



## ADMISSION POLICY 2026

Loreto Primary School is a Catholic public school on private property.

Applications will be subject to criteria which will be directed at maintaining and promoting the well-being of the school. This falls within the stipulations of the South African Schools' Act, No 84 of 1996.

The following criteria will be used when applications for admission are considered:

### 1. CATHOLIC/CHRISTIAN CHARACTER:

The school is Catholic/Christian in character and all facets of its functions are based upon this principle.

### 2. MISSION OBJECTIVES AND CODE OF CONDUCT:

Applicants and their parents must accept the Mission Objectives and Code of Conduct of the school.

### 3. MEDIUM OF INSTRUCTION:

The school is an English-medium institution, equipped with human resources to cater primarily for those learners whose mother tongue or chosen language of tuition is the medium of tuition at the school, namely English Home Language.

The SGB may enquire from and take issue with the HOD concerning the wisdom of admitting a learner to any grade in the School when the learner will be severely prejudiced by reason of the inability of the learner to communicate or be communicated with at the level required for proper tuition to take place in that grade.

### 4. AGE:

The admission age of a learner is:

4.1.5 years turning 6 in the year of admission, for Grade R

4.2.6 years turning 7 in the year of admission, for Grade 1

A learner who falls outside the age norm by more than two years will not be considered for admission. The age norm is the grade plus 6 years.

Creating Confidence, Generosity and Responsible Living



## **5. REQUIRED DOCUMENTS:**

### **5.1. Certified copies of the following must be submitted to the school:**

- 5.1.1. Proof of residential address i.e. lease agreement or municipal utility account;
- 5.1.2. Unabridged Birth certificate;
- 5.1.3. Immunisation card. Permission must be obtained by the school from the Head of Education for admission of a learner who has not been immunised;
- 5.1.4. A transfer card/letter from previous school if applicable;
- 5.1.5. Last school report card for learners who have attended school;
- 5.1.6. Study permit issued by Home Affairs for foreign learners;
- 5.1.7. Biological parents' Identity documents;
- 5.1.8. Legal guardians, who are not the biological parents of an applicant, must provide a court order as proof of guardianship.
- 5.1.9. Baptismal Certificate if the learner's faith is Roman Catholic.

### **5.2. Learners lacking identification documents are categorised as undocumented learners.**

- 5.2.1. Section 29(1)(a) of the Constitution of the Republic of South Africa, 1996 ("the Constitution") guarantees everyone the right to basic education and section 7(2) obliges the state to respect, protect, promote and fulfil these rights set out in the Bill of Rights. Section 29(1)(a) of the Constitution is unqualified, unconditional and applies to everyone, including foreigners.
- 5.2.2. The right to education extends to everyone within the borders of South Africa. The nationality or immigration status of the child is immaterial.
- 5.2.3. Sections 39 and 42 of the Immigration Act, 2002 (Act 13 of 2002), do not prohibit schools from providing basic education to children who are illegal foreigners.
- 5.2.4. If the parent/guardian/ward does not have any of the following required, the learner must be enrolled at a school provided that the parent/guardian/ward submits a sworn written affidavit which confirms the learner's details, the parent's details, and date of birth. This is applicable to learners without a:
  - 5.2.4.1. South African birth certificate/identity document
  - 5.2.4.2. Foreign passport (in the case of a foreign learner)
  - 5.2.4.3. Asylum seeker's permit
  - 5.2.4.4. Refugee permit
  - 5.2.4.5. Study permit
- 5.2.5. Learners may be enrolled without the above documents, however, the principal must inform parents of their obligation to apply for the necessary documents at the Department of Home Affairs (DHA).
- 5.2.6. Section 31 of the Births and Deaths registration Act, 1992 (Act 51 of 1992), makes it an offence for a parent/legal guardian to make a false statement or cause a false statement to be made about a child.

## **6. MAXIMUM NUMBER OF LEARNERS:**

The Governing Body has determined, using the maximum floor area of each classroom, the maximum number of learners for each class.

This maximum number per class may be exceeded by a maximum number of 2 learners per Grade resulting from learners needing more time in the Grade.

### **Maximum learners per class:**

Grade RA	28 learners
Grade RB	24 learners
Grade 1A	32 learners

Grade 1B	24 learners
Grade 2A	32 learners
Grade 2B	24 learners
Grade 3A	32 learners
Grade 3B	24 learners
Grade 4A	32 learners
Grade 4B	24 learners
Grade 5A	32 learners
Grade 5B	24 learners
Grade 6A	32 learners
Grade 6B	24 learners
Grade 7A	32 learners
Grade 7B	24 learners

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

- 6.1. That learners' best interests have preference;
- 6.2. The number of educators available;
- 6.3. The space available for administrative needs;
- 6.4. The number of appropriate classrooms available;
- 6.5. Space needs for sport, cultural and recreational activities;
- 6.6. The available space in the school hall;
- 6.7. The sanitary facilities available;
- 6.8. Parking facilities;
- 6.9. Safety measures;
- 6.10. The maximum number of learners permitted per class;
- 6.11. Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education.

## **7. APPLICATIONS FOR ADMISSION TO THE SCHOOL**

These will be captured and processed using the WCED Online Admission System.

### **7.1. Opening and Closing date of Applications:**

As determined by the Western Cape Education Department.

### **7.2. Notification of outcome of Applications:**

As determined by the Western Cape Education Department.

## **8. SCHOOL PROPERTY:**

The Applicant's attention is drawn to the following:

- 8.1. Every learner shall take good care of the property of the school which is placed at his/her disposal, and shall return it to the school on or before a date specified by any educator employed at the school;
- 8.2. The parents of a learner at school shall be liable for any damage to or loss of the school property in respect of which the learner concerned is liable to the school;
- 8.3. It is the duty of every parent to assist the State and the governing body of our school to promote a culture of respect for school property.

**9. RISK OF DAMAGE OR LOSS:**

The Applicant is notified that the School accepts no liability for the damage to, or destruction or loss of any property brought on the School premises by the learner or his/her parent(s). It matters not who causes such damage, destruction or loss, how it is caused, or whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. The School accepts no liability. Learners are encouraged to safeguard property brought onto the School premises, and Applicants and parents of learners are encouraged to take out their own insurance against such damage, destruction or loss.



**J ADONIS  
SGB: CHAIRPERSON**



**VC OERTLE  
PRINCIPAL**

2020.01.27

**DATE:**