

CRADOCK HIGH SCHOOL



ADMISSION POLICY

1. PREAMBLE

Cradock High School (“the School”) is a public school with legal personality in terms of Section 15 of the South African Schools Act, 84 of 1996 (“SASA”), under the governance of its duly elected School Governing Body (“SGB”).

In accordance with Section 5(5) of SASA, the SGB determines this Admission Policy, subject to:

- The Constitution of the Republic of South Africa, 1996
- The South African Schools Act, 84 of 1996 (as amended)
- The National Education Policy Act, 27 of 1996
- The Ministerial Admission Policy for Ordinary Public Schools (Government Gazette No. 19377 of 1998)
- Applicable Provincial Regulations and Departmental Circulars

This policy ensures fairness, equity, transparency, and the protection of both the School’s autonomy and learners’ rights.

2. GUIDING LEGISLATIVE FRAMEWORK

The School and its SGB are guided by:

- The Constitution (s28: Best Interests of the Child; s29: Right to Education)
- SASA (Sections 5, 6, 8, 9, 15, 16, 41)
- The National Education Policy Act
- The Ministerial Admission Policy for Ordinary Public Schools (1998)
- Provincial regulations

No learner may be refused admission on the basis of race, gender, language, religion, disability, socio-economic status, nationality, or any other prohibited ground.

3. PRINCIPLES

- The best interests of the learner are paramount.
- Admission must be fair, transparent, and consistent.
- No learner may be refused admission due to non-payment of school fees.
- School capacity and available resources guide the annual intake.
- The SGB remains the primary authority for determining admission criteria within legal limits.

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4. LANGUAGE OF LEARNING AND TEACHING

Cradock High School is a dual-medium institution offering instruction in Afrikaans and English. Preference may be given to learners whose home or chosen language aligns with the School's language offerings, provided this does not constitute unfair discrimination.

5. ADMISSION COMMITTEE

5.1 Composition

Appointed annually by the SGB:

- One SGB Parent Member (Chairperson)
- Principal (ex officio, advisory role)
- Two additional SGB parent members
- One educator representative (non-voting, advisory)
- Administrative Officer (Secretary, non-voting)

5.2 Responsibilities

The Admission Committee must:

1. Receive, verify, and record all applications.
2. Ensure compliance with SASA and this policy.
3. Apply admission criteria fairly and consistently.
4. Maintain accurate records and acknowledge all applications.
5. Recommend admission decisions to the SGB for final approval.
6. Communicate outcomes to parents/guardians in writing.
7. Submit summary reports to the SGB and the Department of Education.

5.3 Authority

- The SGB is the final decision-maker (SASA s5(5)).
- The Principal provides administrative support but does not decide on admissions.
- The Admission Committee reports directly to the SGB.

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6. APPLICATION AND ADMISSION PROCESS

6.1 Application Period

Applications open in **May** and close on the **last school day of August** for the following school year.

6.2 Required Documents

Applicants must submit:

- Certified copy of Birth Certificate/ID
- Certified copies of parents/guardians' IDs
- Proof of residential address
- Latest school report and transfer card
- Proof of guardianship (if applicable)
- Vaccination record (if available)
- Relevant medical/supporting documents for special needs

Incomplete applications may be placed on a provisional waiting list.

6.3 Verification

All documents must be certified.

False or misleading information may result in the withdrawal of admission and possible referral to authorities.

7. ADMISSION CRITERIA AND ORDER OF PREFERENCE

1. Learners residing in the natural catchment area (Nxuba) whose home/chosen language matches the School's medium.
2. Learners in the catchment area opting for the alternative medium.
3. Learners whose parents work in the catchment area.
4. Learners outside the area who require subjects not offered closer to home.
5. Siblings of current learners.
6. Hostel applicants (subject to capacity).
7. Others on a first-come, first-served basis within legal and capacity limits.

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Additional Conditions

- Maximum capacity: **30 learners per class, 90 per grade, 450 in total.**
- Age norms: No learner more than **2 years above** the grade norm.
- Successful completion of the previous grade is required.
- Where applications exceed space, the School may consider academic and disciplinary records fairly and transparently, in line with SASA.

8. ADMISSION TO HOSTEL

At least **20%** of annual new admissions are reserved for hostel applicants.

Preference is given to:

- Learners living beyond daily commuting distance
- Learners whose parents work in rural/remote areas
- Siblings of current hostel residents
- Learners with academic, cultural, or sporting merit

Hostel rules apply, and hostel admission runs concurrently with school admission.

9. SCHOOL FEES AND FINANCIAL ASSISTANCE

- No learner is refused admission due to inability to pay fees.
- Parents may apply for full or partial exemption (Reg. R1052).
- Applications are confidential and assessed by the SGB.
- The SGB may recover unpaid fees legally from liable parents.

10. APPEALS

Parents/guardians may appeal in writing to the MEC for Education within **14 days** of receiving a refusal.

The appeal must include:

- The School's written decision
- Reasons for the appeal
- Supporting documentation

The School's decision remains in effect pending the appeal.

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11. LEARNERS REPEATING GRADES

- A learner may not repeat a grade more than once per phase.
- Re-admission after repeating a grade twice or after failing Grade 12 is at SGB discretion.

12. LEARNERS WITH DISABILITIES AND SPECIAL NEEDS

The School supports inclusive education and will provide reasonable accommodation where possible. If the School cannot meet the learner's needs, parents will be assisted in securing placement at a suitable institution.

13. CODE OF CONDUCT AND SCHOOL RULES

Admission requires acceptance of the School's Code of Conduct, Language Policy, and Rules. Requests for cultural, religious, or medical exemptions require SGB approval.

14. RISK, PROPERTY, AND LIABILITY

- Parents and learners are responsible for school property in their care.
- The School is not liable for loss or damage to personal items.
- Parents are encouraged to insure personal belongings.

15. CONFIDENTIALITY AND DATA PROTECTION

All personal information collected is:

- Treated confidentially
- Stored securely
- Used only for lawful education-related purposes (POPIA, 2013)

16. ROLES OF PARENTS AND SGB

Parents must support the School's ethos and policies.
The SGB ensures legal compliance and represents community values.
Parents have the right to participate in policy reviews and budget meetings (SASA s38–41).

17. BEHAVIOUR AND CONDITIONAL ADMISSION

1. All learners must follow the School's Code of Conduct.
2. Previous conduct records may be considered fairly during admission.

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3. Learners with repeated misconduct may be admitted conditionally or placed on probation for one term.
4. Continued enrolment depends on discipline, attendance, and academic effort.
5. Serious or repeated misconduct will be managed in accordance with SASA (Sections 8–9).

18. RE-APPLICATIONS AND REPEAT LEARNERS

1. Repeat learners and Grade 8 re-applicants will be considered with all new applicants.
2. Academic and conduct references may be requested.
3. Conditional admission may be granted.
4. Learners with serious behavioural challenges may have admission deferred or declined.
5. Where needs or behaviour cannot be accommodated, the School will assist in securing alternative placement through the District Office.

19. POLICY REVIEW

This policy is reviewed every **three (3) years**, or earlier based on:

- Legislative changes
- Departmental directives
- School or community needs

All amendments must be approved by the SGB and submitted to the Department for noting.

Skoolhoof: A.G Kitching

Datum


9/6/25

Voorsitter Beheerliggaam: J Gerber



Datum

9/6/25

Kringbestuurder: N Vabaza





Datum

11/06/2025