TABLE VIEW HIGH SCHOOL

ADMISSIONS POLICY

EFFECTIVE DATE:	12 August 2026	DATE OF NEXT REVIEW:	August 2029
REVISION HISTORY	3 December 2024		
	24 July 2025		
	12 August 2026. (20260812)		

The Admissions Policy is subject to change and is effective from the date indicated above.

INDEX

DEFINITIONS: 2
1. PREAMBLE 2
2. POLICY 3
3. RIGHTS AND RESPONSIBILITIES OF PARENTS 4
4. ADMINISTRATION OF THE ADMISSIONS POLICY 4
5. ADMISSION DECISIONS 5
6. FINAL TOTAL NUMBER OF ADMISSIONS 7
7. CAPACITY, PLACEMENT AND SUBJECT CHOICES 7
8. SPECIAL NEEDS LEARNERS 8
9. PREGNANCY 8
10. APPEALS 8

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
Basic Education – includes Grade R to Grade 12

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.
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)
1.2.9 South African Schools Act (Act 84 of 1996) as amended by the Basic Education Laws Amendment Act (Act 32 of 2024)

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.

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 Head of Department (HOD), after consultation with the SGB, has the final authority to admit a learner.

1.8 The policy will be reviewed every three years or when relevant factors have changed, or at the request of the HOD.

1.8.1 The governing body, when reviewing the policy, must be satisfied that it takes into account the needs of the broader community in the education district.

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:

a) 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 5.4 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 who have applied and whose children have been accepted, must provide their child's latest report from the previous school on the first day of their attendance at school.

4.7.6 In instances of a new learner during the course of the year, 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 on the first day of their attendance at school, hand in a certified copy of their latest report card.

5.3.1 Where at least one or both biological or adoptive parents of a learner are South African citizens, the following documents: (i) An unabridged birth certificate of the learner; (ii) the South African identity documents or cards of the learner's parents; and (iii) where either or both parents are deceased, the relevant death certificates;

5.3.2 where both parents of the learner are foreign nationals and hold either permanent residence permits or temporary residence visas, the following documents: (i) the learner's foreign issued birth certificate; (ii) the learner's passport; (iii) a study visa or permanent residence permit issued to the learner; (iv) the parents' passports; and (v) the parents' temporary residence visas or permanent residence permits;

5.3.3 where the parents of the learner are refugees or asylum seekers, the following documents: (i) the parent's asylum seeker or refugee visa; (ii) the learner's asylum seeker or refugee visa; (iii) the learner's birth certificate if the learner was born in the Republic; and (iv) where asylum seeker visas are provided, a refugee or long term study visa must be provided within three years of admission of the learner; and

5.3.4 where the learner is in alternative care, the following documents: (i) the relevant court order granting guardianship or custody; and (ii) the learner's unabridged birth certificate.

5.3.5 Any learner whose parent has not provided the required documents at the time of application shall be provided a reasonable timeframe to submit the outstanding documents. Should the parent fail to provide the required documents, the learner shall not be admitted.

5.3.6 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;

5.3.7 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

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

5.4 ADMISSIONS 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. This lease agreement must be a minimum of 6 months. 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. Providing false information or forged documents is a criminal offence.

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 Mathematics classes will be limited to three classes of 35 learners, and Physical Sciences will be limited to two classes of 35 learners, respectively. Placement in Mathematics and Physical Sciences will be determined according to the merit list of specified SBA tasks and the June examination results in Grade 9, provided that a learner may only be considered for placement in Physical Sciences if they have also qualified for and been placed in Mathematics. A learner who ranks highly on the Physical Sciences merit list but does not qualify for Mathematics placement will not be eligible for Physical Sciences. Should a tie occur at the cut-off point for placement, the learner's overall merit position for the grade will be used to determine placement.

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 number of classes per grade may vary from year to year and is determined by availability of teaching staff and the school's capacity.

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 practicable, learners with special needs who need low to moderate support 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 MEC by dates determined by the department. The SGB must give feedback 14 days after the date of closure of confirmation of acceptance at school. The MEC will decide on appeals within 14 days of receipt.

The SGB has the right to appeal to the MEC if they are dissatisfied with an HOD's decision to admit a learner.

TABLE VIEW HIGH SCHOOL

POLICY APPROVAL
ADMISSIONS POLICY

VERSION: 20260812 **EFFECTIVE DATE: 12 August 2026**

DESIGNATION	NAME	SIGNATURE	DATE
SGB Chairperson	M Machesa		18/08/2026
Principal	R Cummings		18/08/2026

ANNEXURE A

1. The Constitution of the Republic of South Africa, 1996.

2. South African Schools Act (Act 84 of 1996) as amended by the Basic Education Laws Amendment Act (Act 32 of 2024)

3. The National Admission Policy for Ordinary Public Schools, Gov. Gaz. 19377 of 1998) as promulgated in terms of the National Education Policy Act (Act 27 of 1996), as amended (NEPA).

4. The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Gov. Gaz. 29311 of 18 Oct 2006) – SASA.

5. Norms & Standards for Language in Public Schools, (Gov. Gaz. 18546, Dec 1997).

6. The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)

7. The Promotion of Access to Information Act, 2000 (Act 2 of 2000).

8. The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000).

9. Circular 26/2010: WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools.

10. Circular 0121/2003: WCED Policy on Managing Learner Pregnancy in Public Schools.

11. Circular 0240/2003: Admission of Over-age Learners into Public Schools.

12. Circular 0046/2004: Admission Policy for Pre-Gr R Learners to Ordinary Public Schools.

13. Circular 0006/2021: Dates and time frames for application for admission to ordinary public schools and the management of school admission information for 2022/2023.

14. Circular 0053/2021: Admission of Undocumented South African/Foreign Learners for 2021/22.

15. Circular 0059/2021: Unlawful practices associated with school admission, the payment of school fees and the levying of other fees.

16. Circular 0018/2022 Reminder: Online admissions system as the ONLY official system or form to be used by schools for admission to ordinary public schools in the Western Cape.

17. National Admission Policy for Ordinary Public Schools (Government Gazette 19377 of 1998).

PREGNANCY OF A GRADE 12 LEARNER
WRITTEN AGREEMENT

Between

TABLE VIEW HIGH SCHOOL

And

....
(Learner) **(Parent)**

1. MEETING WITH PARENTS/GUARDIAN AND LEARNER

Learner	
Parent/Guardian	
Medical Certificate	Yes/No
Expected date of Delivery	
Date of meeting	

1. PARENTS/GUARDIAN'S PLANNING FOR THE PREGNANCY

.....
.....
.....
.....

2. AGREEMENT WITH REGARDS TO WRITING SENIOR CERTIFICATE EXAMINATION

32+ weeks pregnant by the 1st October	
Will write exam in isolation at own school	
Will write exam in isolation at another school	
Will write exam at another centre as private candidate	
Will write supplementary exam in March of following year	
No exam, will enrol as a private candidate with WCED	

OR

Less than 32 weeks pregnant by the 1st October	
Will write exam at own school	
Will write exam at another school	
Leave school, will make own arrangements, WCED informed	

The parent of/ and pregnant learner undertake:

- to provide the school with a medical certificate indicating the learner's suitability to attend school and the expected date of delivery
- to take responsibility to arrange collection of learning material and homework, handing in of assignments and writing of tests;
- to take cognisance of the risks involved in attending school;
- not to participate in physical or other activities that contains the possibility of risk to her or her baby's health (the learner);
- to behave and act appropriately at school (learner);
- to refrain from expecting the school to organise alternative or additional logistical arrangements;
- to accept that no exceptions regarding the fulfilment of the code of conduct will be made;
- that the learner will return to school as soon after the birth of her baby as is medically advisable (hand in medical certificate);
- that they will give account to the school of arrangements for day care for the baby before the learner resumes her schooling; and
- that the learner will not bring the baby to school.

The school undertakes

- to handle the matter as sensitively and confidentially as possible;
- to regard her as a learner with special needs and to arrange counselling if needed;
- to support the learner in continuing her school career and resuming her full-time schooling after the birth of her baby.

Signed at ..... on the ..... day of ..... 20.....

....

(Signature of parent/s) (Signature of learner)

.....

(Signature of principal)

PREGNANCY OF A GRADE 8-11 LEARNER

WRITTEN AGREEMENT

Between

TABLE VIEW HIGH SCHOOL

and

....

(Learner) **(Parent)**

2. MEETING WITH PARENTS/GUARDIAN AND LEARNER

Learner	
Parent/Guardian	
Medical Certificate	Yes/No
Expected date of Delivery	
Date of meeting	

3. PARENTS/GUARDIAN'S PLANNING FOR THE PREGNANCY

.....
.....
.....
.....

The parent of/ and pregnant learner undertake:

- to provide the school with a medical certificate indicating the learner's suitability to attend school and the expected date of delivery
- to take responsibility to arrange collection of learning material and homework, handing in of assignments and writing of tests;
- to take cognisance of the risks involved in attending school;
- not to participate in physical or other activities that contains the possibility of risk to her or her baby's health (the learner);
- to behave and act appropriately at school (learner);
- to refrain from expecting the school to organise alternative or additional logistical arrangements;
- to accept that no exceptions regarding the fulfilment of the code of conduct will be made;
- that the learner will return to school as soon after the birth of her baby as is medically advisable (hand in medical certificate);
- that they will give account to the school of arrangements for day care for the baby before the learner resumes her schooling; and
- that the learner will not bring the baby to school.

The school undertakes

- to handle the matter as sensitively and confidentially as possible;
- to regard her as a learner with special needs and to arrange counselling if needed;
- to support the learner in continuing her school career and resuming her full-time schooling after the birth of her baby.

Signed at ..... on the ..... day of ..... 20.....

....

(Signature of parent/s) (Signature of learner)

.....

(Signature of principal)