



ADMISSION POLICY

RECORD MANAGEMENT					
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PURPOSE

The Board of Governors (Board) places ethical leadership and good governance at the centre of its culture. The governance of admissions is a fundamental component of this practice to ensure the long-term sustainability of Rondebosch Boys' High School (RBHS)

The Board applies a set of principles as the basis of its criteria and decisions when directing, overseeing and evaluating admissions. The purpose of this policy is to communicate those principles together with the evaluation criteria, procedures and responsibilities with the Board has determined are required for the governance and management of admissions to RBHS.

	CONTEXT	REFERENCE (WHEN APPLICABLE)
1	This policy is drafted in terms of the requirement that the school governing body is required to have an admissions policy, and to ensure that the school's admission procedures comply with provincial and national legislation, regulations and directions and that it considers the particular circumstances of this school.	South African Schools Act, s.5(5) Admission Policy for Ordinary Public Schools, s. 7
2	The school principal, as a member of the SGB, participates in the process to determine the admission policy of the school and administers the admission and registration of learners to the school in terms of the registration process determined by the HOD and the school's admission policy.	WCED policy for the management of admission and registration of learners at ordinary public schools, Circular 26/2010 Admission Policy for Ordinary Public Schools, s. 5 and 6
3	The school will admit learners and serve their educational requirements without unfairly discriminating in any way.	Constitution of South Africa: s.8. (3) South African Schools Act s.5(1) Admission Policy for Ordinary Public Schools, s. 7
4	This policy applies equally to learners who are not citizens of South Africa.	Admission Policy for Public Ordinary Schools, s. 19-21
5	The governing body of the school will not <ul style="list-style-type: none"> - administer any test related to the admission of a learner to the school, or direct or authorise the principal of the school or any other person to administer such test 	South African Schools Act s5(1) Admission Policy for Ordinary Public Schools, s. 11



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	<ul style="list-style-type: none"> - use the academic performance of learners to determine admission to the school; - use interviews with parents or learners prior to the admission of a learner as a form of screening, except for learners with learning barriers who wish to enter an ordinary public school 	WCED policy for the management of admission and registration of learners at ordinary public schools, s.6
6	Learners who are already enrolled at the school will not be required to re-register (e.g. at the beginning of a year).	WCED policy for the management of admission and registration of learners at ordinary public schools, s. 6
7	<p>The school will not charge fees such as a registration fee, a deposit, re-admission or pre-admission fees or any other fee at the time of application.</p> <p>Rondebosch Boys' High School is a declared FEE-PAYING SCHOOL. In terms of the relevant legislation and that by a parent/guardian enrolling a child at the school, they are under a statutory obligation to pay the school fees determined in terms of section 39 of the schools' act, unless or to the extent that he or she has been partially exempted from payment in terms of this act.</p> <ul style="list-style-type: none"> a) The school will charge school fees only after the learner has been informed in writing of his or her acceptance for admission to the school. b) Parents will be informed about the fee policy of the school at the time of registration. 	<p>WCED policy for the management of admission and registration of learners at ordinary public schools, s. 6</p> <p>"school fees" means school fees contemplated in section 39 of the South African Schools Act, and includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation by a learner in any programme of a public school;</p>
8	Any learner admitted to the school is admitted to the total school programme, and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme on the grounds of an inability by his/her parents to meet the required school fees.	South African Schools Act s.5(2) Admission Policy for Ordinary Public Schools, s. 10
9	The school has adopted a Language Policy which is separately available and has considered the legal requirements for such a policy. Currently the language of learning and teaching is / languages for learning and teaching are English	South African Schools Act, s.6(2). Norms and Standards for Language Policy in Schools, 1997
10	Change in marital status does not prevent a learner from continuing to attend the school.	WCED policy for the management of admission and registration of learners at ordinary public schools, s. 5



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11	The school will not request personal information about prospective learners and their parents at the time of application for the purposes of admission which is not in line with Chapter 2, paragraph 5, of SASA.	WCED Circular 0059/2021, s. 8.1
12	<p>The following documents are required for admission:</p> <ol style="list-style-type: none"> 1. WCED Online registration form 2. Supporting documents required by the online admission system <p>If a learner is not in possession of a South African birth certificate/foreign passport/asylum seekers permit/refugee permit/study permit, the learner shall nevertheless be admitted and the parents informed of their obligation to apply for the necessary documents at the Department of Home Affairs.</p>	<p>WCED Circular 0038/2020</p> <p>WCED Circular 0053/2021</p>
13	<p>It is the responsibility of parents to ensure every learner for whom he or she is responsible to attend school from the first school day of the year in which the learner reaches the age of seven until the last school day of the year in which the learner reaches the age of fifteen years or the ninth grade, whichever occurs first.</p> <p>An applicant whose age varies by two years or more relative to the statistical age norm of the grade cohort will not <i>normally</i> 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: applicant aged 16 may therefore not be admitted to Grade 8.) Permission from the Circuit Manager will be sought in such cases if the school wishes to admit the learner</p>	<p>South African Schools Act, s.2(1)</p> <p>WCED Circular -0240/2003</p>
14	<p>EVALUATION CRITERIA FOR ADMISSIONS</p> <p>The school acknowledges that the WCED has not determined feeder zones of public schools in the province. This means that the school is not bound by the preferences that must be given to learners in terms of zoning.</p> <p>It does, however, take cognisance of the fact that Western Cape Schools Education Act states that 'Every learner shall be entitled to ordinary education at his or her nearest ordinary public school, insofar as it is reasonably practicable'.</p> <p>Taking the above into account, the school uses the following criteria for selection:</p> <p>(a) The admission of learners will be so managed that the school's intake aims to include representation of the major demographic</p>	<p>Admission Policy for Ordinary Public Schools, s.34</p> <p>Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), s. 3(1)(a)</p>



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segments (i.e. cultural, religious, ethnic and economic) broadly reflective of the composition of the community it serves, without prescribing or accepting any predetermined quotas, number or proportions in respect of such representivity.

- (b) Enrolment at the Rondebosch Boys' Primary School does not provide automatic progression to this school. It is, however, recognised that there is a reasonable and warranted expectation on the part of the parents who have enrolled their sons at Rondebosch Boys' Preparatory School that they will progress to the Rondebosch Boys' High School After Grade 7. Boys who have come through their primary school at Rondebosch Boys' Preparatory School, like RBHS a single gender school, will be accustomed to the demands, expectations and approaches pertaining in a competitive boys' school environment. It is deemed to be arbitrary and irrational to disrupt, without reason, the educational and character development trajectory of a boy who has received his primary schooling at a boys' school, by forcing him into a non-boys' school milieu at secondary level. Rondebosch Boys' Preparatory School, which espouses similar traditions, ethos and staff/learner relations to those at Rondebosch Boys' High School, and which shares its name, uniform and certain facilities with RBHS, will have prepared a learner for schooling such as that encountered at Rondebosch Boys' High School. For this reason, and given that Rondebosch Boys Preparatory School is both physically and educationally the closest primary school to RBHS. Rondebosch Boys' Preparatory School is designated as an official feeder school for Rondebosch Boys' High, and, in the absence of compelling and objective reasons related to the applicant why should not happen, an applicant who, at the time of making application is enrolled at Rondebosch Boys' Preparatory School, and who meets the general criteria elucidated in Section 4 above, will receive preferential consideration for placement during the admissions process.

NB: Nothing in the foregoing paragraph prevents learners from other primary school from applying for admission to Rondebosch Boys' High School and admission to Rondebosch Boys High School is allocated to learners from other primary schools in according with the parameters of the following listed criteria:

WCED Circular 0059/2021
Promotion Of Administrative
Justice Act



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Seven critical criteria for admission have been determine in the context of the Board's directive. All criteria shall be considered when considering an application. These criteria include, but are not limited to the following:

1. Age

The applicant is of the correct statistical age norm for the grade to which admission is sought. The statistical age norm is calculated by adding 6 to the intended grade of admission. For example, a learner will be given in consideration for admission to Grade 8 at RBHS if he will turn 14 by 31 December of his Grade 8 year.

2. Ability

The applicant is able to cope and find balance in an environment with rigorous academic, sporting and cultural demands

3. Capacity, performance, interest and potential

The applicant demonstrates the academic capacity to cope adequately with the school's standards, and interest/potential in the sporting, cultural, leadership and social areas.

4. Behavioural attributes

The applicant's record of behaviour and social attributes give no indication that the learner will be a disruptive influence in the school, will jeopardise the orderly flow of teaching learning, or that his presence will compromise the best interests of the learners in the school

5. Siblings

The applicant has one more sibling currently attending Rondebosch Boy's High School.

6. Residential proximity

Except in the case of boarders, residential proximity is given consideration provided the other Criteria for Admission as detailed in this section have met. It is the norm that learners who live with their parents in a dwelling which is closer to Rondebosch Boys' High School than to any other suitable school will be admitted to Rondebosch Boys High School



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(c) Similarly, enrolment of a sibling at and/or family connections to designated schools in a 'family' of schools (e.g. brother and sister schools) does not provide automatic enrolment at this school, but will be considered

(d) The capacity of the school is 900 learners, distributed over 5 grades, averaging 180 learners per grade. Rondebosch Boys' High School can enrol a maximum of 180 Grade 8 learners annually, of which 145 are day boys and 35 as boarders. The capacity of the school is based on:

1. The number and size of classrooms in the school;
2. The width of the corridors;
3. The need to provide an educational milieu which includes a subject choice based on educationally valid principles;
4. The creation and maintenance of a stimulating and sustainable educational environment. This is in part dependent on having designated, exclusive and appropriately-developed space for the following broad educational facilities:
 - a) A Library
 - b) Science, Biology and Computer laboratories
 - c) Music centre (for individual music instruction as well as large-group music productions/practices)
 - d) A School Hall
 - e) Engineering, Graphics and Design room
 - f) Visual Art room
 - g) A Learner 'Forum' (e.g. Tuckshop, Students' Centre, Minor Hall or similar)
 - h) A gymnasium
5. The need to support the educational process administratively by providing designated, appropriately furnished, relevantly equipped and exclusive space for:
 - a) A Staff common room and staff workroom
 - b) Offices and working spaces for management, administrative and support staff
 - c) Counselling rooms
 - d) Parking facilities

The school will inform parents whose children are not accepted for admission of the reason for non-admission.



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ADDITIONAL EVALUATION CRITERIA FOR BOARDERS

The following criteria have been determined in the context of the Board's directive, and are to be considered when evaluating each application for admission to Rondebosch boarding facilities. These criteria include, but are not limited to, the following:

1. Residence

Applicants who live outside of the Cape Town Metropole are given precedence over those living within the metropole.

2. Proximity

As a general rule, applicants who live within a 15-kilometre radius of RBHS are not considered. Special considerations such as scholarships, relocation, family or personal circumstances and the like may be considered in this regard.

3. Siblings

Siblings of current boarders are given preference, provided that they fulfil the other Criteria for Admission.

4. Independence

Evidence demonstrates the ability of the applicant to study and learn independently.

5. Commitment

The applicant and application indicate a commitment to full immersion in the activities of RBHS and a specific preference for a boys-only environment.

6. Pre-enrolment information sessions

Following the application of the criteria in this section, all short-listed prospective boarders and their parents/guardians will attend a pre-enrolment information session to guide them with regard to the special demands placed on boarders, to assess the suitability of the candidate for boarding and consider the questions of the applicant and his parents/family/guardian.



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	<p>7. Best interests All decisions shall be taken with consideration for the best interests of both the applicant and the rest of the boarding community.</p>	
16	<p><u>GRADE 9 TO 11 ADMISSIONS</u> Admission will only be considered if there are vacancies in the relevant Grade Process – All application should first be made online on the WCED admissions website in the section relating to “Transfers” Grade 12 admissions – ONLY in exceptional circumstances will applications be considered for scholars entering Grade 12</p>	
15	<p><u>REPETITION OF GRADES</u> A learner may only be retained once in the Senior Phase in order to prevent the learner being retained in this phase for longer than four years Learners repeating a grade must be offered adequate additional support in order to achieve an appropriate level of competence in order to progress to the next grade</p>	Circular 0029/2013
16	<p><u>APPEALS</u> - If a learner is not accepted at the school the parent has the right to appeal on the WCED Admissions website If the WCED decides that the school must admit more learners than it has initially accepted or overturns an admission decision of the school, this has to be exercised reasonably, in a procedurally fair manner and by means of meaningful engagement.</p>	<p>National and provincial legislation, i.e. section 5(9) of the South African Schools Act, 1996 (Act 84 of 1996), provides for a learner, or the parent of a learner, who has been refused admission to a public school to appeal against the decision to the Provincial Minister. Constitutional Court ruling in the case of Rivonia Primary vs Gauteng Department of Education, 3 October 2013</p>
17	<p>This policy will be made available to parents and prospective parents.</p>	Promotion of Administration of Justice Act



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ADOPTION

The RBHS Board of Governors hereby adopts this policy.

For an behalf of the Board:

Name: Jeremy Harris

Role: Chairman

Signature: 

Date: 5 September 2024