



## **VOORTREKKER HIGH SCHOOL**

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**PRINCIPAL: MRS N. PAUL**

### **ADMISSION POLICY**

In terms of Section 5 (5) of the South African Schools Act No.84 of 1996, the Governing Body of Voortrekker High School (VHS) has approved the following Policy for the admission of learners to the school

#### **1. INTERPRETATION**

In this policy any expression to which has been assigned in the National Education Policy Act, 1996 (Act 27 of 1996), as amended, and the South African Schools Act, 1996 (Act No.84 of 1996), as amended, has that meaning.

#### **2. ADMISSION CRITERIA**

Selection of a learner applicant for admission to VHS shall be based on the following criteria, which are set out in no particular order: -

- 2.1 The timely completion of the WCED online application together with the timely submission of the completed school application and required supporting documentation (See section 6);
- 2.2 The learner's proficiency in English, which is the language of learning and teaching at VHS;
- 2.3 The best interests of the learner in admitting him/her with the expectation of meeting the academic standards and the requirement of participation in the sporting and cultural life of the school;

- 2.4 Preference will be given to applicants with a suitable reference from their current school.
  - 2.5 The available number of places at the school given the maximum class sizes determined by the Governing Body in accordance with the school's commitment to providing quality education to all its learners. The intake of learners at Grade 8 level is limited to the ratio of 1:35 where actual number of classes will be determined in accordance with the school's structural capacity;
  - 2.6 The capacity of the school to provide for the educational needs and other special needs of the learner.
  - 2.7 The age of the applicant. Learners who are more than two years older than the statistical age norm per grade (which is the grade number plus 6), will only be accepted in exceptional circumstances.
  - 2.8 Proximity of the permanent residence of the learner to the school. Preference will be given to learners for whom VHS is the nearest high school.
  - 2.9 The fact that the learner has or had a sibling at VHS, except where this is not in the best interest of the learner.
  - 2.10 The fact that the learner is a child of a past learner of VHS, except where this is not in the best interest of the learner.
3. A learner will not be refused admission on the grounds of race, religion or culture.
  4. VHS will not administer any test relating to admission, except where placement in a specific course or programme is required.
  5. Learners currently enrolled at the school who need to repeat the grade will be accepted provided that the school can accommodate him/her in terms of subject choices or availability of spaces in subjects where intake numbers are limited due to special facilities required.
  6. Parents seeking admission for their children during the course of school year must furnish adequate and valid reasons for mid-year or mid-term transfer. A full academic and behaviour report will be required from the transferring school. The School Governing Body reserves the right to refuse admission if learner's behaviour is likely to put at risk the safety and well-being of other learners and staff.

## **7. DOCUMENTS REQUIRED FOR ADMISSION OF A LEARNER**

- 7.1 Confirmation or proof of completion and submission of the WCED online application.
- 7.2 The school's application form duly completed and signed by parent/s.
- 7.3 The following documents are to be submitted with the completed and signed application form:
  - (a) An official, unabridged birth certificate of the learner.
  - (b) Proof of immunisation against the following communicable diseases:  
Polio, Measles, Measles, Tuberculosis, diphtheria, tetanus and Hepatitis B.
  - (c) A copy of the learner's most recent academic report issued by previous school attended by the learner. If this is not available, a written affidavit from the parent, stating reason for not having the report is required. The parent would also make arrangements for a copy or equivalent information to be sent from the previous school.
  - (d) A copy of the utilities account or lease agreement.
  - (e) A passport size photo of the learner;
  - (f) A copy of each parent's identity document; and
  - (g) Such additional documents as may be prescribed by the School Governing Body from time to time.
  - (h) Learners who are not citizens of South Africa must produce a valid passport, study permit or Refugee Status Permit valid for the year of admission.

## **8. PROCEDURE**

- 8.1 Applicants will be required to complete the WCED online application process within the dates prescribed by the WCED.
- 8.2 The school's application form which will be made available (handed out at Open Day; Download from the website; collect from the school) must be completed and submitted with documents stipulated in (7) above, by the required date set by the school.
- 8.3 The school's Admission's Committee will screen all applications made via the WCED online application process and the school's application process in terms of the general Admission criteria outlined in (2) which will be more specifically defined by the Admission Committee.

- 8.4 Where an application for admission is successful, parents will be notified in writing and must respond in writing by the stipulated deadline, indicating whether or not the learner will take up the place offered.
- 8.5 Where an application for admission is refused, parents will be informed in writing. Reasons for such refusal will be given on request.
- 8.6 An application fee is payable as determined by the School Governing Body.