



TABLE VIEW HIGH SCHOOL ADMISSION POLICY

Version 7

DEFINITIONS

Admission – admitted to the school from outside.

Placement - already admitted to the school, now placement is the process where an enrolled learner is placed in a class

1. PREAMBLE

- 1.1 In terms of section 5 (5) of the South African Schools Act of 1996, the Governing body of a public school must determine the admission policy of that school.
- 1.2 The Governing Body of Table View High School has accordingly constituted the following as the admissions policy of the school, in the belief that its provisions are consistent with:
 - 1.2.1 The Constitution of the Republic of South Africa (Act 108/1996.)
 - 1.2.2 The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admission to Schools.
 - 1.2.3 The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 Oct 2006) – SASA
 - 1.2.4 Norms & Standards for Language Policy in Public Schools (Government Gazette 18546, Dec 1997)
 - 1.2.5 The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)
 - 1.2.6 The Promotion of Access to Information Act, 2000 (Act 2 of 2000)
 - 1.2.7 The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)
 - 1.2.8 The Admission Policy for Ordinary Public schools (19 October 1998)
- 1.3 At the same time, it requires of the Principal, the Head of Department and their delegates that they will at all times during any admissions process take the provisions of this policy into account, and apply it demonstrably fairly and in accordance with the law.
- 1.4 Table View High School is a **fee-paying school**. School fees and any other fees, will only be charged after the guardians/parents of the learner have been informed in writing of his/her acceptance for admission to the school. The Governing Body, including the principal as an ex officio member of the SGB, will inform parents of the regulations for exemption from the payment of school fees and of their right to apply for full, conditional or partial exemption in accordance with Section 40 of the SASA and the National Regulations relating to the Exemption of Parents from the Payment of School Fees in Public Schools 2006. Undocumented parents cannot apply for school fee exemption.

- 1.5 This policy is informed by the legislation, regulations, policies and circulars listed on Annexure A.
- 1.6 The SGB must make a copy of the Admission Policy available to the HOD.
- 1.7 The policy will be reviewed every three years or when relevant factors have changed.

2. POLICY

- 2.1 It is the aim of the school to:

- 2.1.1 Provide an environment where the race, culture, religion and economic standing of the individual is in no instances an impediment to his/her access to, or progress in, any aspect of school life.
- 2.1.2 Make provision during the enrolment process for applicants from a variety of backgrounds.

- 2.2 It is the policy of the school that a learner is admitted to the total programme and may not be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificate or otherwise victimised on the following grounds:

- 2.2.1 The parent has not paid the school fees as determined by the SGB.
- 2.2.2 The parents do not subscribe to the vision and mission statement or the aim and objectives of the school.
- 2.2.3 The parents have refused to enter into a contract with the school which excludes the liability of the school to the parent out of circumstances relating to the education of the learner.
- 2.2.4 No pupil will be refused admission on grounds of race, gender, culture, language, religious belief or financial circumstances. This aspect of the admission policy will be applied with due cognizance of the following:
 - 2.2.4.1 Whereas it is determined that the medium of instruction is English Home Language and Afrikaans First Additional Language, preference will be given to learners who are proficient in English so as not to prejudice their ability to progress academically.
- 2.2.5 The parents do not subscribe to the school's Code of Conduct

3. RIGHTS AND RESPONSIBILITIES OF PARENTS

- 3.1 The school will inform all parents of learners admitted to the school of their rights and obligations with regard to the governance and affairs of the school, including the process of deciding the school budget, procedure for applying for exemption from payment of school fees, appeal procedure for exemption from payment of school fees, any decision of a parent meeting relating to school fees, and the Code of Conduct for Learners.

3.2 Parents have an obligation to-

- 3.2.1 support their children in their education; and
- 3.2.2 to ensure that their children –
- 3.2.3 attend school regularly; and
 - 3.2.3.1 possess valid birth certificate, visa, permit or relevant documentation
 - 3.2.3.2 Parents are to familiarise themselves with the various school policies:
 - Code of Conduct for Learners
 - Anti-Bully Policy
 - Drug Policy etc

4. ADMINISTRATION OF THE ADMISSIONS POLICY

In order to achieve the foregoing, but also to ensure a just and equitable selection process should the school be oversubscribed, the measures listed below will be implemented in managing the admission process.

- 4.1 ALL applications for admission to the school must be done online via the WCED Online Admission System.
- 4.2 In the 1st Term of each year the closing date for applications will be set and advertised by the Western Cape Education Department:
- 4.3 Applications received by the closing date will be given preference and processed before late applications. This applies to all grades.
- 4.4 It is specifically noted that the parent/legal guardian of a minor learner has the exclusive right to take an initial decision concerning which school they wish to apply to for their child/ward to be enrolled. Consequently, no application will be accepted or regarded as being valid unless it is made by the parent, legal guardian, person entrusted with the care of the minor learner by order of a competent court, or by a person authorised thereto, in writing, by one of the foregoing.
- 4.5 Where the number of applicants exceed the number of available places in the school, grade, class or subject for which application is made, applicants will be placed on the following basis:
- 4.6 Whether placement in the School is considered by the school to be in the best interests of the learner concerned. The ability of the school to provide adequately for the educational needs of the applicant (including but not limited to the language needs and other special needs) will be regarded as part of the best interests of the child and will be considered before offering a place to a learner.
- 4.7 In accordance with the criteria listed in 5.5 below.
 - 4.7.1 Only after all applications received by closing date have been dealt with, will the school consider late applications, and then only if there are still places available in the school.
 - 4.7.2 In regard to relocation, applications will be considered during January pending available space and subject availability in the FET phase.
 - 4.7.3 A written response to every successful application received will be forwarded to parents.

- 4.7.4 Failure of written confirmation of acceptance, by the parent/legal guardian by the due date, shall imply the withdrawal of said learner from a grade placing at the school.
- 4.7.5 All parents applied and whose children were accepted, have to provide their child's latest report from the previous school within 7 days of acceptance. The learner portfolio with SBA marks must come with concessions/dyslexia/learning barriers/reading/scribe/extra time/psychological report etc. Onus rests with the parent/guardian to make sure that the above is presented to the Assessment Coordinator on the first day of school.

5. ADMISSION DECISIONS

The SGB will not administer any test relating to the admission of a learner to the school; however, if it is in the best educational interest of a learner, the HOD may request a learner to undertake a suitable test to assist a placement decision.

5.1 General criteria binding on all applicants

- 5.1.1 The successful completion of or promotion out of the grade immediately below the grade to which admission is sought.
- 5.1.2 The age of the applicant (i.e. learner to be admitted.) Please note that an applicant whose age varies by two years or more relative to the statistical age norm of the grade cohort will not normally be accepted into the school. (Statistical age norm = grade to which admission is sought + 6: e.g. statistical age norm for grade 8 = 8 + 6 = 14: an applicant aged 16 may therefore not be admitted to Grade 8.). In terms of par 30 of the National Admission Policy, learners who are in the school system, but who have become over-age because of repeating grades, may not be refused continued education at a school, but, when transferring from one school to another, may be admitted only with the approval of the circuit team manager. The prescripts and procedures are described in Circular 240/2003. Learners who may be over age for other reasons than repeating example, have been hospitalised for a long period of time, may be considered on merit.

5.2 Further criteria for the admission of those for whom this is not the closest school

- 5.2.1 Other than upon first entry to schooling, a sound record by the applicant in fields such as behaviour/discipline, leadership, academics, sport, arts, culture and community service. This will be balanced by also enrolling learners who, according to the professional judgement of the principal and School Governing Body, demonstrate the potential to benefit from the educational opportunities on offer and/or to contribute meaningfully to the school in aspect, including in extra-curricular participation. It should be noted that it is compulsory for all Grade 8 and 9 learners to take part in at least one summer and winter sport or cultural activity.

5.2.2 Unique personal circumstances, interests or capabilities pertaining to the applicant which suggest that his/her admission would be in the particular interests of the child or the school.

5.3 When Parent/s applies for the admission of a Learner, the Parent/s must upload the following documents for on the WCED Online Admission System. Parents of learners accepted at the school, must within 7 days of attending the school, hand in a certified copy of their latest report card.

5.3.1 an official birth certificate of the Learner [certified copy]; or in the case of the absence thereof, an official, certified abridged birth certificate [copy] or identity documentation [certified copy], or in the absence of such documentation, official proof that application has been made to the Department of Home Affairs for said birth certificate or identity document;

5.3.2 a copy of the current original school report card issued by the previous school of the Learner or other equivalent documentation from the previous school;

5.3.3 the school transfer letter to align the admission process with the WCED CEMIS is required from the school where the learner is enrolled (in all cases where the learner wishes to transfer to another WCED school). Learners transferring to a WCED public school from an independent school also need to have all the documents mentioned above. Learners transferring to a WCED public school from home education also need to provide all the above-mentioned documents, except the transfer letter/certificate, when applying for admission;

5.3.4 A study permit issued by the Dept. of Home Affairs in the case of foreign Learners; or proof of application to the Dept. of Home Affairs;

5.3.5 Primary Parent ID/Passport/permit: Copy or proof of application to the Dept. of Home Affairs (Primary Parent)

5.3.6 Secondary Parent ID/Passport/permit: Copy or proof of application to the Dept. of Home Affairs (Secondary Parent)

5.3.7 In the case of asylum seekers or refugees they must produce the relevant permit

The school may request additional information for its own administrative and record purposes after the learner has been accepted.

5.4 ADMISSION CRITERIA

The following criteria may be used in considering an application: Proximity to Table View High School – preference will be given to learners where Table View High is the nearest school to their permanent residence. A current proof of residence in the form of a utility bill or lease agreement must be submitted. However, in the event of an undocumented case, an affidavit must be presented indicating place of residence.

- 5.4.1 Leadership.
- 5.4.2 Extra-mural involvement of learners in both a summer and winter activity/sport offered by the Table View High School.
- 5.4.3 Community service.
- 5.4.4 Academics.
- 5.4.5 Processing of an application will only be considered with the timely submission of a duly completed application form, together with all the supporting documents if available.
- 5.4.6 In the case of a Grade 12 learner: They must have currently been in an institution offering the CAPS curriculum, take English as a Home Language and must fit into our school subject choice.

Providing misleading and/or false information shall render the application null and void, and enrolment of the learner will be terminated at the end of the term.

Any undocumented learner admitted to TVHS, as per Circular 0053/2021, will be encouraged to be in possession of a permanent residence permit or be in the possession of a VALID STUDY VISA/REFUGEE PERMIT/ASYLUM SEEKERS PERMIT/ZEP for the duration of the learner's studies at TVHS. The onus will be on the parent/guardian to ensure that the learner's valid study visa/Refugee Permit does not ever expire whilst at TVHS. Parents/guardians are reminded they MUST apply for renewal NINETY (90) DAYS BEFORE EXPIRY OF THE CURRENT PERMIT.

6. 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 Head of Department, with the understanding that any decision to overturn an admission decision of the principal, or department from this admission 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 of a motivated explanation from the School Management Team or Head of Education for moving to such significant extent beyond the limits laid down in this policy.

7. CAPACITY, PLACEMENT AND SUBJECT CHOICES

- 7.1 Tests will be administered where there is a cap on the capacity of the subject e.g. CAT only has 29 computers in a venue.

The following, while not exhaustive, will determine capacity and/or placement per class:

- 7.1.1 availability and capacity of facilities e.g. classrooms, laboratories, computers and hospitality facilities i.e. number of stoves [excludes the hall, sports' facilities, offices etc.];

- 7.1.2 subjects where there are capacity constraints due to a limited amount of equipment e.g. CAT, Hospitality, Visual Art, Design etc. Learners will be required to take a skills based aptitude test. Learners will be placed according to the order of merit list obtained from the skills based aptitude test. This test will be done in Gr 9 for subject choice in Gr10.
- 7.1.3 Maths classes will be limited to three classes of 35 learners and Physical Science will be limited to two classes of 35 learners respectively. Mathematics and Physical Sciences will be determined according to the merit list of certain SBA tasks from the June examination in Grade 9.
- 7.1.4 All other classes other than those having a capacity restriction, will not exceed 1:35 learners per class in the FET phase;
- 7.1.5 number of WCED educators;
- 7.1.6 number of SGB employed educators;
- 7.1.7 subject choice, especially in the FET phase.
- 7.1.8 Learners may only take ONE Art subject in the FET phase.

7.2 The optimal number for Grade 8 and Grade 9 in any given year is 280 learners.

7.3 Accommodated in said total for Grade 8: (i) those who fail to progress, (ii) those who move in the new year and Table View High School is their closest school to their legal and permanent place of abode and (iii) learners where TVHS is not their closest public school but where s/he would benefit from being a TVHS learner and TVHS will benefit from him/her. Learners who fail to progress in Grade 9 – 12 will be accommodated in their present Grade.

7.4 Every learner is allocated an admission number upon acceptance, these numbers are recorded in the Admissions Register and are available on request.

8 SPECIAL NEEDS LEARNERS

Where it is reasonably practical, learners with special needs may be admitted to Table View High with relevant educational support.

9 PREGNANCY

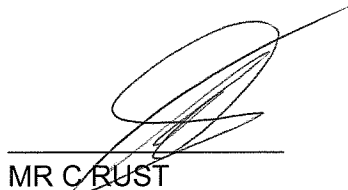
Pregnancy will be managed in line with Circular 0121/2003: WCED policy on managing learner pregnancy in public schools and the school Pregnancy Contract (see attached).

10 APPEALS

Decisions taken in terms of this policy are taken by the Principal and SGB. Anyone aggrieved by such decisions has the right to appeal to the chairperson of the SGB via email. If the application is still unsuccessful, parents have the right to appeal directly to the WCED online.

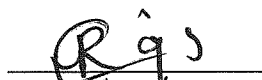
11 ACCEPTANCE AND REVIEW

This policy was accepted by the Governing Body of TABLE VIEW HIGH SCHOOL on 3 December 2024. The policy was reviewed and accepted on 24 July 2025.



MR C RUST
SGB CHAIRPERSON

25/07/2025
DATE



MS R CUMMINGS
PRINCIPAL

25/07/2025
DATE