school for as long as possible.
2. You should apply to as many schools as possible. Do research on the schools you want to apply to and find out when applications open and close.
3. If your child has special educational needs or needs extra support find out from your local district office which schools have the resources and facilities to support your child. Parents can choose to have their child admitted into a regular public school or a special school.

WHAT ARE YOUR RESPONSIBILITIES AS A SCHOOL?

1. The school must make the admission application forms, the school admission policy and the school code of conduct available to parents who wish to apply.
2. The school must assist parents who may require assistance in completing the application form.
3. The school must ensure that admissions policies do not unlawfully discriminate against learners on the basis of, amongst others, language, race or financial means.



WHAT DOCUMENTS ARE REQUIRED FOR ADMISSION OF A LEARNER TO A SCHOOL?

1. Parents must fill in the school **application form**. This form can be obtained from the school office.
2. Parents of South African learners must present the **official birth certificate** of the learner to the principal of the school. If the parent cannot submit the birth certificate, the school may admit the child conditionally until the parent obtains the birth certificate from the Department of Home Affairs. The child's clinic card may be used as a temporary form of identity until the birth certificate is obtained.
3. The parent must show that the child has been **immunised** against: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If the parent cannot show proof, the principal must advise the parent to have the learner immunised as part of the free primary health care programme.
4. If the child is transferring from one public school to another, the principal from the old school must complete a **transfer card** and hand it to the parent or forward it to the principal of the new school. The transfer card must be attached to the admission application form.
5. If the transfer card is not available, the learner may be admitted on the basis of the following documents:
 - a. **Last school report;**
 - b. Other **relevant documentation** from the previous school; or
 - c. A written **affidavit** by the parent giving reasons for not having the transfer card and the grade the learner attended at the previous school.
6. **ADMISSION OF NON-CITIZENS:** The South African Schools Act and the national admission policy apply to learners who are not citizens of South Africa and whose parents are temporary or permanent residents. The following documents are needed for admission of these learners:

- a. **Study permit** if the learner entered the country on a study permit.
- b. If a learner's family is in the process of legalising their stay in South Africa, evidence that the learner's parents have made the required application to the Department of Home Affairs in terms of the **Immigration Act** or the **Refugee Act**.





Who determines whether your child gets admitted into a school?

1. The Head of each educational Department determines the process of registration for admission into public schools.
2. The South African Schools Act requires a School Governing Body to determine the admission policy of a school. A school's admission policy must not unfairly discriminate in any way and must be consistent with the South African Constitution and the South African Schools Act 84 of 1996. For example a school cannot refuse a learner admission because he or she cannot afford the school fees or because the learner or parent does not subscribe to the mission statement or code of conduct of the school.
3. If the learner has special needs, the Head of Department and principal must take into account the rights and wishes of the parents of such learner.



WHAT DO I DO IF MY APPLICATION FOR ADMISSION IS REFUSED?

A learner or the parent of a learner who has been refused admission to a public school can appeal to the MEC against the decision in terms of section 43 of the National Admission Policy for Ordinary Public Schools (NAP) GN 2432 of 19 October 1998 and section 5(9) of the South African Schools Act (SASA) 84 of 1996.



RESPONSIBILITIES OF THE SCHOOL

1. The school must inform parents and learners of their right to appeal against the decision of the school.
2. The school must provide full and proper reasons for the refusal to parents and learners.