



NPO 288-343 | EMIS 700401256

ISIQALO PRIMARY SCHOOL

55 Beaconsfield Avenue, Vereeniging, 1930 | Vaal Triangle, Gauteng

ADMISSION POLICY

Updated for the 2026 Intake

Grade R – Grade 8 · Admissions and Re-enrolment

Issued by:

Principal and Board of Governors

Version:

2026.1 (reviewed October 2026)

Applies to:

All applicants, parents and guardians

Effective from:

First day of Term 1, 2026

"Knowledge is Power." — and good character is how we use it.

1. Purpose and Scope

This policy explains how a child is admitted to Isiqalo Primary School, how places are offered, and how learners are re-enrolled each year. It is written so that parents and guardians can see exactly what to expect and how decisions are made.

- 1.1** It applies to all applications for Grade R to Grade 8, including mid-year transfers, and to the annual re-enrolment of current learners.
- 1.2** The school is a GDE-approved independent school run by a non-profit organisation. It is read together with the school's NPO Constitution, the South African Schools Act, the Constitution of the Republic of South Africa and the school's enrolment agreement.
- 1.3** The aim is simple: to admit learners fairly, openly and in line with the law, within the number of children the school can teach well.

2. Our Admission Principles

Principle	What it means in practice
Fairness	Every application is considered on the same criteria. No child is refused because of race, gender, religion, culture, language, disability, family background or social circumstances.
Openness	The rules, dates, documents and fees are published and explained in writing before a parent decides.
Capacity	Places are offered only up to the number of learners each class and the building can properly accommodate.
The child's interests	The best interests of the child come first, including honest advice if the school cannot yet give the support a child needs.
Partnership	Admission is an agreement between the school and the family, supported by the enrolment contract.

3. Who May Apply

3.1 Age requirements

- 3.1.1** Grade R: the child turns five on or before 30 June of the year of admission.
- 3.1.2** Grade 1: the child turns six on or before 30 June of the year of admission. Children must attend school from the year in which they turn seven.
- 3.1.3** For Grades 2 to 8, placement follows the learner's last completed grade. A learner is normally placed in the grade that matches their progress, not only their age.
- 3.1.4** Early admission outside these ages is not normally allowed. Any exception is decided by the Principal in writing, using the Department's guidance and the child's school readiness.

3.2 Learners with learning or health needs

- 3.2.1** Children with disabilities or learning barriers are welcome to apply and will not be turned away because of them.
- 3.2.2** Parents are asked to share relevant reports and assessments so that the school can be honest about the support it can provide. Where the school cannot meet a need, the Principal will explain why and help the family find suitable alternatives, such as a school with specialist support.

4. How to Apply: Step by Step

Step	What happens	Who
1. Enquiry	The family collects or downloads the application pack and fee schedule, and may tour the school.	Parent / School office
2. Application	The application form is completed and returned with the required documents (see Section 5).	Parent
3. Readiness meeting	A friendly meeting or short placement activity with the child and parent. This is used to place the child in the right grade and plan support. It is not a pass-or-fail test.	Principal / Teacher
4. Decision	The family receives a written decision: offer of a place, a waiting-list position, or a reasoned decline.	Principal
5. Acceptance	The offer is accepted by signing the enrolment agreement and paying the registration fee within the date on the offer letter.	Parent
6. Admission	The learner is entered in the admission register and given a class, with a welcome and orientation.	School office

5. Documents Required

Parents are asked to provide the following with the application:

- A certified copy of the child's birth certificate (or the parent's proof of application to Home Affairs).
- Certified copies of the parents' or guardians' identity documents, and proof of residential address.
- The child's clinic card or immunisation record (Road to Health booklet), and any relevant medical information.
- For Grade 1 to 8: the most recent school report and, where applicable, a transfer letter from the previous school.
- Any assessment reports or learning-support recommendations.
- Emergency contact details and the names of persons authorised to collect the child.

No child is turned away only because of missing papers

If a document is not yet available, for example a birth certificate or a previous report, the school will still consider the application and will give the family a reasonable time, normally 90 days, to provide it. The school will help families who need to find out how to obtain these documents.

6. Criteria for Offering a Place

When there are more applicants than available places in a grade, places are offered in this order. The criteria are applied in the same way to every family.

- 6.1** Learners already enrolled at Isiqalo who are moving to the next grade.
- 6.2** Brothers and sisters of current learners.
- 6.3** Children of staff members.
- 6.4** Children living closest to the school, to reduce travel time and cost for families.
- 6.5** All other applicants, in the order in which complete applications were received.
- 6.6** Where the number of places is limited, the Principal records the reason for each decision. Race, religion, language, disability, or a family's ability to pay may not be used to decide between applicants.

7. Class Sizes and the Waiting List

- 7.1** The school's physical capacity is 200 learners. The Board of Governors sets the number of learners for each class each year, based on classroom space, staffing and the learners' needs.
- 7.2** When a class is full, applicants are placed on a waiting list for that grade in the order set out in Section 6.
- 7.3** If a place becomes available, the school contacts the family at the top of the list. The family has seven days to confirm. The waiting list is valid for the current school year only.
- 7.4** Families on the waiting list are told honestly where they stand and are told as soon as the status changes.

8. Language, Religion and Curriculum

- 8.1** The language of teaching and learning is English. Learners are supported in learning other South African languages as set out in the curriculum.
- 8.2** The school follows the national CAPS curriculum. Admission means that the family accepts the school's curriculum, values and Learner Code of Conduct.
- 8.3** Learners of all faiths and cultures are welcome. The school respects each child's beliefs and does not ask a learner to give up their religious or cultural identity.

9. Fees and Admission

- 9.1** Isiqalo Primary School is an independent school and charges school fees. The fee schedule for the year, the registration fee, and payment dates are given to every family in writing before they accept a place.
- 9.2** The school will not use a family's income, or perceived ability to pay, as a reason to prefer one applicant over another.
- 9.3** Parents who may struggle to pay are encouraged to speak to the Principal or Treasurer early. Where possible, the school will agree a payment arrangement in writing. Consideration of fee relief depends on funds available.
- 9.4** Fee arrears are handled between the school and parents or guardians. A learner will not be humiliated, singled out, or denied teaching in class because of unpaid fees, as stated in the Learner Code of Conduct.
- 9.5** The registration fee is non-refundable once the learner has been admitted, unless the enrolment agreement states otherwise.

10. Re-enrolment of Current Learners

- 10.1** Parents are asked to re-enrol their children every year by signing the re-enrolment form by the date set by the school, normally in Term 3 or early Term 4.
- 10.2** Re-enrolment confirms that the learner's place is kept for the following year. Late re-enrolment is accepted where possible, but the place may be offered to another family if the date is missed and the grade is full.
- 10.3** Families with unpaid fees will be invited to discuss an agreed payment plan before re-enrolment is finalised. The school will aim to keep children in their classes wherever a reasonable agreement can be reached.

11. Transfers and Mid-Year Admission

- 11.1** Learners may be admitted during the year if there is space in the relevant grade. The same application process applies.

- 11.2** The school will request the learner's records from the previous school. Where a learner leaves Isiqalo, the school will release the learner's transfer papers and report promptly on request.
- 11.3** A learner who has previously been expelled from another school will be considered individually. The Principal may meet the family and the previous school before making a decision.

12. Learners From Other Countries

- 12.1** Children who are not South African citizens, including refugees and asylum seekers, may apply on the same basis as other children. The school will not refuse a child only because their parents' immigration papers are incomplete.
- 12.2** Families are encouraged to bring whatever documents they have. The school will give them reasonable time to obtain any outstanding papers and will treat their information as confidential.

13. Admission Decisions, Appeals and Complaints

- 13.1** Every decision is given in writing. If an application is declined, the letter explains the reason.
- 13.2** A parent who disagrees with a decision may appeal in writing to the Chairperson of the Board of Governors within seven days of receiving it.
- 13.3** The Board will hear the appeal within a reasonable time and give a written answer. The Board's decision is final at school level; the family may still approach the Gauteng Department of Education.

14. Records and Privacy

- 14.1** The school keeps an admission register recording each learner's name, date of birth, grade, date of admission and previous school.
- 14.2** Personal information is collected only for admission, teaching and the learner's wellbeing, kept securely, and handled in line with the Protection of Personal Information Act (POPIA).
- 14.3** Information about a family's finances, a child's health or a child's learning needs is shared only with staff who need to know.

15. Review of This Policy

The Board of Governors reviews this policy every year, together with the Principal, and updates it when the law or the needs of the school change. Parents will be told in writing of any significant changes.

Acknowledgement and Adoption

To be signed by the parent or guardian when an application is submitted. A copy of the full policy stays with the family.

Parent or Guardian

I have read the Isiqalo Primary School Admission Policy and understand how admission, waiting lists, fees and re-enrolment work. The information I have given in the application is true and complete to the best of my knowledge.

_____ Parent / guardian full name

_____ Signature / Date

_____ Name of child / grade applied for

For School Use

Application received	Documents complete	Decision	Decision date
	Yes / No	Offer / Waiting list / Decline	

Adopted by the Board of Governors

_____ Chairperson, Board of Governors / Date of adoption

_____ Principal, Dr Nilford Hove / Date