

GAUTENG DEPARTMENT OF EDUCATION



IMPALA CRESCENT
PRIMARY SCHOOL



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

**IMPALA CRESCENT PRIMARY
SCHOOL**

ADMISSIONS POLICY

2026

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GAUTENG DEPARTMENT OF EDUCATION

IMPALA CRESCENT PRIMARY SCHOOL

ADMISSIONS POLICY

Updated in line with the South African Schools Act (Act 84 of 1996), the Basic Education Laws Amendment (BELA) Act, and the Admission of Learners to Public Schools Regulations, 2025 (Notice 3415 of 2025)

1. TITLE OF THE POLICY

This policy shall be known as the Admissions Policy of Impala Crescent Primary School.

2. EFFECTIVE DATE

01 June 2026

3. DATE OF NEXT REVIEW

01 June 2027

The School Governing Body (SGB) shall review this policy annually or earlier should amendments to legislation, regulations, directives, or operational requirements make such review necessary.

4. REVISION HISTORY

- Original Policy Adopted: 08 June 2019
- Revised: 24 May 2025
- Revised in line with BELA amendments and the Admission of Learners to Public Schools Regulations, 2025: May 2026

5. PREAMBLE

5.1 The School Governing Body of Impala Crescent Primary School has adopted this Admissions Policy in terms of Section 5 of the South African Schools Act, 1996 (Act 84 of 1996), as amended, including amendments introduced through the Basic Education Laws Amendment (BELA) Act, and read with the Admission of Learners to Public Schools Regulations, 2025 (Government Notice 3415 of 2025).

5.2 This policy seeks to ensure fair, equitable, transparent, and lawful admission procedures that uphold every learner's constitutional right to basic education.

5.3 Impala Crescent Primary School is committed to eliminating unfair discrimination and ensuring that no learner is denied access to education on unlawful grounds.

5.4 This policy recognises the final authority of the Head of Department (HOD) in matters relating to admissions, including the placement of learners, as contemplated in the South African Schools Act and these regulations.

5.5 The school acknowledges that the best interests of the child are paramount in every matter concerning the learner.

VISION

Impala Crescent Primary School aims to be a leading institution in the delivery of quality education, where every learner feels valued and inspired.

MISSION

To deliver a curriculum that is based on humanistic values, is future orientated, of a high standard and comprehensive to:

- *Support the schooling process by improving our management, administration, teaching, learning, assessments and overall standards.*
- *Establish both the culture and capacity for lifelong learning amongst our learners and staff. Encompassing values of integrity, passion for accountability and truth.*

6. DEFINITIONS AND ACRONYMS

6.1 Definitions

Term	Definition
"Admission period"	The period determined by the Head of Department during which applications for admission of entry grade learners must be submitted and processed.
"Compulsory school-going age"	The age at which a learner is obliged to attend school in terms of Section 3(1) of SASA - from Grade R until the learner reaches age 15 or Grade 9, whichever occurs first.
"Entry grade learner"	A learner requiring enrolment in Grade R, Grade 1, or Grade 8.
"Feeder zone"	The geographic area determined by the HOD after consultation with SGBs, from which the school draws its core intake.
"Head of Department (HOD)"	The Head of the Gauteng Department of Education.
"Parent"	The biological or adoptive parent, legal guardian, or person legally responsible for the learner.
"Register of admissions"	A list of learners admitted to the school, maintained by the principal.

Term	Definition
"Sibling"	A learner residing in the same household and sharing at least one parent or legal guardian with the applicant learner.
"Total school programme"	All curriculum, sporting, cultural and social activities offered officially by the school, and all reporting.
"Undocumented learner"	A learner whose required identity or immigration documents are outstanding at the time of application.

6.2 Acronyms

Acronym	Explanation
BELA	Basic Education Laws Amendment
GDE	Gauteng Department of Education
HOD	Head of Department
MEC	Member of the Executive Council
SASA	South African Schools Act
SGB	School Governing Body

7. APPLICATION AND SCOPE OF THE POLICY

7.1 This policy applies to:

- all learners enrolled at the school;
- parents and guardians of learners;
- applicant learners;
- educators and support staff;
- members of the SGB; and
- any official involved in the administration of admissions.

7.2 This policy applies to admissions from Grade R to Grade 7.

8. LEGISLATIVE FRAMEWORK

This policy must be read together with:

- 8.1 The Constitution of the Republic of South Africa, 1996
- 8.2 South African Schools Act, 1996 (Act 84 of 1996), as amended
- 8.3 Basic Education Laws Amendment (BELA) Act
- 8.4 Admission of Learners to Public Schools Regulations, 2025 (Notice 3415 of 2025)
- 8.5 National Education Policy Act, 1996
- 8.6 Gauteng School Education Act, 1995
- 8.7 Refugees Act, 1998
- 8.8 Immigration Act, 2002
- 8.9 Protection of Personal Information Act, 2013 (POPIA)
- 8.10 National Education White Paper 6 on Inclusive Education
- 8.11 Any directives, circulars, or provincial regulations issued by the GDE.

9. PURPOSE AND OBJECTIVES OF THE POLICY

9.1 Purpose

To regulate learner admissions in a fair, transparent, lawful, and non-discriminatory manner.

9.2 Objectives

- a) Ensure equal access to education;
- b) Provide clear admission procedures and criteria;
- c) Align with national and provincial legislation, including BELA and the 2025 Regulations;
- d) Regulate admission of undocumented and non-citizen learners;
- e) Protect learners against unfair discrimination;
- f) Ensure compliance with HOD authority regarding capacity and placement.

10. GENERAL PRINCIPLES REGARDING ADMISSION

10.1 No learner may be refused admission on grounds that constitute unfair discrimination, including: race, ethnicity, religion, language, gender, sex, disability, social or economic status, pregnancy, HIV status, nationality, immigration status, or inability to pay school fees.

10.2 No learner may be denied access to the total school programme after admission.

10.3 The school may not administer admission tests to determine admission eligibility.

10.4 Parents may not be compelled to:

- pay registration fees or deposits as a condition of admission;

- sign indemnity clauses waiving constitutional rights;
- subscribe to the school's mission or religious ethos; or
- make compulsory donations.

10.5 Impala Crescent Primary School is a fee-paying public school. Parents unable to pay school fees may apply for exemption.

10.6 In line with BELA, the final authority of the HOD regarding learner placement and school capacity is recognised.

11. ADMINISTRATION OF ADMISSIONS

11.1 The HOD is responsible for coordinating learner admissions in collaboration with the SGB.

11.2 The principal, acting under delegated authority of the HOD and in consultation with the School Admissions Committee, shall administer admissions at the school.

11.3 The School Admissions Committee shall process applications, verify documents, maintain waiting lists, and communicate outcomes.

11.4 The school shall maintain a Register of Admissions on SASAMS containing: name, date of birth, identity number (if available), passport/visa/permit number (if applicable), address, parent names and contact details.

11.5 Officials of the Department shall have access to the Register of Admissions.

12. THE ADMISSIONS PROCESS

12.1 Admission Period

Admissions shall open and close on dates determined by the GDE. The annual admission period must be finalised by no later than May in the year preceding the intended school year.

12.2 Communication with Parents

The school shall communicate admission information through parent meetings, circulars, SMS/email, website, and notices at the school.

12.3 Grade R & 1 Applications

Applications must be completed on the GDE online admissions system. The school shall assist parents who require support.

12.4 In-Grade Applications (Grades 2-7)

Parents must complete prescribed forms and submit supporting documentation.

12.5 Required Supporting Documents

The following may be requested:

- Certified copy of learner's birth certificate (or written affirmation if unavailable)
- Parent/guardian ID document

- Valid proof of residential or work address (municipal bill not older than 3 months, lease agreement, sworn affidavit, or employer's letter)
- Latest school report or transfer card (if applicable)
- Immunisation records (see section 14 below)
- Proof of sibling relationship (if applicable)

Note: Submission of false information or documentation may result in rejection or cancellation of admission.

12.6 Undocumented Learners

12.6.1 No learner may be denied admission due to outstanding documentation.

12.6.2 Learners without complete documentation shall be admitted conditionally while parents are given reasonable time to obtain required documents.

12.6.3 The principal must report undocumented admissions to the HOD within seven working days.

12.7 Home Education Learners

Parents must provide proof of registration, assessment records, portfolios, and any documentation required by the Department.

12.8 Admission Criteria and Prioritisation

Where applications exceed available spaces, priority shall be given in the following order:

1. Learners whose parent lives in the feeder zone, closest to the school;
2. Learners with siblings already enrolled;
3. Children of parents working within the feeder zone;
4. Learners residing closest to the school;
5. Other applicants.

The school shall comply with any placement directives issued by the HOD.

12.9 Waiting Lists

The school shall maintain official waiting lists. Parents shall receive written confirmation of application status.

12.10 Late Applications

Late applications shall be processed subject to available space and Departmental directives.

13. ADMISSION AGE AND COMPULSORY SCHOOL ATTENDANCE

13.1 Grade R learners must be five (5) years old turning six (6) by 30 June of the admission year.

13.2 Grade 1 learners must be six (6) years old turning seven (7) by 30 June of the admission year.

13.3 In terms of BELA, compulsory school attendance applies **from Grade R** until the learner reaches age 15 or Grade 9, whichever occurs first.

13.4 Parents are legally responsible for ensuring regular attendance. The school shall report persistent absenteeism.

14. LEARNERS REPEATING A GRADE OR ABOVE AGE REQUIREMENTS

14.1 Learners should progress with their age cohort wherever educationally appropriate.

14.2 A learner who is three years or more above the normal age per grade shall be placed, as far as reasonably possible, in a fast-track facility or with their peer group. If not possible, they shall be placed in a suitable lower grade with an accelerated programme.

14.3 A learner 16 years or older who has never attended school shall be advised to enrol at an Adult Education and Training centre.

15. CAPACITY OF THE SCHOOL

15.1 The HOD shall determine the minimum and maximum capacity of the school after considering available classrooms, educator allocation, curriculum needs, infrastructure norms, and safety.

15.2 The principal may not independently declare the school full.

15.3 Where the school approaches capacity, the principal shall submit relevant information to the Department.

15.4 The school shall comply with any determination or directive issued by the HOD relating to learner placement or capacity.

16. FEEDER ZONES

16.1 The HOD, after consultation with SGBs, determines school feeder zones.

16.2 Feeder zones need not be geographically adjacent to the school.

16.3 The school shall apply feeder zone requirements fairly and consistently.

16.4 A learner who lives outside the feeder zone is not precluded from seeking admission.

16.5 If the school is oversubscribed, learners within the feeder zone shall be prioritised. If the school cannot accommodate all such learners, the HOD shall find an alternative school within a reasonable distance.

17. ADMISSION OF NON-CITIZENS AND UNDOCUMENTED LEARNERS

17.1 Non-citizen learners have the same right to basic education as South African citizens.

17.2 Required documentation for foreign nationals with permanent/temporary residence permits:

- Certified copy of learner's birth certificate
- Certified copy of study visa or residence permit
- Certified copies of parents' passports and permits

17.3 Required documentation for refugees or asylum seekers:

- Certified copy of learner's birth certificate
- Certified copy of refugee permit (section 24) or asylum seeker visa (section 22)
- Certified copies of parents' permits/visas

17.4 If a learner's name does not appear as a dependent on the parent's documents, the learner may still be admitted on available documents, but the matter shall be referred to the relevant authorities to prevent human trafficking.

17.5 No learner may be excluded solely due to immigration status or outstanding documents. Conditional admission applies while documentation is being regularised.

18. LEARNERS WITH SPECIAL EDUCATION NEEDS

18.1 The school must admit learners with special education needs where reasonably practicable.

18.2 Where the necessary facilities and support cannot be provided, the principal shall refer the application to the HOD to arrange placement in a suitable public school.

18.3 Before such placement, the HOD shall consult with parents, school management, educators, and district officials.

18.4 The process shall be handled urgently to ensure the learner is not prejudiced.

19. APPEALS AND DISPUTES

19.1 A parent whose application is refused may lodge a written appeal with the MEC within the timeframe prescribed by the Department.

19.2 The MEC shall furnish the principal and SGB with a copy of the appeal and invite written representations within five days.

19.3 A parent dissatisfied with the HOD's placement decision may appeal to the MEC in terms of section 5(11) of SASA.

19.4 The school shall cooperate fully with any appeal process.

20. RECORD KEEPING AND PROTECTION OF INFORMATION

20.1 The school shall maintain accurate admission records in accordance with Departmental requirements.

20.2 Personal information shall be processed in accordance with POPIA.

20.3 Confidential information shall not be disclosed unlawfully.

21. SHORT TITLE

This policy shall be known as the Admissions Policy of Impala Crescent Primary School.

22. APPROVAL

Recommended by	
Principal	Mr N Adam
Signature	
Date	
Approved by	
SGB Chairperson	Mrs F Makra
Signature	
Date	
Verified by GDE	
District Director	
Signature	
Date	

23. ANNEXURES

- Admission Application Forms
- Proof of Residence Requirements
- School Fee Exemption Information

- GDE Online Admissions Guidelines
 - POPIA Consent Forms
 - Immunisation Exemption Application Form
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This policy supersedes all previous admissions policies of Impala Crescent Primary School.

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