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## HERMANUS HIGH SCHOOL ADMISSION POLICY

### 1. AIM OF HERMANUS HIGH SCHOOL ADMISSION POLICY

Hermanus High School aims to realize the full academic potential and holistic development of all its learners in an orderly and structured environment where rights are balanced by responsibilities. The purpose of this Admission Policy is not exclusion, but the rational and objective management of over-subscription for the available places.

### 2. MAXIMUM NUMBER OF LEARNERS

Based inter alia on the number of educators and the School's facilities, the School needs to take the following constraints into consideration, by which criteria the School Governing Body (SGB) has determined the School's maximum capacity for learner admission to be **975**:

2.1 The following factors were considered in determining the School's capacity:

- That learners' best interests have preference
- The number of educators available
- The number of appropriate classrooms available
- The maximum number of learners permitted per class
- The available space in the current media and computer centres, science and technology laboratories and the school hall
- The space available for administrative needs
- Space needed for sports, cultural and recreational activities
- The sanitary facilities available
- Parking facilities
- Safety measures

2.2 The capacity of the School is determined by the guidelines as set out in the tables below. The Grades 8 and 9 class sizes will be limited to a maximum of 30 learners per class:

GRADE 8 and 9			
CLASS	NUMBERS	LANGUAGE	TOTAL
A & B	30 & 30	Afrikaans HL / English FAL	60
C & D	30 & 30	Afrikaans HL / English HL	60
E	30	English HL / Afrikaans HL	30
F & G	30 & 30	English HL / Afrikaans FAL	60
<b>GRADE 8 and 9: LEARNERS per GRADE</b>			<b>210</b>
<b>SUB TOTAL</b>			<b>420</b>

The Grades 10-12 class sizes will be limited to the following numbers, and are determined by the learners' subject choice and the availability of specialised subject teachers:

<b>GRADE</b>	<b>LIMIT PER GRADE</b>	<b>TOTAL</b>
Grade 10	190	190
Grade 11	185	185
Grade 12	180	180
<b>SUB-TOTAL</b>		<b>555</b>
<b>GRAND TOTAL</b>		<b>975</b>

### 2.3 FINAL TOTAL NUMBER OF ADMISSIONS

It is accepted that the School Governing Body's powers in respect of admissions are not unfettered, that this Policy is not immune to intervention, and that the Policy does not inflexibly bind other decision-makers in all circumstances. Thus, the final number of learners accepted into the School at any one time may vary from the above on the basis of specific enrolments and the subject choices of individual learners in a particular year, or upon the intervention of the HOD, with the understanding that any decision to overturn an admission decision of the Principal, or depart from this Admissions Policy, must be exercised reasonably and in a procedurally fair manner.

The class, grade and School enrolment shall in any event not exceed the calculated capacity by more than 2% in any one grade or two learners in any one class, without the ratification by the School Governing Body or a motivated explanation from the School Management Team or Head of Education for such excess.

The SGB of Hermanus High School reserves the right to reserve 3% of places in all grades to accommodate for families relocating into the area. Should these places not be filled by the "10 Day Return" at the start of the school academic year they may be filled by those applications on the waiting list.

### 3. LANGUAGE OF TUITION

- 3.1 In terms of Section 6(2) of the South African Schools Act (**SASA**), the SGB of a public school may determine the language policy of the School.
- 3.2 The SGB of the School has determined that its Language Policy will be that of a parallel medium school for Grade 8 and 9. In the Afrikaans Home Language classes, tuition will be in Afrikaans, and in the English Home Language classes, tuition will be in English. It is therefore of the utmost importance that the language ability of learners admitted to the School is such that they may benefit from the language of instruction in order not to prejudice their academic progress. It is also vital that the pupil is competent in the second language offered by the School so as not to prejudice their academic progress.
- 3.3 The SGB of the School has determined that its language policy will be that of a dual medium school for Grades 10 to 12. All classes are to be instructed in both Afrikaans and English. Every subject (except Languages) must be taught in both English and Afrikaans. It is therefore of the utmost importance that the language ability of learners admitted to the School is such that they may benefit from the language of instruction in order not to prejudice their academic progress.

### 4. ADMISSION CRITERIA ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION

- 4.1 According to the South African Schools Act (**SASA**) (**WCED**), preference will be given to learners who apply in the pre-determined window period. The sequence of application within the window period is not taken into account. Should demand exceed places available in a given year (subject to the Schools maximum number of learners as per section 3 of this document) the following criteria will be applied for all applications received within the window period:

4.1.1 Firstly, admission will generally favour learners who reside in the greater Hermanus community, bona fide living with their parent(s) (as defined in SASA), but subject to **additional criteria** listed below:

(a) **Language**

A learner, whose LOLT (language of learning and teaching) is one of the languages of the School, and who has a record that he/she has already been taught in that language.

Seeing that the School is both a parallel and dual medium school, the ability of the learner to understand and communicate adequately in both English and Afrikaans.

(b) **Academic competence**

Learners will be accepted to the School on condition that they have the ability, potential, attitude and necessary academic record to cope with the academic standard of the School, as set out by the SGB and teaching staff. Results in languages, mathematics and natural science will be taken into account.

(c) **Extra-curricular interests**

Evidence of ability to contribute to the extra-curricular areas of school life: i.e. sport, culture and service, and to participate in activities offered by the School.

(d) **Discipline**

A willingness to be amenable to school discipline as applied in this School, and display levels of behaviour and self-discipline, such that he/she is likely to help create, maintain and enhance, rather than to disrupt, an orderly and disciplined school environment, the teaching process of the School, and the learning of the other learners. The ability to support the ethos of the School to the extent that it is evident that there is a clear desire to be educated in a school environment such as the one provided by the School.

4.1.2 Secondly, in the absence of telling and objective reasons related to the applicant why this should not happen, an applicant who, at the time of making application, is enrolled at **Hermanus Primary School**.

4.1.3 Thirdly, it is regarded as unreasonable to disrupt family relationships by arbitrarily splitting the schooling of siblings. In the absence of telling and objective reasons related to the applicant why this should not happen, an applicant who, at the time of making application, **has a sibling enrolled in the School**, will receive preferential consideration when it comes to placement.

4.2 No learner will be refused admission on the grounds of race, religion or culture.

4.3 No learner will be refused admission on account of inability to pay the required fees.

4.4 While no admissions test will be administered to applicants, all applicants and their parents can be expected to attend an interview with the Principal and/or his representative in order to establish the appropriateness of the placement of the applicant at the School.

## **5. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE SCHOOL OR VARIOUS GRADES OF THE SCHOOL**

5.1 A learner who falls outside the age norm by more than two years will only be considered for admission with prior consent from the WCED. The age norm is the grade plus 6 years.

5.2 Where a learner applying for admission exceeds the normal age prescribed by law by two or more years, the Principal shall consult with the SGB regarding the facilitating of possible remedial measures before any final decision is taken on the specific circumstances.

## **6. ADMISSION PERIOD**

The application of a learner to a grade shall be for that grade only. All unsuccessful applicants shall again have to re-apply in order to be considered for the next grade/year.

## **7. WAITING LIST**

Should a learner be unsuccessful in their initial application, the learner's name will be placed on a waiting list. Should space become available, the School Principal can admit learners (who meet the requirements of the admission criteria) whose names are on the waiting list.

## 8. ADMISSION OF NON-CITIZENS

- 8.1 This Policy also applies to learners who are not citizens of the Republic of South Africa and whose parents are in possession of temporary or permanent residence permits issued by the Department of Home Affairs.
- 8.2 Learners in possession of a study permit must submit such a permit with the application for admission to the School.
- 8.3 Persons classified as undocumented foreigners must, when applying for admission of their child or children, submit proof of application to the Department of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act No 96 of 1991.

## 9. APPEALS PROCEDURE

Should a parent be dissatisfied with the School's decision not to admit a learner to the School, such parent may appeal against the decision to the Member of the Executive Council in terms of section 5(6) of the Act.

## 10. ADDITIONAL DOCUMENTS REQUIRED BY SUCCESSFUL APPLICANTS

The parent(s) must fully complete and sign a school application form for the admission of a learner on the form prescribed by the School from time to time. The school application form together with the additional secondary documents, as required by the School, shall be delivered or handed to the School between 8:00 and 15:30 on weekdays, unless special times are allocated for the enrolment of new learners;

When a parent applies for the admission of a learner, the parent must present:

- an official unabridged birth certificate or identification document (ID) of the learner;
- copies of the ID documents and telephone numbers of both parents, whether married or separated, except in the case where one or both are deceased;
- a copy of the last report card issued by the previous school of the learner or other equivalent documentation from the previous school;
- the School's application form duly completed and signed by the parent(s) and learner, and finally
- any additional documents as may be prescribed by the School from time to time.

<b>Policy drawn and reviewed by:</b>	<b>Hermanus High School SGB</b>
Date of review	4 June 2024
Date of next review	Term 1 2025

<b>Designation</b>	<b>Name and Surname</b>	<b>Date</b>	<b>Signature</b>
SGB Chairperson	K. Coetzer	5 June 2024	
Principal	MJ Smuts	5 June 2024	