



Durban North Primary School

Admission Policy

This document is drawn up in accordance with the National Education Policy Act of 1996 (Act No. 27 of 1996). It is also intended to be consistent with the South African Schools Act and the Constitution of South Africa.

1. Age

Grade R

A learner may only be admitted to Grade R in the year in which he/she turns 6.

Grade 1

A learner may only be admitted to Grade 1 in the year in which he/she turns 7.

Other Grades

A child will only be admitted to a grade if his/her age is the grade to which he/she seeks.

Learners deemed too old

A learner should not turn 15 in Primary School. This factor will at all times be a consideration of placement.

Non South African Citizens

Such persons must be able to provide one of the following:

- a. Permit of temporary residence
- b. Study permit
- c. Evidence that application has been made for a residence permit

2. Special needs

The School will attempt to accommodate all learners irrespective of their needs. However, should the Principal decide that the school does not have the facilities to cope with these needs, he/she will, after full consultation, refer the matter to the District Manager.

3. Register of Admission

- a. A grade will be deemed to be full when there are 58 learners admitted to that particular Grade, thereafter parents who wish to admit their child into the Grade that is deemed to be full will be placed on a waiting list in a strictly first come first served basis.
- b. A register will be kept of all admissions.
- c. A new learner's name will be recorded with all particulars at the point of admission.

4. Zoning

While the School is willing to take children from “Out of Area” admission will be granted according to the following criteria.

a. In Area Applications

The school closest to the learner’s residence and/or closest to the parents’ place of employment is deemed to be “In Area.”

- a. If a learner makes application to the school closest to his/her residence and/or place of parents’ employment, then the learner should be placed in a school of his/her choice.
- b. Should the learner reside in the area of influence served by two schools, and both schools decline the learner, then the school first chosen and visited by the parents should accommodate the learner should space be available.

b. Out of Area Enrolments

A learner is deemed to be “Out of area” if he/she resides or parents are employed in an area that is served by another school.

If an Out of Area learner makes application for admission, he/she will be placed on a waiting list in a strictly first come first served basis.

The following criteria will be taken into consideration when application is made by a learner deemed to be out of area.

- a. the parents’ ability to transport the child to and from school
- b. the distance that the child will be expected to travel
- c. the ability of the parent to support the child and the school e.g. after hours functions and events
- d. the parents’ willingness and ability to pay the school’s school fees.
- e. the availability of space in the required Grade

5. Right of Appeal

Enrolment will be dealt with in an open and transparent manner. Parents will be given a full explanation of how enrolment is done. Should the parent not be happy about the decision made, then the parent has the right to appeal to the District Manager. The relevant contact details would be provided on request.

6. Requirements for admission

Parents must provide the following

- a. An original birth certificate
- b. A transfer card from the previous school if this is applicable
If no transfer card is available, then placement would be based on
 - A recent report
 - Suitable school documents
 - A sworn affidavit
- c. Proof of residence
- d. Immunisation Card
- e. Certified copies of Parents’ Identity Documents

Parents would be reminded that it is a criminal offense to make any false declaration.

7. General

All applications will be handled fairly and equally

No tests will be administered for admission

A test may only be administered to a pupil to determine placement within the school.

8. Learner Admission Management

- a. Applications for admission to Durban north Primary School will be accepted from 1 February or the next working day.
- b. Parents may collect application forms from the Admissions Secretary
- c. Fully completed application forms must be returned to the Admissions Secretary for processing
- d. Parents, according to a strictly first come first served basis, will be called to attend an interview as of the 12th May
- e. Once the applied for classes are deemed full i.e. 28 pupils per class, all other applicants will be placed on a waiting list.
- f. All applications will be considered