



GARDENS COMMERCIAL HIGH SCHOOL

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ADMISSIONS POLICY

1. GENERAL

- 1.1 This policy is determined by the governing body of Gardens Commercial High School in accordance with the instructions included in the applicable legislation.
- 1.2 The governing body of the School reserves its rights to amend this policy to the extent that it may at any stage conflict with applicable laws.
- 1.3 This policy shall at all times be interpreted and applied in a manner that protects and promotes the interests of all learners concerned.
- 1.4 It, therefore, makes provision for any learner who, together with his/her parents/guardians, supports and honours the core values of the school.

2. COMMITMENT TO FAIR PRACTICES

- 2.1 The School is committed to ensuring that no form of unfair discrimination against any applicant is practiced during the admission process.
- 2.2 The school aims to provide an environment where the race, language, culture, religion, sexual orientation and socio-economic circumstances of each learner do not act as unreasonable barriers to him/her accessing or progressing in any aspect of school life.

3. LANGUAGE OF LEARNING AND TEACHING

- 3.1 The language of learning and teaching at the School was determined by the governing body of the School in accordance with the South African School's Act.
- 3.2 In its language policy, the governing body of the School has determined that the language of learning and teaching at the School will be English.

4. CAPACITY OF THE SCHOOL

- 4.1 The governing body of the School has duly determined the total capacity of the school to be 590 learners with an average of 120 learners per grade in grades 8-10 and an average of 110 learners in grades 11-12.
- 4.2 The governing body of the School considered all relevant factors in determining the capacity of the school, including but not limited to the following:
- The number of classrooms in the school;
 - The size of each classroom in the school;
 - The number of educators available at the school;
 - The financial capacity of the school;
 - The need for designated work areas for the exclusive use of the School's administration, management and maintenance teams.

5. CRITERIA FOR ADMISSION

The selection of learners for admission to the School shall be based on an assessment of the following factors (in no particular order):

- 5.1 Whether a complete admission application (being a complete set of all documentation and information requested in terms of clause 8 below) has been submitted;
- 5.2 Whether the learner has met the promotion requirements for the grade immediately below the grade to which the admission application relates;
- 5.3 Whether the school is offering the subjects in grades 11-12 the learner has taken in his/her previous school;
- 5.4 Whether there are places available at the school given the capacity of the School set out in clause 4 above;
- 5.5 The age of the learner. Learners who are more than two years older than the statistical age norm per grade will not be admitted to the School. The statistical age norm per grade is calculated by adding six to the grade number (e.g. Grade 8 +6 = 14);
- 5.6 The willingness of the learner to participate in and add value to all areas of school life;
- 5.7 Whether the learner will benefit from the programme of the School given his/her proficiency in English, being the language of learning and teaching at the school

The governing body of the School has determined that the Principal shall have the discretion to admit learners subject to the provision of this policy.

The absence or presence of any of the factors set out in clause 5 above does not mean that a learner will be refused or guaranteed admission to the School.

6. CRITERIA FOR SELECTION WHERE THE SCHOOL IS OVERSUBSCRIBED

Where the number of applicants exceeds the number of places available at the School or in a particular grade, applicants who meet the criteria for admission set out in clause 5 above will be considered and placed in the following order, unless admission to the School would not be in the best interest of the learner/s concerned:

- 6.1 Preference will be given to learners who are applying for grades 8-9 who have achieved 60% or more in English Home Language, Mathematics and EMS in their previous grades;
- 6.2 Preference will be given to learners who are siblings of current learners;
- 6.3 Preference will be given to learners who reside permanently within a commutable distance to the School. It is the responsibility of the applicant to demonstrate that the learner lives within a commutable distance to the School;
- 6.4 Preference will be given to applications received by the closing date referred to in clause 11 below over late applications.

7. CRITERIA THAT WILL NOT BE USED FOR ADMISSION PURPOSES

- 7.1 No learner shall be refused admission to the School on the basis of his/her race, home language, culture, religion, sexual orientation and socio-economic circumstances;
- 7.2 No learner shall be refused admission to the School where the learner's parents cannot pay the school fees payable and/or have applied or intend to apply for a fee exemption.

8. DOCUMENTS AND INFORMATION REQUIRED FOR ADMISSION

The following documents must be submitted when completing the online application, which must be done before the closing date indicated in clause 11 below:

- 8.1 A copy of the **learner's birth certificate / identification document**;
- 8.2 A copy of **the latest report card** issued by the previous school;
- 8.3 A copy of a recent municipal account (or rental agreement) as proof of residence;
- 8.4 A copy of the **parent's/guardian's identification document**;

Learners who are not citizens of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs or whose parents have been recognized as refugees and are in possession of a permit issued in terms of the Refugees Act (No.130 of 1998, as amended) may apply for admission to the school.

9. SCHOOL FEES

- 9.1 School fees payable in respect of each learner admitted to the School shall be determined by the governing body of the School with the approval of a majority of parents attending a general parent meeting.
- 9.2 Parents who enroll their children in this school are lawfully liable for the payment of the school fees.
- 9.3 No learner will however be refused admission to the school if the parent is unable to pay the school fees.
- 9.4 Parents have the right to apply for an exemption from paying the annual school fees by completing the relevant application form.

10. PROCESS TO BE FOLLOWED

- 10.1 Parents must complete an online application and submit all necessary document before the closing date.
- 10.2 The School will process all applications as follows:
 - The School will consider all admissions applications received to determine whether the learners concerned are eligible for admission to the School in terms of the admissions criteria set out in clause 5 above;
 - The School shall apply the provisions of clause 6 above where the School received more admission applications for a particular grade than there are places available in that grade.
- 10.3 Learners who are eligible for admission to the School may be invited to attend an interview.
- 10.4 An interview is not a precondition for admission to the School and is intended only to assess whether the learner would benefit from the programme of the School, being a school specializing in commercial subjects.
- 10.5 Not all applicants will be invited to an interview and not all applicants interviewed are guaranteed admission to the school.
- 10.6 The School will consider all late applications received after the relevant closing date indicated in clause 11 below only if all applications received by the relevant closing date have been dealt with and there are still places available at the School.
- 10.7 While the School will consider all admission applications it receives; all parents/guardians are strongly encouraged to apply to other schools to ensure that their children are ultimately placed in a suitable school.
- 10.8 The School will send all applicants a letter confirming whether their admission application has been successful or unsuccessful.
- 10.9 If the School declines an application for admission, reason/s will be provided in writing by the School.

- 10.10 **Where an application for admission is successful, parents/guardians will be required to accept the place offered to the learner concerned in writing and by paying a deposit of R2 000 by the date indicated in the letter of acceptance issued by the School.**

This deposit will be deducted from the school fees payable for the first school term in which the learner attends the school. The School reserves its right to offer the place to another learner should a successful applicant not accept an offer made by the School and pay the deposit by the stipulated deadline. Late responses and/or late payments received by the School may be reconsidered if there are still places available in the relevant grade.

11. CLOSING DATE FOR ADMISSION APPLICATIONS

- 11.1 All applications for admission to Grade 8 for a particular year must be submitted to the School at or before 31 March at 15:00 in the immediately preceding year.
- 11.2 All applications for admission to any other grade may be submitted at any time during the school year and will be considered in accordance with the admission criteria set out in this policy.

THIS ADJUSTED ADMISSIONS POLICY OF GARDENS COMMERCIAL HIGH SCHOOL HAS BEEN ACCEPTED BY THE GOVERNING BODY ON

19 SEPTEMBER 2016.

A RYAN

SGB CHAIRPERSON

C CHAVDA

SECRETARY

EXCELLENCE IN EDUCATION

PRINCIPAL: MR. DM TOMMY HDE (Commerce) & BED (Honours)