



ADMISSION POLICY

1. INTRODUCTION

- The School's Admission Policy is drafted by the School Governing Body.
- The class size in Grade R is capped at 24.
- Other class sizes are capped at 30 learners per class from Grades 1-3 and 28* learners per class from Grades 4 – 7.
- In the event that siblings apply, a concession can be made. This will mean that a maximum of 32 learners can be admitted into a class if they are siblings.

(The above is only applicable for siblings.)

Every year, a new application needs to be made if you were unsuccessful and are still interested in your child coming to Kommetjie Primary

2. ADMISSION POLICY GRADE R

2.1 PRIMARY CONSIDERATIONS:

- A member of Staff's child
- Siblings
- Applicants living in Kommetjie
- Compliance in terms of the paying of School Fees

2.2 SECONDARY CONSIDERATIONS:

(According to the dynamics of the class)

- Gender equality
- Diversity

*For the duration of the COVID-19 pandemic protocol where social distancing is required, the Intersen phase classes (Gr 4 -7) will be capped at 28 learners in order to ensure social distancing can be maintained and the full class day can be achieved. At such a time when social distancing is not required class capacity will revert back to 30 learners per class.

Initials SGB member									
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3. ADMISSION POLICY GRADE 1

3.1 PRIMARY CONSIDERATIONS:

- Automatic acceptance of ALL learners attending the Kommetjie Primary School Grade R.
- A member of Staff's child
- Siblings
- Applicants living in Kommetjie.
- A maximum of 32 will be accommodated.

3.2 SECONDARY CONSIDERATIONS:

(According to the classes' need and the dynamics of the 30 learners already accepted)

- Relatives
- Gender equality
- Diversity

4. ADMISSION POLICY GRADE 2-7

4.1 Parents need to complete all the relevant information requested by the school on the Admission Form.

4.2 The most recent report should be made available in conjunction with the Admission Form.

4.3 If a report is not available; whether a child was home schooled or comes from an international school and there is no proof of the grade level of the child; the child needs to be tested to establish the entry level at our school.

4.4 If a child has a valid report and the grade level is stated, but there are points of concern, the child should be tested to establish where and how the child would need support if admitted to our school. The parents need to consent before testing may be done.

4.5 The relevant questionnaire needs to be sent to the previous school to gather information with regards to Academic Performance, as well as Social issues and behaviour.

4.6 The parent/parents should be invited to an interview with a member of the SMT.

4.7 After the interview, the admission should be discussed with the rest of the SMT and a collective decision should be made before any feedback is given to the parents.

Initials SGB member										
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KOMMETJIE PRIMARY SCHOOL

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4.8 Admission is obviously dependant on available space in the grade.

GRADE	AVAILABLE SPACES	GRADE	AVAILABLE SPACES
GRADE R	24	GRADE 4	28*
GRADE 1	30	GRADE 5	28*
GRADE 2	30	GRADE 6	28*
GRADE 3	30	GRADE 7	28*

4.9 After discussion and feedback, the secretary will inform the parents and make the necessary arrangement with regards to the actual enrolment.

- 5.** 4.10 The governing body of the School has determined that the Headmaster shall have the discretion to admit one learner in excess of the School's recorded capacity in exceptional circumstances, provided that such admission is in the best interest of the learner to be admitted and will not, in the Headmaster's reasonable opinion, negatively impact the learning experience or quality of education afforded the remainder of the learners in the class or grade to which the new learner will be admitted; and subject always to the remaining provisions of the policy. The absence or presence of any of the factors set out in this policy does not mean that a learner will be refused or guaranteed admission to the School.

Recommended by: Principal	GUEORGUIEV GY	Signature:	
Date:	18 DECEMBER 2020		
Approved by: SGB chairperson	ERIKA BROWN	Signature:	
Date:	18 DECEMBER 2020		
Date of Amendment	18 DECEMBER 2020		

SGB Members present:

NAME AND SURNAME	DATE	SIGNATURE
Catherine Bondesio	18 DECEMBER 2020	
Gillian Smith	18 DECEMBER 2020	
Jane Teixeira	18 DECEMBER 2020	
Natasha Jack	18 DECEMBER 2020	
Karin Gentle	18 DECEMBER 2020	
Jeremy Bristow-Bovey	18 DECEMBER 2020	
MYRITA ELSWORTH		

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