**MEERHOF SCHOOL ADMISSION POLICY**

The aim of the admission policy is to facilitate admissions. Every learners right to quality education in an institution best suited to him/her must be respected.

No learner may be denied entrance on the grounds of race, sex, heritage, religion, culture or language.

**1. Compulsory School Attendance**

* 1. Learners must attend school from the first school day of the year in which he/she turns seven until the last school day of the year in which he/she turns fifteen, or is in grade nine, whichever is first.
	2. The ages of compulsory school attendance for learners with special needs is announced by the minister in the Government Gazette.
	3. Any parent or any person who, without cause, prevents a learner from attending school is guilty of a crime and may be liable for a fine or prison sentence not exceeding six months.

**2. Exemption from Compulsory Attendance**

A Head of Department can excuse a learner partially or conditionally, if it is in the best interest of the learner.

1. **Admission to public schools:**
	1. A public school must admit learners and cater for their educational needs, without **unfair** discrimination.
	2. No learner may be denied access to a public school on the grounds that his/her parents:

-is not able or have neglected to pay school fees.

-does not endorse the school’s mission statement

-refuses to sign a contract wherein the parent renounces his right to claim for any compensation arising from the education of his child.

3.3 The minister can, after consultation with the council of Education ministers, place notice in the Government Gazette regarding age requirements for school admission.

3.4 Except for this law, and any other relevant Provincial laws, the admission policy of a Public School is determined by the school Governing Body.

**Meerhof School as a Resource Centre as one of the core functions, assists with the thorough multidisciplinary evaluation of children as per request of the parents/caregivers and advice if the school cannot provide for the learner’s educational needs. Every attempt must be made to refer that learner to a suitable education centre.**

**Meerhof School is primarily for profound physically disabled learners, but also caters for learners with life threatening diseases. The school caters for multi-disabilities, provided:**

* **Learners must benefit from the mainstream CAPS.**
* **Provision is however made for learners whose intellectual abilities deteriorate because of their physical disabilities or their diseases whilst they are already admitted in school.**
1. **Administration of Admissions:**

Principals, and staff to whom authority has been delegated, will be responsible for the administration of admissions.

1. **Registration of learners:**

Learners who wish to attend a school must register before the 10th school day of the year.

**6. Movement of learners between schools:**

Transfer of learners from other schools must only take place with valid reason.

**7. Documents needed for admission:**

A completed evaluation form with relevant documentation such as copies of an ID document or birth certificate to prove age, medical reports, academic reports, clinic card as well as the completed SIAS document must be submitted. Without the completed documentation evaluation of the learner would not take place.

1. **Age of Learners:**
	1. Pre-school learners are admitted to the Gr R-class. Learners are admitted to Gr 1 on condition that they turn 6 before or on 30 June of that year. If the school believes a child is under school-going age, and no documentary proof is submitted, the Principal may, in conciliation with the District office, deny admission. However, parents must be informed of official channel where documentation may be obtained.
	2. There are valid reasons why a learner’s age should be within certain bonds for a specific grade. If a learner is more than three years older than the average age of the grade for which he/she is applying, the principal and Governing Body will decide if it will be advisable to admit that learner.
2. **Number of learners per class:**

The number of learners allowed per class is determined annually by the school depending on the specific needs of each grade, but also in consultation with the Department. Classroom space is used optimally to allow access to as many learners as possible.

1. **Learners who qualify to apply for admission:**

As there is great demand for education for learners with special needs, it is essential that placements in Meerhof School be done with great care.

All applicants are evaluated by the multi-disciplinary team, to ensure correct placement. The school does not cater for learners in the SID category.

**Those who qualify:**

* 1. **Learners who need high level of support according to the SIAS document, and have the intellectual ability to follow the mainstream curriculum.**
	2. **Learners with severe physical disabilities and life threatening diseases already in the same type of school and whose parents relocated to the feeding area of Meerhof School.**

**11. Admission to the hostel:**

* 1. All learners admitted to the school may apply for admission to the hostel.
	2. **Preference is given to**:
* Learners that live further than 50 km from school.
* Learners who are not on any bus route to the school
	1. If there is a hostel learner who lives closer than 50 km to the school, and is on a bus route, he may be asked to make place for a learner who lives further than 50 km or a physically disabled learner. He/she may then attend school as a day scholar.

1. **Waiting List:**

If a learner applies for admission but the grade or hostel is full, such a learner can be placed on a waiting list. All possible attempts must be made to place the learner. As soon as such place becomes available, the parents are notified.

1. **School Fees:**

The school can legally charge fees and parents are compelled to pay. However, no learner may be denied entry if fees are not paid. All effects must make to support needy learners. Parents may apply for exemption of school fees according to the policy.

**CONCLUSION**

The admissions policy must at all times protect the interests of learners who need high level of support to ensure all their needs can be fully accommodated.

CHAIRPERSON OF SCHOOL GOVERNING BODY

Beleide Admission Policy doc.