



POLICY OF HERMANUS PRIMARY SCHOOL REGARDING THE ADMISSION OF LEARNERS TO THE SCHOOL OR GRADES AT THE SCHOOL

Given that Hermanus Primary School (hereinafter “the school”) is a public school with legal personality in accordance with the provisions of section 15 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter “the Schools Act”) whose governance is entrusted to its school governing body (hereinafter “the SGB”) as per section 16 of the Schools Act.

Given that the SGB, in accordance with section 5 of the Schools Act, is empowered, subject to the provisions of the Schools Act and any applicable provincial law, to determine the school’s policy regarding the admission of learners to the school and different grades at the school.

Given that the SGB, with respect to the issue of learner admission to the school and/or different grades at the school, considers the following legislation (hereinafter “the legislation”):

- (i) the Constitution of the Republic of South Africa 1996 (hereinafter “the Constitution”).
- (ii) the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter “the Schools Act”).
- (iii) sections 3(4)(i) and 5 of the National Education Policy Act, No. 27 of 1996 (“NEPA”).
- (iv) the Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 19377 of 19 October 1998 (Notice No. 2432/98) (hereinafter “ministerial policy”); and
- (v) applicable provincial legislation.

Given that the School and its SGB consult the relevant provisions of the legislation in so far as they apply to and bind them and take precedence over the power of the SGB to determine the school’s admission policy, and at the same time are committed to ensuring the full application of the school’s admission policy within the limits of the legislation and any other applicable legislation from time to time.

Therefore, the SGB now declares, on behalf of the School, the School’s Policy for the Admission of Learners to the School or Different Grades at the School as follows:

APPLICATIONS FOR ADMISSION TO THE SCHOOL

1.1 It is acknowledged that:

- (a) The Department Head (Education) (hereinafter “DH”) and/or officials of the Department of Education (DoE), including the School Principal, delegated by the DH (hereinafter “the DH delegate(s)”), are responsible for the administration of learner admission to the school; and
- (b) The DH/the DH delegate(s) must determine a registration process for admission to public schools so that learner admission takes place in a timely and efficient manner.

1.2 It is emphasised that the DH/the DH delegate(s)/the School Principal must consider this policy demonstrably, fairly, and in accordance with the law at all times while acting in accordance with paragraph 1.1 above or the decision-making process regarding admission applications. The School and its SGB will also require the DH/the DH delegate(s)/the School Principal to grant full access to and copies of any registers or files kept as part of the admission process.

1.3 The School and the SGB will require the DH/the DH delegate(s)/the School Principal to include the information schedule for governing body purposes (attached hereto) in the prescribed application form and ensure its completion by the applicant. The school's application form also provides for additional information required by the school (Annexure B).

1.4 The School and the SGB will require the DH/the DH delegate(s)/the School Principal to ensure that applicants are informed of and confirm in writing that they have read and understood:

- (a) The School’s Language Policy.
- (b) The Code of Conduct for Learners; and
- (c) A summary of this Admission Policy.

1.5 The School and the SGB endorse the view that, according to the law and in the absence of a court order to the contrary, the legal parent(s)/guardian(s) of a minor learner have the exclusive right to decide at which school their child/ward is enrolled. Consequently, the School and SGB do not accept any application unless it is submitted by the biological or adoptive parent or legal guardian of the minor learner, or the person(s) with lawful custody of the minor learner, or a person(s) undertaking to fulfil the obligations of the aforementioned person(s) concerning the learner’s education at school. Furthermore, the School and the SGB regard strict adherence to this approach as essential since it ensures valid permission for the treatment of the learner in loco parentis, for the learner’s participation in excursions, and so forth. Consequently, the DH/the DH delegate(s)/the School Principal are required to ensure strict adherence to this approach.

1.6 The SGB undertakes to support the DH/the DH delegate(s)/the School Principal in efforts to encourage the individuals referred to in paragraph 1.5 above to apply for the admission of their children/wards before the end of the year preceding the next school year.

1.7 As a prerequisite for any decision regarding the admission of a learner to the School, the School and the SGB require the DH/the DH delegate(s)/the School Principal to strictly adhere to the following provision of the Constitution:

“28 (2) – A child’s best interests are of paramount importance in every matter concerning the child.”

This especially applies to the best interests of other learners at the school as well.

2. THE SCHOOL'S CODE OF CONDUCT FOR LEARNERS (INCLUDING DRESS CODE)

Although applicants' refusal to endorse the School's Code of Conduct for Learners (including dress code) cannot prevent the learner's admission to the school, the code will nonetheless be binding on the learner. Section 8(4) of the Schools Act states as follows:

“No provision of this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner.”

Applicants are encouraged to support the school by familiarizing themselves with the School's Code of Conduct for Learners and ensuring learners' compliance with it.

3. SCHOOL FEES

3.1 Parents (as defined in section 1 of the Schools Act) failing, refusing, or being unable to pay school fees cannot prevent learners' admission to the school.

A learner is admitted to the full school program and may not be suspended from classes, denied access to cultural, sport, and social activities, denied a school report or transfer certificate, or otherwise victimized on the grounds that his/her parents:

- (a) are unable to pay school fees or have not yet paid them.
- (b) do not support the school's mission statement and code of conduct.
- (c) have refused to enter into a contract by which the parents waive any claim for damages arising from the learner's education.

3.2 In accordance with sections 38-41 of the Schools Act, a budget meeting of the parents of enrolled learners at the school must be held with thirty (30) days' notice given to parents. At this meeting, the majority of the parents present will decide on the acceptance or rejection of the budget prepared by the SGB for the following financial year. At the same meeting, the majority of voting parents present can decide whether the payment of school fees should be compulsory, what the school fee amount per learner per year will be, and what criteria will apply for full or partial exemption for parents who cannot pay the full compulsory amount or a portion thereof. Parents who are unable to pay any part of the amount or the full amount are entitled to apply on the prescribed forms to the SGB for full or partial exemption from the payment of school fees. Such applications must be handled confidentially by the SGB. The SGB will act fairly and apply the above criteria as well as the provisions of ministerial policy and the Regulations for the Exemption of Parents from the Payment of School Fees in Public Schools (Government Notice R1052). copy of the latter will be made available to parents on request. Parents applying for exemption can approach an educator at the school or any other person for assistance with the application. A parent/parents who feel aggrieved by the SGB's decision can appeal to the DH in accordance with the procedure set out in the said regulations.

3.3 Applicants for exemption should note that the combined annual income of parents will be taken into account in deciding whether parents qualify for exemption or not. “Combined annual gross income of parents” is defined in regulation 1 of the aforementioned regulations as:

“The total gross income of all the parents of a learner as defined in the Act...”

3.4 Applicants' attention is further drawn to the following provision of the Schools Act –

(Section 41) – “The governing body of a public school may enforce the payment of school fees by parents who are liable for them..., through legal process.”

- 3.5** Parents of learners are encouraged to maintain the high educational standards and the good school facilities and environment by paying school fees and, where they receive full or partial exemption from the payment of compulsory school fees, to make their services available to the SGB for the benefit of the school.

4. REQUIRED DOCUMENTS FOR ADMISSION

- 4.1** A parent must apply online on Cemis, and the school provides an information sheet to assist parents with the process. After the application has been successfully completed online, the school kindly requests that the printed application, along with all necessary documentation, be submitted to the school by hand. The school keeps a register of all complete applications that are delivered by hand.
- 4.2** Together with the application form, the parent must present an official birth certificate of the learner to the principal. If the parent cannot present a birth certificate, the learner may be conditionally admitted until a copy of the certificate is obtained from the regional office of the Department of Home Affairs. The principal must inform the parents that it is a criminal offense to make a false declaration about the age of the learner. The parent must ensure that the admission of the learner is finalized within three months after conditional admission.
- 4.3** When applying for admission, the parent must provide proof that the learner has been vaccinated against the following diseases: polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B.
- 4.4** When a learner transfers from one public school to another, the principal must complete a transfer card and either hand it to the parent or send it to the other school.
- 4.5** See Appendix A of this policy for a complete list of required documents for admission.

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

- 5.1** A learner who is more than two years outside the age norm will not be considered for admission. The age norm is the grade plus 6 years. Learners who are more than two years outside the age norm will be referred to the local OBOS for placement by the Circuit Manager.

6. REGISTRATION PERIOD

- 6.1** The periods for applications for admission are subject to the provisions of the WCED and may vary from year to year.
- 6.2** Applications for admission usually begin in January each year and close at the end of March regarding the enrolment of learners for the following year.
- 6.3** Parents must apply online for admission to the school. Parents must also complete an information form from the school as the online platform does not provide for certain information that the school requires.

6.4 In addition to the online application for admission, parents who want to enrol their children in the school for the first time must also register the learner at the school in the year before the school year to which the learner's application for admission relates.

6.5 All applications for admission to the school on behalf of a learner are submitted to the School Principal.

6.6 All prospective parents must be available for a personal interview with the School Principal (excluding prospective grade 1 parents). During such an interview, school policy, language policy, code of conduct, financial policy, and admissions policy are discussed in detail.

Although applicants' refusal to endorse the School's Code of Conduct for Learners (including dress code) cannot prevent the learner's admission to the school, the code will still be binding on the learner. Article 8(4) of the Schools Act states as follows:

“No provision of this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner.”

6.7 The parents of the learner will be notified in writing of the acceptance or rejection of their application within a reasonable period, or within the period determined by the DH.

6.8 All unsuccessful applicants will then be placed on the waiting list, first in order of preference as determined by this policy and then in chronological order (see Appendix B: Waiting List Procedure) and advised to apply to other schools besides the school.

6.9 The School will keep a proper register of all applications for admission.

7. APPEAL PROCEDURE

If a parent is dissatisfied with the school's decision not to admit a learner to the school, such a parent may appeal the decision to the Member of the Executive Council in accordance with Article 5(9) of the Schools Act.

8. CAPACITY

The SGB has determined the school's maximum capacity for learner admission as follows:

- Total number of learners in School: 1090
- Per class: 30 FP / 32 IP
- Per grade: Grade 1-3 (150) Grade 4-7 (160)

Grade	Afrikaans			English			Total: Grade
	Number of classes	Maximum learners per class	Total: Afrikaans	Number of classes	Maximum learners per class	Total: English	
1	3	30	90	2	30	60	150
2	3	30	90	2	30	60	150
3	3	30	90	2	30	60	150
4	3	32	96	2	32	64	160
5	3	32	96	2	32	64	160
6	3	32	96	2	32	64	160
7	3	32	96	2	32	64	160
			654				436
							1090

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

- Prioritizing the interests of the learner
- The number of available educators
- The available space for administrative needs
- The number of suitable classrooms available
- The fact that the grade with the lowest capacity determines the maximum capacity per grade
- The need for space for sports, cultural, and recreational activities
- The available space in existing media and computer centres, science and technology laboratories, and the school hall
- The available sanitary facilities
- Parking facilities
- Safety measures
- The maximum allowable number of learners per class
- Internationally recognized best practices regarding class sizes to ensure effective and efficient quality teaching

9. DETERMINATION OF LEARNER CAPACITY

9.1 Classrooms provided by the Department:

Number	m ²
23	42

9.2 Classrooms provided by the SGB:

Number	m ²
10	42

CAPACITY: LEARNERS PER CLASS

- **Learner Desk** : 0.2475 m² (single) and 0.45 m² (double)
- **Teacher's Desk** : 0.88 m²
- **Cabinets** : 4.6 m²
- **Teacher's Movement Space** : 7 m²
- **Learner's Movement Space** : 1 m²
- **Class Size** : 42 m²

FORMULA FOR CLASSROOM WITH SINGLE DESKS

[Class size (m²), minus educator furniture (m²) (furniture/equipment such as cupboards), minus 7 m² (space for educator)] ÷ [space for learner (m²) + size of learner desk (m²)] = learner capacity per class

$$[42 \text{ m}^2 - 0,88 \text{ m}^2 - 4,6 \text{ m}^2 (\text{educator furniture}) - 7 \text{ m}^2 (\text{educator space})] \div [1 \text{ m}^2 (\text{learner space}) + 0,2475] = 24 \text{ learners}$$

FORMULA FOR CLASSROOM WITH DOUBLE DESKS

[Class size (m²), minus educator furniture (m²) (furniture/equipment such as cupboards), minus 7 m² (space for educator)] ÷ [space for 2 learners (m²) + size of learner desk (m²)] times 2 = learner capacity per class

$$[42 \text{ m}^2 - 0,88 \text{ m}^2 - 4,6 \text{ m}^2 (\text{educator furniture}) - 7 \text{ m}^2 (\text{educator space})] \div [2 \text{ m}^2 (\text{learner space}) + 0,45] = 12 \times 2 (\text{learners per desk}) = 24 \text{ learners}$$

(The regulations in terms of minimum uniform norms and standards for public school infrastructure ⁽¹⁾ prescribe the following minimum space:

- Grade R : Learner – 1,6 m²
Educator – 7 m²
- Grade 1–12 : Learner - 1 m²
Educator – 7 m²
- Learners with disabilities : Learner - 2 m²

LEARNERS PER SCHOOL

The total number of classrooms multiplied by the maximum learner capacity. We assume that all classrooms are 42m² as the vast majority are this size, and this results in the fewest problems from a management perspective.

Other facilities that are not suitable for use as classrooms:

- Science Laboratory
- Technology Class
- Library
- Office
- Staff Room
- Storage Rooms
- Computer Centre
- School hall

Facilities provided by the SGB:

- Clubhouse
- Administrative Offices
- Remedial Classes
- Tuckshop
- Garages
- School Hall
- Amphitheatre
- Computer Room

CLOAKROOMS

NUMBER OF BOYS

BOYS	REAL NUMBER	SABS NUMBER
Toilets	7	9
Urinals	2	8
Washbasins	7	8

NUMBER OF GIRLS

GIRLS	REAL NUMBER	SABS NUMBER
Toilets	8	15
Washbasins	7	8

See attached SABS 0400 building regulations for calculating the number of facilities in relation to the number of people.

Local regulations, such as fire and other safety measures (consult local building and/or fire regulations).

EXPLANATORY NOTES

1. The Governing Body has contributed to the benefit of the learners by establishing 8 extra classrooms for effective teaching, and not to increase school capacity.
2. Due to occupational safety, there should not be more than 24 learners per session in the technology classroom/laboratory.
3. Toilets and washbasins are already overused.
4. There are currently no expansion opportunities on the premises, nor any SGB funding.
5. There is currently one person on the roaming roster without a base.
6. Classes already contain an average of 6 more learners than the SABS 0400 regulation allows.

TABLE 1 : Utilization Class of Building

TABLE 2 : Intended Occupancy

TABLE 3 : Provision of Fixed Sanitary Facilities

10. EXCEEDING THE MAXIMUM ALLOWABLE NUMBER OF LEARNERS PER CLASS

10.1 The maximum allowable number of learners per class is 30 for Grades 1-3 and 32 for Grades 4-7.

10.2 Class capacities vary and not all classes are the same size. The physical size of classes is considered when admitting learners.

10.3 The SGB (School Governing Body) mandates the principal to approve one additional learner in a specific Intermediate Senior Phase (ISP) class (total 33), considering this policy. In this case, the principal only needs to inform the SGB of his decision. The SGB mandates the principal to approve one additional learner in a specific Foundation Phase (FP) class (total 31), considering this policy. In this case, the principal only needs to inform the SGB of his decision.

10.4 Despite 10.3, the principal will make this decision in consultation with the SGB if the total number of learners by which the maximum allowable number of learners per class is increased exceeds 2% of the total learners in the school and/or a grade.

10.5 If there is a request to admit learners that will increase the maximum allowable number of learners per class to more than FP(31) and ISP (33), this decision must be approved by the SGB, up to a maximum of FP(32) and ISP(34) learners per class.

10.6 The Principal and the SGB will, as far as possible, reserve their discretion regarding exceeding the maximum allowable number of learners per class (10.3 and 10.4) for new applicants who meet the admission criteria.

10.7 Where the number of learners per class currently exceeds the maximum allowable number of learners per class, the learners already in the school will be accommodated.

11. SCHOOL PROPERTY

Applicants are advised of the following:

- 11.1 Each learner at a public school will take good care of the school property made available to him/her and will return it to the school before or on the date indicated by any educator at the school.
- 11.2 The parents of a learner at a public school will be responsible for any damage to or loss of school property for which the learner is, in turn, accountable to the school.
- 11.3 It is the duty of each parent to assist the State and the governing body of a school in promoting a culture of respect for school property.

12. RISK OF DAMAGE OR LOSS

Applicants are advised that the school assumes no liability for damage to, destruction of, or loss of any property brought onto the school premises by the learner or his/her parent(s), regardless of who caused such damage, destruction, or loss, how it was caused, whether caused by someone's actions or omissions, and whether it was caused intentionally or through negligence. The school accepts no liability. Learners are encouraged to take care of any property brought onto the school premises, and applicants and parents of learners are encouraged to arrange their own insurance against such damage, destruction, or loss.

13. CONDITIONS AND ORDER OF PREFERENCE REGARDING ADMISSION APPLICATIONS FOR GRADES 1-7

- 13.1 The School is currently a parallel-medium institution and thus has human resources that mainly cater to learners whose mother tongue or chosen language of instruction is Afrikaans or English, as outlined in the Language Policy.
- 13.2 When applying to the school, the learner should already be proficient in the language (Afrikaans and/or English), be able to communicate in it, and possess a good vocabulary so that the learner's academic progress is not hindered, and the learner's lack of ability does not negatively impact the teaching and learning of other learners.
- 13.3 It is essential that one or both parents are proficient in the language in which the learner is taught, as the parent remains responsible for the learner's homework.
- 13.4 Such a learner will be assessed by the School's Learning Support Team upon admission, as the learner's academic progress may be adversely affected.
- 13.5 When the school receives a late application or an application from another province from a family that is moving and where the learner(s) are residing with their legal parent/guardian, and it can be proven that the parent/guardian applied in their original environment/region in a timely manner, this application will not be penalized as a late application.
 - 13.5.1 Such a learner will be considered along with other applications.
 - 13.5.2 The number of learners per class will be taken into account to ensure that space is available in the relevant class.

13.6 As the School and the SGB understand that they cannot unfairly discriminate against a learner on whose behalf an admission application is submitted, and are therefore not intending to discriminate, and although they wish to contribute to learner education in partnership with the State, they recognize that the school cannot accommodate all learners and some form of (fair) discrimination regarding learner admission is inevitable. No learner will be denied admission based on race, culture, religion, or financial circumstances, subject to the following provisions of the Hermanus Primary School Admission Policy. Therefore, and in light of the above, it is the school's policy that applications will be processed in the following order of preference:

- (a) Firstly, applications for siblings of learners who are already enrolled at the school.
- (b) Secondly, applications for learners who bona fide (truly) reside with their parents (as defined in the Schools Act) within the school's natural/traditional catchment area, and whose mother tongue is the language of instruction at the school.
- (c) Thirdly, applications for learners who bona fide (truly) reside with their parents (as defined in the Schools Act) within the school's natural/traditional catchment area, and whose chosen language of instruction (as indicated by the parent(s) on the admission application) is the language of instruction at the school.
- (d) Fourthly, applications for learners whose parent(s) are genuinely employed at an address within the school's natural/traditional catchment area, and whose mother tongue is the language of instruction at the school.
- (e) Fifthly, applications for learners whose parent(s) are genuinely employed at an address within the school's natural/traditional catchment area, and whose chosen language of instruction (as indicated by the parent(s) on the admission application) is the language of instruction at the school.
- (f) Sixthly, applications for learners who live outside the larger Hermanus area of the school, and whose mother tongue or chosen language of instruction is the language of instruction at the school, on a first-come, first-served basis.
- (g) Lastly, applications for learners who are already placed at other schools and whose mother tongue or chosen language of instruction is the language of instruction at the school, on a first-come, first-served basis.

14. REQUIREMENTS

Except where the provisions thereof are not in the best interest of a learner or other learners, the SGB and the School will consult the ministerial policy.

15. GENERAL EXPECTATIONS OF LEARNERS

15.1 That such a learner can meet the specific requirements of the grade, emotionally, socially, and academically, in the language of instruction, but more specifically, in the foundation phase.

15.2 That there is a need for such a learner to be educated in a traditional mainstream school environment as provided by Hermanus Primary School.

15.3 That such a learner will fully cooperate in academics, as well as sports, culture, and community service.

15.4 That such a learner will respect the school's discipline policy, will apply self-discipline at all times, and will refrain from any behaviour that may disrupt order and discipline within classrooms.

16. PARENTAL INVOLVEMENT

Hermanus Primary School requires that parents provide their full cooperation regarding sports, culture, and academics (homework) for the total holistic development of their child.

16.1 Be willing to contribute to the key areas of school life, namely academics, sports, culture, and service, and to participate in school activities offered by the school.

16.2 To be subject to school discipline as applied in this school, and to demonstrate a level of behaviour and self-discipline that shows a tendency to help create, maintain, and improve discipline, rather than disrupting an orderly and disciplined school environment, the school's learning processes, or the instruction of fellow learners.

16.3 Although an applicant's refusal to endorse the school's Learner Code of Conduct does not prevent the learner's admission to the school, the code will nonetheless be binding on the learner. Article 8(4) of the Schools Act states:

"Nothing in this Act shall exempt a learner from the obligation to comply with the code of conduct of the school which such learner attends."

16.4 Learners who leave the school and/or transfer to another school do not automatically qualify for re-admission to the school based on historical admission. All provisions regarding admission will still apply.

17. ADMISSION OF PERSONS WITHOUT SOUTH AFRICAN CITIZENSHIP

Applications for admission from persons without South African citizenship will be handled in accordance with paragraphs 19-21 of the ministerial policy.

18. THE SGB AND THE LEARNERS OF THE SCHOOL

18.1 All learners will be expected to fulfil their duties. Learners are also entitled to exercise their rights and to insist on the enforcement of their rights.

18.2 The SGB considers itself bound to protect the educators, learners, parents, and non-educators of the school from physical or psychological harm to the extent that the SGB is able to do so, and further to promote the physical, mental, and moral well-being of learners. For this purpose:

- (a) The SGB reserves the right to take all steps within its power to prevent the admission of a learner whose behaviour poses a significant threat to the well-being, safety, or life of learners or staff at the school, as well as those best interests that the SGB feels compelled to protect.
- (b) The SGB may request information from the DH and consult with him/her regarding the wisdom of admitting a learner to any grade at the school when such a learner will be seriously disadvantaged by his/her inability to communicate at the required level for proper instruction in that grade.
- (c) The SGB, given the resources and circumstances of the school, may take any reasonably feasible steps to assist a disabled prospective learner in adjusting to the school.
- (d) The SGB expects that staff members, learners, or parents will report any matters related to the abuse of rights or breaches of the interests the SGB specifically aims to protect.

19. PARENTS AND THE SCHOOL/SGB

19.1 Parents of learners are requested to complete the prescribed consent form to enable the school staff to act in the best interest of the learner in emergencies or to alleviate the learner's pain or discomfort until the parent(s) can intervene.

19.2 Besides their duties, parents of learners at the school also have several rights. Among other things, parents have the right to be consulted regarding the formulation of the school's language and religion policy and code of conduct, or any amendments thereto. They are also invited to submit recommendations and suggestions regarding the addition or amendment of existing policies or the current code of conduct for consideration by the SGB.

19.3 Parents are encouraged to be involved in all School activities, to offer to become members of the governance structures and support groups that serve the interests of the school community, and to support the teaching process by engaging constructively with educators and ensuring that learners complete assigned tasks and homework diligently. Furthermore, parents are expected to ensure that their children are properly equipped to fully participate in the teaching process and that they attend school regularly and punctually.

20. GRADE REPETITION

Repetition of grades rarely results in a significant increase in a learner's competence. In fact, it often has the opposite effect. The norm for repetition is one year per school phase, if necessary. A learner will not be allowed to repeat a grade more than once.

21. This policy may be amended, supplemented, changed, or adjusted from time to time by the SGB.

(Revised Policy – Approved at Governing Body Meeting 22-07-2024)



PRINCIPAL



CHAIRPERSON

APPENDIX A

In addition to the completed application form, the following documents and/or information must be provided to the principal as representative of the Governing Body:

1. Proof of WCED (Workplace Skills Development) Application
2. The original or certified copy of the learner's birth certificate or identity document. If this is not available, the learner will only be provisionally admitted pending the receipt of a copy from the Department of Home Affairs within three months.
3. Name, residential address, work address, and all telephone, email, fax, or postal details of each person falling within the definition of "parent" of the learner according to the Schools Act.
4. A certified proof of address for each person falling within the definition of "parent" of the learner according to the Schools Act.
5. A certified copy of the learner's most recent report from the previous school.
6. A certified copy of the learner's immunization card. If the parent is unable to provide the necessary proof, the principal must inform the parent that the learner can be immunized according to the primary health program.
7. If the learner is transferring from another school outside the Western Cape, the transfer certificate completed by the principal of the previous school—if such a certificate is not available, the learner may be admitted to the school and placed in a specific grade based on the following documentation:
 - a. The most recent report from the previous school; and/or
 - b. An affidavit from the parent detailing the reason for the unavailability of the transfer certificate and the grade the learner was in at the previous school.
8. If the learner is transferring from another school within the Western Cape, the required original CEMIS transfer certificate from the previous school must be submitted.
9. Details of any serious offenses the learner may have been found guilty of by a principal or a Governing Body of a previous school attended by the learner.
10. Details of any special needs the learner may have in order to receive meaningful instruction at the school.

APPENDIX B: ADDENDUM REGARDING THE WAITING LIST PROCEDURE

If a class reaches maximum capacity (see 10.1), all additional applications will be placed on a waiting list. The procedure for admission from the waiting list is as follows:

- Additional learners per class (see 10.2) will be admitted in the following order:
 1. New residents in Hermanus who are not currently enrolled in a school.
 2. Learners from schools in Hermanus who wish to change their medium of instruction (from Afrikaans to English or from English to Afrikaans).
 3. Applications will be considered according to the date on which all documents were submitted to Hermanus Primary School.

(Revised Policy – Approved at Governing Body Meeting 22-07-2024)



PRINCIPAL



CHAIRPERSON



Dear Parent/Guardian

APPLICATION FOR ADMISSION TO HERMANUS PRIMARY SCHOOL

As with any other school, admission to Hermanus Primary School is determined by learner numbers and an admissions policy. For strategic planning purposes and effective communication, we ask that you complete the administrative form and email it to Mrs. Mulder at Hermanus Primary School. Thank you very much for your cooperation. Further communication about the WCED online process will follow once we receive more clarity.

Application process steps:

1. Follow the steps on the WCED website to apply online: <https://admissions.westerncape.gov.za>
2. Also complete Hermanus Primary School's admin forms (attached).
3. Email your completed forms and supporting documents to Mrs. Mulder at sanet@hermanusprimary.org.za (Note: No copies can be made at Hermanus Primary School.)
4. **VERY IMPORTANT:** No applications will be considered if forms are incomplete and/or not accompanied by supporting documentation.

This checklist is for your convenience. (mark with ✓) Forms (attached):

- Administrative form of Hermanus Primary School
- Contract with Hermanus Primary School regarding payment of school fees
- Waiver/Consent to participate in all organized academic, sports, and cultural activities of Hermanus Primary School
- General waiver
- Consent to use personal information in accordance with POPI act or POPIA
- Waiver form regarding learner photos/image material/videos
- Code of conduct for parents and learners of Hermanus Primary School
- Consent to participate in school activities that may relate to/or include religion.

Supporting documentation:

- Proof of WCED online application
- Copy of ID documents or passports of both parents and/or guardians (certified, not older than 6 months)
- Copy of learner's birth certificate or passport (certified, not older than 6 months)
- Copy of learner's most recent school report
- A certified copy of the learner's immunization card
- Copy of medical aid card
- Proof of address/residence and study permits (if applicable)
- CEMIS form

Yours sincerely

JG Giliomee
Principal



Laerskool
HERMANUS
Primary

028 312 3670

www.hermanusprimary.co.za
principal@hermanusprimary.org.za

Dirkie Uysstraat |
Dirkie Uys Street
Hermanus, 7200

OFFICE USE ONLY			
Date received	<input type="text"/>	Admin no.	<input type="text"/>
Starting date	<input type="text"/>	Grade	<input type="text"/>
CEMIS No.	<input type="text"/>	Register Class	<input type="text"/>
SMS	<input type="text"/>	Cumulative card	<input type="text"/>
FAMILY CODE	<input type="text"/>	Colour Team	<input type="text"/>

A. LEARNER'S PARTICULARS			
Surname	<input type="text"/>	Gender	<input type="text" value="MALE"/> <input type="text" value="FEMALE"/>
First names	<input type="text"/>	Ethnic Group	<input type="text"/>
Preferred name	<input type="text"/>	Home Language	<input type="text"/>
Date of birth	<input type="text"/>	Preferred	<input type="text"/>
ID-number	<input type="text"/>	Current Grade 2025	<input type="text"/>
Nationality	<input type="text" value="RSA"/> <input type="text"/>		<input type="text"/>
Religion	<input type="text"/>		
Do you object to this learner receiving Bible instruction?		<input type="text"/>	
Number of children in family	<input type="text"/>	Is this pupil the 1 st , 2 nd or 3 rd child in the family?	<input type="text"/>

B. PARTICULARS OF OTHER CHILDREN IN THE FAMILY

Name	Grade	Age	School

C. LATEST PREVIOUS SCHOOL (WITHOUT THIS INFORMATION THE APPLICATION AS WELL AS THE LEARNER WILL NOT BE ACCEPTED)

Last school attended

Learner attended school last year ☐ YES ☐ NO

If yes, in which Province or Country

Previous school name

Telephone number

Email address

Highest grade in previous school Reason for leaving the school

D. IMMIGRANTS/ REFUGEES

Date of immigration Country of origin

Departmental exemption number Expiry date

Telephone Fax

Date leaving the school Grade passed Year

Previous grade repeated Year

E. PARENTS' PARTICULARS

Information regarding parents (father and mother) or guardian (in the event of two parents), both are able to vote at an Election of a Governing Body. The information below relates to each parent or guardian.

NO GUARDIAN UNLESS LEGAL ADOPTION HAS TAKEN PLACE. PLEASE ATTACH COPY OF ID DOCUMENT.

Biological father

Biological mother

Surname

Initials

Title

Title

First names

ID number

Telephone number (H)

Telephone number (W)

Cell phone number

E-mail address
(Please print)

Residential address

Employer

Occupation status

Job description:	
Own employer	YES / NO
Housewife	YES / NO
Unemployed	YES / NO
Employed (other)	

Job description:	
Own employer	YES / NO
Housewife	YES / NO
Unemployed	YES / NO
Employed (other)	

Work number

Work address

FAMILY INFORMATION: Mark all appropriate boxes

NEXT OF KIN

Child lives with parents above: married

Yes/No (if no, indicate below)

NAME

Child lives with parents above: Unmarried

Single Parent - Divorced

Single Parent – Never married

Foster care

Parent deceased (father or mother)

CONTACT NR

RELATION

F. MEDICAL INFORMATION

Learners should have been immunized against Tuberculosis (B.C.G.), Diphtheria, Whooping cough, Tetanus Measles, German Measles, Mumps and Poliomyelitis. Immunization against Poliomyelitis and Tuberculosis (B.C.G.) is legally compulsory. NO APPLICATION FOR ADMISSION CAN BE CONSIDERED WITHOUT COPIES OF CLINIC CARD OF PROOF OF IMMUNISATION.

Any allergies

Mark illness(es) learner has had:

Measles ☐

Chicken pox ☐

German measles ☐

Mumps ☐

Whooping cough ☐

Are there any serious disabilities or chronic illnesses which we should take note of?

Any operations?

General practitioner

Telephone

Medical aid

Medical aid number

G. ACCOUNTABLE PERSONS INFORMATION: NAME OF LEARNER:

Under mentioned conditions apply for Hermanus Primary School as stipulated by the Governing Body. **School fees for 2025 are R15 070.00 per year.** The 2026 school fees will be decided at the Budget Meeting in October.

Please select an option: 1,2,3,4

	PAYMENT INSTRUCTION	PER CHILD	CHOICE
1.	ONE PAYMENT: R15 070.00 Payable before 9 February 2025 (R300.00 discount)	R15 070.00 - R300.00 = R14 770.00	
2.	TWO PAYMENTS First payment R7 535.00 (R100.00 discount)-09.02.2025) Second payment R7 535.00(R100.00 discount21.07.2025)	R7 535.00 – R100.00 = R7 435.00 R7 535.00 – R100.00 = R7 435.00	
3	DEBIT ORDER	R1 370.00 PER MONTH X 11	

ACCOUNT HOLDER			
BANK			
BRANCH NUMBER			
ACCOUNT NUMBER			
ACCOUNT	1. CURRENT ACCOUNT	2. SAVINGS ACCOUNT	3. TRANSMISSION
DATE DEBIT ORDER	1st Monthly	15th Monthly	25th Monthly

4.

APPLICATION FOR EXEMPTION:

Application may be made for partial or full exemption from the payment of school fees. Exemption applications will only be considered.

3.1 Once form received. All forms must be in by 1 March 2025

3.2 Meeting date arranged with Governing Body for each applicant.

3.3 All requirements are attached. 4. Failure to comply with the exemption assessment process will result in school fees being due and payable.

CONTRACT WITH SCHOOL WITH REGARDS TO PAYMENT

Agreement between Hermanus Primary School and _____ (Name of parent / guardian) with regards to the payment of school fees.

1. Hermanus Primary is a Section 21 Public School and may raise school fees in terms of the South African School Act (Act No. 84 of 1996) and the National Educating Policy Act (Act No. 27 of 1996) - National norms and standards of School Funding.
2. As a parent/guardian you are liable to pay school fees determined in terms of Section 39 of the South African Schools Act, unless or to the extent that you have been exempted from payment in terms of the said Act.
3. Even though a court has determined that another person is liable to pay the prescribed school fees, as may be included in divorce settlements orders, and / or any other appropriate court order, it remains the responsibility of all persons who meet the definition of "parent" in the South African Schools Act, to pay school fees and all "parents" are jointly and severally liable for the payment of all school fees that are charged or will be charged by the school in respect of a particular learner.
4. Full payment (Once-off) on or before the last date as determined during the annual parent meeting. Payment over 11 months. Alternative arrangements will be made with the school in writing at my own responsibility and initiative.
5. I / We are aware of the application process for exemption of school fees for 2025 and if exemption is required, we will complete the relevant application form.
6. Should you wish to appeal against a decision of the School Governing Body regarding the exemption from payment of school fees, you can do so at the Head of Department from the Department of Education who will at all times ensure compliance to the mentioned Acts and are obliged to follow proper legal procedures to protect the rights of both you as a parent and that of the School Governing Body.
7. Should payments of school fees be in arrears, I shall be accountable for the payment of fees that may arise in the effort to collect the fees on an attorney and client scale.
8. I choose the following address as my domicilium citandi et executandi for delivery or serving of any notices or pleadings. Residential address (Not a postal address):

9. I / We the parents / guardian of _____ undertake to honour the agreement as set out above.

Signature of Parent / Guardian: _____ Date: _____

Signature of Parent / Guardian: _____ Date: _____

INDEMNITY/CONSENT TO PARTICIPATE IN ALL ORGANIZED ACADEMIC, SPORTS, AND CULTURAL ACTIVITIES

1. I, parent / guardian of _____ hereby give permission that he/she may participate in all academic, sport and culture activities presented by the school in an organised manner. I grant permission that he/she may participate in tests conducted by the school support team with the object of improvement in schoolwork and to identify other problems.
2. I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid driver's licences may be asked to transport them.
3. I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and / or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's clear negligence.
4. I hereby delegate my powers as parent / guardian to the principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he/she is physically able to participate in any organised activities and resides in good health.
5. I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.
6. I undertake to inform the school if any of the above information may change.
7. I undertake to support my child to obey the Code of Conduct and the disciplinary system of Hermanus Primary School as included in the Policy of the school.

Signature of Parent / Guardian: _____ Date: _____

Signature of Parent / Guardian: _____ Date: _____

_____ (Learner's name), (including names, street address, telephone numbers, and any other information you provide to the school).

- ## Your rights under this consent

- The right to know what information is held, how it is used, and when the school will disclose it. All the aforementioned information is contained in our Protection of Personal Information Policy and our Privacy Policy, which are available and can be obtained from our offices or on our website.
- The right to correct your details. The school will attempt to keep your information updated. However, if any of your details change, please notify us so that we can keep our records as accurate as possible.
- The right to withdraw your consent. You may withdraw the consent you give us in terms of this form at any time. Your withdrawal must be in writing and directed to the school's information officer. Withdrawn consent is not retroactive and will not affect any previous or existing use of your information.

Consent to receive marketing information

By agreeing to the terms of this consent form, you expressly consent that your information may be processed for marketing purposes, and you understand that by giving consent, you may receive marketing material in the form of SMSs, emails, and the like from the school.

I agree

11

I do not agree

7

Signature of parent/guardian _____

Date _____

CONSENT FORM REGARDING LEARNER PHOTOS/IMAGES/VIDEOS

I, (please print full names neatly in block letters) _____,
hereby grant permission to Hermanus Primary School to display photos/images/videos of my child(ren) as part
of:

- a demonstration/project/activity during classroom instruction;
- a sample project/activity on a CD created by the school for use in educational workshops, classrooms, advertisements, etc.;
- the school's web pages and social media platforms (including Facebook and Twitter);
- examples given to program publishers or competition entries submitted to sponsors;
- video recordings for a program related to the school that will be broadcast on a television station; and/or
- any printed publication, including but not limited to, newspapers, magazines, yearbooks, etc.

By granting this permission, I understand that the school may use photos/images/videos of my child(ren) for purposes such as celebrating achievements and promoting educational opportunities, as deemed appropriate by the school governing body and the principal, and that such use may include display in the school photo gallery.

I further understand that while the school, associated with the photos/images/videos, will be identified, and adults appearing in photos/images/videos may be named, no personally identifiable information of my child(ren), other than the name(s) of the child(ren), will be used in conjunction with any photo/image/video.

I sign this consent form with the understanding that any photos/images/videos published on the school's website may be obtained and reproduced by various news organizations, including print, electronic, and broadcast media, and therefore, I release the school from any liability that may arise from the use of photos/images/videos of the child(ren) in school web publications.

Additionally, I understand that there are potential risks associated with the publication of photos, images, and videos on a website, as worldwide access to the internet makes it impossible to control who accesses the information.

I also understand that if I wish to revoke this agreement, I can do so at any time by sending a letter to the school principal.

Name(s) of student(s): _____

Name of parent/guardian: _____

Address: _____

City: _____ Postal code: _____

Telephone number: _____

Signature of parent/guardian: _____ Date: ____/____/____

Signature of parent/guardian: _____ Date: ____/____/____

UNDERTAKING BY PARENT(S)/GUARDIAN: CODE OF CONDUCT AND MOTTO

I hereby undertake on behalf of my child and myself to:

- Accept and respect the school's motto and mission.
- Honor the school rules and code of conduct as contained in the prospectus.
- Respect the authority of the principal, the teachers, coaches and the prefects.
- Pay the proposed school fees as determined annually by the Governing Body, -or make alternative arrangements for payment.
- Encourage and support my child in all school activities and extracurricular activities.
- Notify the principal if my child is going to leave the school and return all textbooks, library books, and other items borrowed from the school.

BIBLE INSTRUCTION

Do you, as a parent or guardian of the mentioned learner, have **any objection** to him/her being present during Bible instruction?

YES ☐ NO ☐

GENERAL INDEMNITY FORM

I, the undersigned, parent/guardian of (**Full name and surname of child**) waive any claim that I, any spouse, or dependent of mine may have against Hermanus Primary School or the relevant Department of Education for any damage or injury of any kind that I, my spouse, or dependent may suffer as a result of my child's participation in any sports activity, and such excursion or activity will be at the sole risk of myself, my spouse, or child. I grant the aforementioned indemnity/waiver on the basis that all excursions and organized sports activities will be conducted under the supervision of a teacher or another responsible person approved by Hermanus Primary School and that such teacher or responsible person will do everything reasonably possible to ensure the safety of my aforementioned son/daughter.

DONE and SIGNED at _____ on the _____ day of 20_____

SIGNATURE: _____
(Father / Mother / Guardian)

WESTERN CAPE EDUCATION DEPARTMENT

CEMIS: NEW REGISTRATION FORM

Please note that this form must be completed for all NEW learner registrations (learners that are NOT CURRENTLY registered in the CEMIS). The form must be signed by the parent/guardian and the principal. It is important to collect learner information in terms of gender, race and disability in order to track the extent to which **EQUITY** and **ACCESS** are being addressed.

Please observe the following strictly:

- The form must be completed by an official, parent or guardian, not the learner.
- Race, gender, social grant and disability detail should be collected with sensitivity from the parent/guardian.



1.Surname																					
2.First name																					
3.Second and third name																					
4. Learner's Identity Number		If the identity number is not available, apply to Home Affairs immediately.																			
** Is the learner an immigrant: 1=yes; 2=no		Year		Month		Day		6.Learner's race: 1=black/african; 2=coloured; 3=Indian/Asian; 4=white; 5=not applicable										Diacritics on name: 1=yes 2=no			
5.Date of birth																		7.Learner's gender: 1=male; 2=female			
8a.Street number or write Plot / Farm / Flat				8b.Name of street/ plot / farm / flat																	
8c.Suburb / Address line 2																					
8d.Town / Address line 3																					
8e.Postal code				** Telephone code and number or cellular phone number																	
9. Learner's parents deceased: 1=only mother deceased; 2=only father deceased; 3=both parents deceased; 4=both parents alive; 5=unknown																					
10. Is it the first time the learner has registered at a school in the Western Cape Province? 1=yes; 2=no; 3= comes from independent/private school				11.In which province or country did the learner attend school LAST year?: 1=Western Cape; 2=Free State; 3=Gauteng; 4=KwaZulu-Natal; 5=Limpopo/Northern Province; 6=Mpumalanga; 7=Northern Cape; 8=North-West Province; 9=Eastern Cape; 10=Other country: specify below; 11= Not in school																	
12.Learner's grade this year: 1=Pre-GrR; 2=GrR; 3=Gr1; 4=Gr2; 5=Gr3; 6=Gr4; 7=Gr5; 8=Gr6; 9=Gr7; 10=Gr8; 11=Gr9; 12=Gr10; 13=Gr11; 14=Gr12; 15=Special Grade 7; 16=Special Grade 8; 17=Special Grade 9; 18=Infant Phase; 19=Junior Phase; 20=Intermediate Phase; 21=Senior Phase; 22=Vocational phase; 23=ABET Level 1; 24=ABET Level 2; 25=ABET Level 3; 26=ABET Level 4; 27=N1; 28=N2; 29=N3; 30=N4; 31=N5; 32=N6; 33=NIC; 34=NSC; 35=LSEN Unit																					
13.If the learner is in a Pre-GrR or GrR class, is it a STATE or SGB/R3 funded class? 1= State; 2=SGB/R3;																					
14.In which class is the learner this year? E.g. 3c or 12a																					
15.Did the learner attend any school last year? 1=yes; 2=no				16.Is the learner a hostel boarder this year? 1=yes; 2=no																	
17.Is the learner registered for a social grant? 1=yes; 2=no				18.Does the learner receive a social grant? 1=yes; 2=no																	
19.Did the learner attend any formal or non-formal pre-primary programmes LAST year? (Only applies to Gr1 first time enrolments) 1=yes; 2=no				20.Does the learner benefit from the Primary School Nutrition Programme (PSNP)? 1=yes; 2=no																	
21.Is the learner 1=mainstream; 2=LSEN in unit class; 3=LSEN in mainstream; 4=in a LSEN school?																					
22.Learner according to disability (leave blank if no disability) 2=deaf; 3=hard of hearing; 4=blind; 5=partially sighted; 7=cerebral palsy; 8=specific learning disabled; 9=behavioural disorder; 10=mild/moderate intellectually disabled; 11=severely intellectually disabled; 12=physically disabled; 13=autistic spectrum disorder; 14=epilepsy; 15=attention deficit disorder with hyperactivity; 16=none; 17=attention deficit disorder without hyperactivity																					
Primary disability				Secondary disabilities (This field is only to be completed if the learner has more than one disability)		Sec. Dis. 1		Sec. Dis. 2		Sec. Dis. 3		Sec. Dis. 4									
23.Learner's home language: 1=Afrikaans; 2=English; 3=Xhosa; 4=Swati; 5=Ndebele; 6=Zulu; 7=Sotho; 8=Pedi; 9=Tswana; 10=Venda; 11=Tsonga; 12=Sign Language; 13=Other: specify below																					
24.Learner's language of teaching: 1=Afrikaans; 2=English; 3=Xhosa; 4=Swati; 5=Ndebele; 6=Zulu; 7=Sotho; 8=Pedi; 9=Tswana; 10=Venda; 11=Tsonga; 12=Sign Language; 13=Other: specify below																					
25.Learner's preferred language/Certificate language: 1=Afrikaans; 2=English; 3=Xhosa; 4=Swati; 5=Ndebele; 6=Zulu; 7=Sotho; 8=Pedi; 9=Tswana; 10=Venda; 11=Tsonga; 12=Sign Language; 13=Other: specify below																					

26. Languages in GET band (Grades 1 – 9)

Indicate the PRIMARY, ADDITIONAL and 2nd ADDITIONAL LANGUAGES of the learner.
(This question refers to the languages taught in the **LANGUAGE, LITERACY and COMMUNICATION** Learning Area.)

1=Afrikaans; 2=English; 3=Xhosa; 4=Swati; 5=Ndebele; 6=Zulu; 7=Sotho; 8=Pedi; 9=Tswana;
10=Venda; 11=Tsonga; 12=Sign Language; 13=Other: specify below

Complete only for learners who take a second primary language.

Primary language

Additional language

2nd Additional language2nd Primary language

Other Language

27. Examinable secondary subjects taken in the FET band (Grades 10 –12). Indicate the number of subjects taken.

Subject Name

? (Grades 10 and 11 use NCS FET subject names for 2007 with no subject grade distinction).
Minimum of **seven** subject required for fulltime learners.

? (Grades 12 for 2007 will be the last to use the old subject names with subject grade distinction). Minimum of **six** subjects required for fulltime learners.

Subject Category:

1=at the school as part of the subjects;
2=at another institution as part of the subjects;
3=extra subjects at the school;
4=extra subjects at another institution

Subject Grade

1=HG
2=SG
3=n/a

28. The six main **EXTRA-MURAL** activities in which the learner participates: 1=only at school; 2=private only, not at school; 3=both at school and private

1.Dance

5.Visual art

9.Hockey

13.Soccer

17.Watersport

2.Drama

6.Athletics

10.Netball

14.Rugby

18. Debating society

3.Music

7.Chess

11.Clay pigeon shooting

15.Tennis

19.Boxing

4.Choir

8.Cricket

12.Softball

16.Volleyball

20.Karate

Other: Specify with code (1,2 or 3)

I, the principal, hereby declare that I have established that the above-mentioned learner is NOT currently registered at any school in the Western Cape Province and that the necessary documents, to the best of my knowledge, meet the requirements and are acceptable.

We, the undersigned, fully understand the provision made in the South African Schools Act, Act 84 of 1996 (Section 59(2)) regarding the duty of schools to provide information.

Signed:

:
(Name in Print)

Signature

Date

Parent / Guardian

Principal

:
(Name in Print)

Signature

Date

WCEDNEWREG-2

ADMISSION OF LEARNER

NAME OF LEARNER			
DATE OF BIRTH			
	GUARDIAN	FATHER	MOTHER
ADDRESS (RESIDENTIAL)			
ADDRESS (POSTAL)			
TELEPHONE NUMBER			
OCCUPATION			
BROTHERS / SISTERS CURRENTLY IN SCHOOL			

FOR OFFICE USE ONLY:

GRADE TEACHER:	
ADMISSION DATE:	
ADMISSION DATE:	

DOCUMENTATION RECEIVED:

- ☐ Proof of WCED online application
- ☐ Copy of ID documents or passports of both parents and/or guardians (certified, not older than 6 months)
- ☐ Copy of learner's birth certificate or passport (certified, not older than 6 months)
- ☐ Copy of learner's most recent school report
- ☐ Certified copy of learner's immunization card
- ☐ Copy of medical aid card
- ☐ Proof of address / residence and study permits (if applicable)
- ☐ CEMIS form