

# Fairview Primary School

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## ADMISSION POLICY

Fairview Primary is a Public Ordinary School.

The Admission Policy for Public Ordinary Schools states that a learner may only be enrolled in Grade one (1) in the year in which he/she turns seven (7).

However, learners who turn seven (7) before June of the following year may also be considered.

Careful consideration will be given to the admission of these learners.

Learners who reside in the immediate vicinity of the school, will be accepted to the school.

No learner will be denied access through discrimination and prejudice.

### First Admission (to grade one)

- o A parent/guardian must complete an application form (Form W.C.E.D. 006) for admission of his/her child to the school.
- o The following documents must accompany the application:
  - o A police certified copy of the learner's original birth certificate/identity document
  - o Proof of residence.
  - o Learner card to be completed.
  - o The necessary documents must be submitted to the school before the end of the term of admission.

### Transfer from another school

- o When a parent/guardian wishes to transfer a learner from another school to Fairview Primary School, such a parent/guardian must complete an application form.
- o The following documents must accompany the application form.
  - o The learner's birth certificate or identity document. (Police certified copy.)
  - o A transfer form.
  - o The learner's school report for the highest grade that the learner has passed at the school which he/she is leaving. The stamp of the school which issued the report must appear on the report.
  - o Learner's accumulative record card (forwarded by Principal of previous school).
  - o Learner profile
  - o Learner portfolio

### Admission Procedures

- o Parent completes the application form with the assistance of the school secretary/ administration clerk.
- o School secretary/administration clerk ensures that all relevant documents accompany the application.
- o All relevant admission documents are handed to the new class educator.
- o The CEMIS Administrator enter the learners onto computer.
- o Previous school will be contacted should problems occur.
- o School secretary/administration clerk accompanies learner to the relevant classroom and educator.
- o Class educator records all relevant details from admission documents and enters learner on class register.
- o Class educator returns all admission documents to school secretary/administration clerk for filing.

### General

- o When a learner with special educational needs applies for admission, the learner will be referred to the school by the clinic/E.M.D.C.
- o A learner must meet the relevant, legal age requirement in order to be admitted to grade1 for the first time.
- o A learner who is 16 years of age or older and who has never attended school and who is seeking admission for the first time, will be advised to enrol at an ABET centre.
- o The school shall not have a preference order of admission. Admission of learners shall be on a first come first served basis.
- o No learner shall be discriminated against.
- o A learner's name may be removed from the admission register only if such a learner:
  - o leaves the school after h or she has passed the highest grade of such a school;
  - o applies successfully for a transfer to another school (if the principal is unsure whether a learner as reported at the receiving school, the learner's name may be removed from the admission register 60 calendar days after the commencement of a school term.);
  - o is expelled from the school;
  - o dies; or
  - o applies successfully for exemption from compulsory school attendance.
- o No learner's name may be removed from any register without the principal's approval.
- o The silence of this policy on any matter pertaining to admission of learners shall not be construed to mean that the authority of the principal is diminished in any way. The principal shall have full authority to make arrangements/decisions in accordance with relevant legislation/regulations/departamental (i.e. W.C.E.D.) policy.