

POLICY: ADMISSION POLICY

POLICY REF. NO. A1/08/2008 (Rev No. 0)

DATE: 6 AUGUST 2008

1. General provisions

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").
2. The SGB of Rondebosch Boys' Preparatory School (hereinafter referred to as "RBPS") has, after deliberation of all material factors, adopted as its Admissions policy the provisions contained herein.
3. In the course of the formulation of such Admissions Policy, the SGB has ensured adherence to SASA and to the principles contained in the Constitution, as well as to other applicable legislation.
4. It is emphasised that, 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

1. RBPS is a boys' school committed to providing an environment of excellence in the provision of academic, cultural and sporting education and activities.
2. Consideration will be given to whether it will be in a learner's best interests for him to be accepted, having regard to the academic standards and requirement of participation in the sporting and cultural spheres.
3. It is the intention to provide a racially, culturally and socio-economically diverse environment, with provision made to encourage access to disadvantaged learners.
4. No form of unfair discrimination will be practised in the selection of learners to RBPS.

3. Language of instruction

1. In terms of Section 6(2) of SASA, the SGB of a public school may determine the language policy of that school.
2. The SGB of RBPS 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 1

1. A learner will be given preference in consideration for admission to Grade 1 at RBPS if he will turn 7 by 31 December of his Grade 1 year.
2. In other grades, learners who are more than two years older than the grade cohort will only be accepted in exceptional circumstances.

5. Capacity of school

1. The capacity of the school shall be limited to 700 learners. In reaching a decision on this figure the SGB has taken into account all relevant factors including, but not limited to:

- 1.1 The number of available educators;
- 1.2 Educators' space requirements including areas for their administration to be carried out;
- 1.3 The number of designated, suitably sized classrooms;
- 1.4 The need for space for sports, remedial, and cultural programmes and activities to take place;
- 1.5 Provision for continued space for a library, computer room, music rooms, a school hall and design and technology workshop currently in existence;
- 1.6 The need to support the educational process by providing designated and exclusive space for:
 - 1.6.1 The management and administration of the school.
 - 1.6.2 A staff workroom
 - 1.6.3 A staff common room
2. The educational needs, safety and well-being of the learners are of paramount importance in determining the capacity of the school. The playground area can only accommodate 700 learners during break times.

6. Priority given to applicants

1. In considering applications for admission to RBPS, the SGB has resolved that the headmaster will have discretion to admit learners and, in the exercise of such discretion, priority will be given to the following applicants in the following order:
 - 1.1 Except for Grade 1, a learner must have passed the grade immediately below the grade into which admission is sought.
 - 1.2 A learner whose custodian parent/ legal guardian is able to prove, by the submission of documentary evidence to the satisfaction of the school, that RBPS is the closest school to the learner's place of normal residence;
 - 1.3 A learner whose acceptance will be in furtherance of the commitment of RBPS to promote diversity;
 - 1.4 A learner who has a brother currently at RBPS;
 - 1.5 A learner who has a record of involvement in one of the cultural, sporting or social activities provided for in the RBPS co-curricular programme and who has a good disciplinary record;
 - 1.6 Where placement is in the best interest of the learner and where he is clearly willing and able to benefit educationally from the programme offered by the school.

2. The presence or absence of any of the abovementioned factors is not a guarantee of acceptance to or exclusion from RBPS.

7. Procedure of application

1. All applications are required to be made in writing on the school's prescribed application form, together with documentary proof requested to be annexed thereto.
2. Grade 1 applications:
 - 2.1 Each year, by no later than the end of February, RBPS will advertise its acceptance of applications for the following year and the closing date for submission of such applications, which will be the last day of the first term. In exceptional cases, and entirely at the discretion of the headmaster, applications may be accepted after the closing date.
 - 2.2 Applicants who comply with the submission date will be invited to attend an interview with the headmaster or his representative during the second term. Thereafter, applicants will be notified within 20 days whether their application has been successful. If an application has been successful, the applicant will be required to notify the school in writing within the prescribed time period of the acceptance of a place for the learner for the following year or the applicant will be deemed to have elected not to take up the offered position.
 - 2.3 Not all applicants are guaranteed an interview.
3. Applications for other grades:
 - 3.1 Applications are dealt with on an *ad hoc* basis for those families moving into the natural feeder area during the year.
 - 3.2 All other applications are dealt with during the third term and parents are informed if a place has been offered to them before the end of the third term so they can give their present school the necessary term's notice.
4. If an application has been declined, an applicant is entitled to request reasons, which will be provided in writing.

SIGNED:

Chairman RBPS Governing Body