

ENTOKOZWENI PRIMARY SCHOOL



EMIS NO. 800003822

P.O. BOX 177
KABOKWENI
1245

Mpumalanga Dept. of Education. Ehlanzeni District. Insikazi Circuit

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General School Policy

General principles

1. Entokozweni Primary School is a no free school and under no circumstances that a parent will be compelled to pay a school fee except and only where donations are asked from parents on a voluntary basis.
2. Learners are always expected to behave in a courteous and considerate manner towards each other, the prefects, all members of staff and visitors to the school.
3. Learners are expected to abide by the school's rules about appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or the school.
4. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.
5. The school will contact parents/guardians when a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

General Rules

1. Loitering, running, and/or playing in/on and around the corridors, stairwells and toilets are forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of school property and the property of others, either by writing or by physical act, is prohibited. Theft of school and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of another pupils' work /or borrowing another learner's work is forbidden.
5. Disruptive, unruly, rude, and/or offensive behaviour will not be tolerated.
6. It is the responsibility of each learner to hand in work on time. This includes assessment tasks.
7. Learners who fail to produce a medical certificate after absenteeism during formal examinations/tests/ assessment tasks will be given a second opportunity to do the task if he/she does not do it he/she will obtain a mark of "0" (nought) for the particular examination/test/assessment task.

8. The learner will respect the beliefs, culture, dignity, and rights of other learners, as well as their right to privacy and confidentiality.
9. Language, which is deemed to be pejorative, discriminatory, or racist is prohibited.
10. Any act that belittles, demeans, or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation, and/or physical abuse. The learner will respect the safety of other learners. Fighting or threatening other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying, and/or reading of offensive material are strictly prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 14.1 The school parking lots.
 - 14.2 Electrical mains distribution boxes, fire extinguishers and hoses
 - 14.3 The school building (this exclude the toilets that may be used during break times)

Valuables and personal belongings

The school will not be held responsible for theft of or damage to personal belongings on school premises (e.g. cell phones, tablets)

1. Learners should avoid bringing cell phones, large sums of money and valuables to school. Cell phones may not be switched on during a normal school day. If the learner brings a cell phone to school, the learner must carry a written request from the parent, which must provide for an indemnification against loss of or damage to the cell phone.
2. If a parent requests a learner to pay donations on his/her behalf, such donations should be paid before the start of the school day. The parent/learner must pay the donation in at the financial office. No staff member will take responsibility for school donations or may receive donations.
3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
4. Learners may not bring computer games, iPods, earphones, or similar electronic devices to school.

Rules Governing Public Places

The school is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA schools act or the Safety Regulations will be brought onto and/or used on the school property unless authorised by the principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.

2. The carrying and/or smoking of cigarettes or e-cigarettes are prohibited.
3. Alcohol is not permitted on school premises or during any school activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.
5. If a learner is in possession of prescription medication a copy of the doctor's script should always be kept by the learner.

Transport

1. The Code of Conduct is applicable when making use of public transport to and from school.
2. Learners may not hitchhike while in school uniform, whether formal or sports dress.
3. Public transport drivers can only park in the allocated parking areas.
- 4.

School Enrichment Programme

Involvement in activities making up the School Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are therefore expected to become actively involved in at least one sport or cultural and/or service activity.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound by the rules and obligations related to that activity.
3. Involvement in a specific activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. Missing a practice without a valid excuse from the learner's parents may result in the learner being suspended from participation in one (1) inter-school league fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to away fixtures will travel in full school uniform unless other arrangements have been made.
8. Sports and other kit must be carried in an appropriate bag.
9. Learners playing in home league fixtures must arrive at the venue in their appropriate sports kit/uniform.
10. It is the parent's responsibility to fetch learners on time after a sport/culture event

School and Class Attendance

PARENTS/GUARDIANS, LEARNERS, TEACHERS, AND SCHOOL GOVERNING BODY (SGB) MEMBERS ARE JOINTLY RESPONSIBLE FOR ENSURING THAT ALL LEARNERS ATTEND SCHOOL.

1. If a learner does not attend school regularly, the relevant register teacher will report the absence of the learner to the parent and the principal in writing. The register teacher must keep an accurate register of the learner attendance and must keep copies of all communication to parents when absence from the school classroom is reported.
2. All learners are to arrive before the official starting time. Learners who are late for school will be indicated with a "L" for late as registers are completed at the beginning of each day.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from school must be covered by an absentee note from a parent/guardian, this includes when a learner stays away from school after exams have been written and teaching continues.
5. Should a learner be absent from school for a period of (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist. The practice number and telephone number of the medical doctor/traditional doctor/registered herbalist must be on the letter.
6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. No learner may leave the school during school hours without a letter from a Parent/guardian requesting the release of their child and the permission of the principal/deputy principal/grade head from whom an exit note must be obtained and the parent must fetch the child. Under no circumstances will a learner be allowed to leave the school alone.
8. Truancy from school is prohibited and will be punished as indicated in the disciplinary policy
9. All learners will attend assembly for the full duration thereof. (see exceptions in the Religious Policy)
10. If a learner leaves a class for any reason, he/she must have a permission slip.

Grade R	- 07:15 to 12:00
Grade 1	- 07:15 to 13:00
Grade 2	- 07:15 to 13:30
Grade 3	- 07:15 to 13:30
Grade 4	- 07:15 to 14:30
Grade 5	- 07:15 to 13:30
Grade 6	- 07:15 to 13:30
Grade 7	- 07:15 to 13:30

Hair Policy Boys :

- Short hair that is cut in a brush cut.
- No lines or patterns shaved into the hair will be allowed. – Kendrick hairstyle
- Short cut / brush cut / "cheese kop" is allowed.

Girls :

- They can have extensions, but it must be thin (not thicker than 5mm) and platted neatly to the back
- If the hair touches the collar of the school dress it must be fastened in a bun or ponytail
- If the hair is short, it must be neat. Remember that our children are ambassadors of our school.
- Girls will not be allowed to wear beads in their hair or any other decorations.
- A "scrunchie" made from the same material as the school dresses or an elastic band in the school's colours can be used to tie the hair into a ponytail
- Alice bands are allowed in the colours of the school – red, white, black
- Extensions are allowed – not thicker than 1.5 cm – platted neatly to the back
- Thin, neat dreadlocks accepted if it is fastened at the back of the head
- If the hair touches the collar of the dress, it must be fastened in a bun or ponytail
- No lines or patterns
- No beads in their hair
- Hair/red elastic bands with red and white ribbon tied to it is allowed.
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Both boys and girls

- No lines in eyebrows or shaved / partially shaved eyebrows will be allowed.
- No hi-lights or colouring of hair is allowed.
- Hair must always be clean and neat.
- Hair must always be worn in such a way that it does not cause headaches or obstructs the learner's vision.
- If the learner's hair/eyebrows are not according to the rules, the disciplinary process will be followed.
- If the learners' hair is not according to the rules, the following disciplinary process will be followed.
- Deputy Principal sends a letter home,
- Parents sign and indicate date when hair will be fixed,
- Educator follows up,
- If the stipulated date was not adhered to, the Deputy Principal will escalate the process resulting in further disciplinary action.

Examples of hairstyles

Girls Acceptable





Boys Acceptable



Religious and Cultural Rights

Religious practices, conduct or obligation that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this code of conduct will be accommodated by a deviation from this Code of Conduct by the Governing body.

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

1. The learner, assisted by the parent, must apply for a deviation from the standard school rules, if such rules conflict with or infringe on any religious rights of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion of how the rules may be supplemented by the Governing Body, to accommodate such religious rights.
4. The learner must provide proof that she/he belongs to that specific religion and that the religious practices, rules, and obligations that are in conflict with the school's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Governing body must consider the application and if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exception from the normal rules and must clearly identify the conduct that will be allowed e.g. the wearing of a head scarf, including colours and details of design; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered if they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process like that contained in subparagraphs 1 to 8 above.

Cyber Safety Important terms used in this document

- The abbreviation **ICT** in this document refers to the term: **“Information and communications technologies”**
- **“Cyber safety”** refers to the safe and responsible use of the internet and ICT equipment/devices, including tablets and cellular phones
- **The term ICT equipment/devices** used in this document includes but is not limited to, computers (such as desktops, laptops, iPads), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players, cameras (such as video, digital, webcams), all types of mobile phones, videos, audio players/receivers such as portable CD

and DVD players), gaming consoles and any other, similar, technologies as they come into use

Cyber safety policy

Every school has a statutory obligation to maintain a safe physical and emotional environment and a responsibility to consult with the community, in addition the SGB has a responsibility to be a good employer.

These three responsibilities are increasingly being limited to the use of the internet and ICT, and several related cyber safety issues. The Internet and ICT devices and equipment bring great benefits to the teaching and learning programmes and to the effective operation of the school.

We recognise that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, learners and other members of the school community), can also facilitate anti-social, inappropriate and even illegal material and activities.

The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

The school thus acknowledges the need to have in place rigorous and effective school cyber safety practices which are directed and guided by this cyber safety policy.

Entokozweni Primary school will develop and maintain rigorous and effective cyber safety practices which aim to maximise the benefits of the internet and ICT. Devices /equipment to children learning and to the effective operation of a school while minimising and managing any risks. These cyber safety practices will aim to not only maintain a cyber safe environment, but also aim to address the need of learners and other members of the school community to receive education about the safe and responsible use of present and developing information and communication.

Policy guidelines

Associated issues the school will address include:

The need for on-going funding for cyber safety practices through inclusion in the annual budget, the review of the school's annual strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cyber safety for the school community, disciplinary responses appropriate to breaches of cyber safety, the availability of psychological support and potential employment issues.

To develop a cyber safe school environment, the SGB will delegate to the principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems, and educational programmes. These will be based and fall within the ambits of the following legislation:

- South African schools ACT (Act 84/1996)
- Regulations relating to safety measures at independent schools, government gazette no 26663 No 975, 20 August 2013
- Occupational of educators Act (Act 76/1998)

A process for reporting back to the SGB by the principal will be agreed upon and established. Frequency and reporting will be included.

In recognition of its guardianship and governance role in cyber safety of the school, the SGB will also develop a policy relating to members use of ICT devices/equipment. This will cover all use of school-owned/leased and privately owned/leased ICT devices/ equipment containing school data/ information on or off the school site.

Entokozweni Primary Cyber Safety Policy

1. The **Entokozweni Primary's** cyber safety practices are based on relevant legislation within the Republic of South Africa.
2. No individual may use the school internet facilities and school owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately owned/leased devices/equipment on the school site, or at/for any school related activity, regardless of its location. This includes Off-site access to the school's network from school or privately owned /leased equipment.
3. Use agreements will cover all SGB members, all learners and any other individual authorised to make use of the school internet facilities and ICT devices/equipment, such as training teachers, external tutors, support staff, service providers, contractors and other special visitors to the school.
4. The use agreements are also an educational tool and should be used as a resource for the professional development of staff.
5. Use of the internet and ICT devices/equipment by staff, learners and other approved users at **Entokozweni Primary** is to be limited to educational, professional development and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place and an appropriate system devised which facilitates confirmation that individuals are authorised to make use of the internet and ICT devices/equipment.
7. The school has the right to monitor access and review all use. This always includes all email sent and received on the school's computers and/or network facilities.
8. The school has the right to audit any material on equipment that is owned / leased by the school. The school may also request permission to audit privately owned ICT equipment used on the school premises or at any school related activity.
9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to any legislation that falls within the constitution of South Africa (Act 108 of 1996)
10. The safety of children is of paramount concern. Any apparent breach of cyber safety will be taken seriously. The response to individual incidents will follow procedures developed as part of the school's cyber safety practices. In serious incidents, advice will be sought

from an appropriate source such as a specialised attorney with knowledge in this field. There will be specific attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the South African police or district office of the Department of education (when an employee is in the employment of the department).

Disciplinary Policy **Disciplinary Procedures** **Legislation**

- South African School's Act, (Act no. 84 of 1996) as amended by the Education Laws Amendment Act, 2005. ("SASA")
- The regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001). ("Regulations")
- The promotion of Administrative Justice Act (Act no. 3 of 2000)
- The promotion of Access to Information Act (Act no 2 of 2000)
- The constitution of the Republic of South Africa (Act no. 108 of 1996)

Aim of the Code of Conduct for discipline

- Promote school standards – not punish
- Promote progressive action
- Enforce discipline
- A disciplined school

Infringements of learners will be graded according to the seriousness of the infringement. The following procedures will be followed.

The grade of an offence will determine the procedure to be followed.

1. Grade 1 offence – a verbal warning/community service followed by written warning followed by a final written warning, then a disciplinary hearing.
2. Grade 2 offence – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
3. Grade 3 offence – a disciplinary hearing or a tribunal hearing (depending on the severity of the specific offence).
4. Grade 4 offence – offence to be immediately reported to the South African Police Services (SAPS) and a tribunal hearing.

Grade 1 Offences:

- Eating, drinking, or chewing gum during any contact time (class and assembly)
 - Misconduct in an assembly
 - Loitering in the passages, at the tuck shop or at the toilets
 - Misconduct or poor sportsmanship during an extra-mural activity's practice, intra-or-inter-school completion or league fixture
 - Failure to attend detention class
 - Continual interference with another learner which causes minor physical or mental discomfort
 - Misconduct during detention
 - Failure to wear the correct sport kit for a match or practice
 - Disruptive behaviour in class
 - Spitting in public
 - Failure to: Do class work set and submit homework; To bring the required textbooks/ notes; To bring the required textbooks, notes, stationary, or equipment to a lesson; Hand work in on time; Copying another learner's class work or homework; Defacing school property; Reporting late for class; Use of a cell phone, computer game, iPod and similar electronic devices, during all contact time
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Grade 2 Offences:

- Vandalism
- Interfering/damaging with another person's possessions/property without the owner's consent
- Racism: remarks/insults
- Forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof
- Intimidation by verbal or physical threat to harm the person or his property (bullying)
- Swearing, lying, or using obscene gestures
- Verbal or non-verbal abuse
- Disrespect or insolence
- Insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/or failure to report to the subject teacher with his /her work/punishment as stipulated)
- Fighting, common assault or attempted assault
- Public disturbance and public indecency
- Gambling
- Unacceptable hair styles, including colouring or bleaching
- Display of visible tattoos
- Using a cell phone as a means of communication during formal testing
- Cheating, attempting to cheat or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner
- Copying of projects or any other work intended for the year mark/assessment
- Truancy from any contact time
- Possession or use of firecrackers

- Any action which brings the school's name into disrepute
 - Possession of offensive material, excluding pornographic material
 - Unreasonable repetition of a Grade 1 offence
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Grade 3 Offences:

- Possession of weapons/realistic looking toy gun that can cause physical injury (knives, etc)
 - Entering the school premises while under the influence of alcohol/drugs
 - Possession, copying, distribution, use or displaying of pornographic material
 - Assault with the intent to do grievous bodily harm
 - Truancy from school or leaving school grounds without the necessary permission
 - Taking part in any form of illegal strike action/meeting/campaign on school premises
 - Any learner who, in or outside of the buildings, or on or off the premises of the school, whilst under the control of school authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school
 - Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner
 - Violating the rights of the teacher to carry out his/her tasks, to the school, the staff, the teacher, or fellow learners
 - Repetition of a Grade 2 offence
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Grade 4 Offences:

- Use of weapons that cause physical injury (knives, etc.)
 - Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon
 - Possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance
 - Poisoning, or attempting to poison another person
 - Theft, robbery, breaking and entering
 - Malicious damage/injury to property of the school, staff members, fellow learners or any other person or body
 - Rape, attempted rape, or sexual assault
 - Physical assault that results in bodily harm
 - Sedition or inciting any form of illegal strike action/meeting/campaign on school premises
 - Any offence punishable under common law
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Admission Policy

The aim of Entokozweni Primary is to educate the learners in totality. The SGB, staff, parents and learners are included in this whole task. This collaboration helps to send a balanced, responsible, independent learner off to secondary school.

The content of the Admission Policy is based on the following:

- The Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) as amended.
- National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- The South African Schools Act, 1996 (Act No 84 of 1996) as amended.
- Regulations on Admissions of Learners to Public Schools, 2012 as amended by General Notice 1160 of 2012 (Provincial Gazette 127 of 9 May 2012).
- Regulations Relating to Minimum Uniforms Norms and Standards for Public School Infrastructure, Government Gazette No. 37081 dated 29 November 2013.
- Circular 3/2016: The Use the South African School Administration and Management System (SA SAMS) – 2016.
- Circular 05/2016 Implementation of the Admissions Application Online System in Public Ordinary Schools
- The Protection of Personal Information Act, No 4 of 2013.

1. ADMISSION

1.1 All learners to be enrolled for the first time should do so according to the Management Plan of the EAC. The dates will normally be announced by the media.

1.2 It is compulsory for learners that are in the school already to re-register again for the next school year

- The re-enrolment process entails the registration of learners already enrolled at Entokozweni Primary (Grade 1 to 6) for the following year.
- The school must issue a re-enrolment form to learners currently enrolled in a school to complete and return to the school.
- The information on the completed form must be captured on SASAMS.

1.3 Learners that are enrolled will be placed on a list to ensure that effective planning can be done for the next year

1.4 No administration fee is payable on registration

1.5 Learners whose residential address falls within the feeder area of the school get preference, as well as learners with siblings in the school.

1.6 An A-Waiting list for learners living in the area and a B-Waiting list for learners living outside the area, will be kept.

2. DOCUMENTATION

2.1 Parents/guardians must submit the following documentation when enrolling their children:

- A birth certificate or Identity document of the learner
- A transfer card where necessary
- An original report card of the last Grade completed (where applicable)
- In case of immigrants – proof that the parent is a legal immigrant

- ID documents of both parents/guardians
- A copy of the child's clinic card
- A completed school application form
- Proof of residence – latest Water and Electricity account
- If parents do not have the above-mentioned documentation with them when they register their child, they have three (3) calendar month to hand it in at school

3. ADMINISTRATION OF THE REGISTRATION PROCESS

3.1 The principal, is responsible for all admissions

3.2 The admissions committee of Entokozweni Primary consists of :

- Mr Mathebula P.M. (Principal)
- Mr Nkuna P.T. (SGB) : Chairman SGB
- Ms Ngwenya S.M. : Deputy principal
- Ms Mnisi Z.J. : DA Foundation phase, Mr Mkhwanazi T.J.: DA Intersen
- Ms Nkosi M.B.: Admin clerk

It is the responsibility of the Admissions committee to handle the registration of all learners that can be accommodated at the school.

If the school is filled, unsuccessful applicants will be informed in writing by the Committee.

3.3 Process of admission:

- The registration process begins in May and ends in August as announced by the DBE
- Parents of new learners must submit an application form and submit all the relevant documentation as stipulated in 2.1
- The applications will be recorded on the appropriate waiting lists (see 1.6) as well as on SASAMS
- Parents receive a communiqué informing them of their waiting list number when they have handed in all the relevant documentation.

3.5 The role of the District

Plan for admissions by:

- determining capacity of schools
- identifying undersubscribed and oversubscribed schools
- projecting number of learners that can be accommodated in available schools to determine the resourcing needs
- ratifying Schools Admissions Policies
- Monitor the implementation of the Admissions Management Plan.
- Manage the challenges that arise from the online admissions process.
- Set-up Help Desks / Support Centres that are manned continually during business hours to address challenges.
- Ensure that schools do not distribute manual applications to parents.
- Sign off the system generated Waiting Lists (A and B) in consultation with Principals of individual schools and Principals within each cluster.
- Place all unplaced learners in available spaces in schools in the District.
- Manage online placement transfers of all unplaced learners from one school to another.
- View and print reports of all Schools in the District.

3.6 Placement

- Learner Placement will take place after the Application Period closes.

3.7 Late registration

- The school principal remains responsible for receiving late registration applications
- These applications must be acknowledged and recorded in the late registration waiting list 'A' or 'B'
- This form must be submitted to the school's District office for attention of the District Director on a weekly basis

3.8 Declaring schools full

- No school will be declared full before the administration process is finalised
- The District Director's decision in declaring a school full will be determined by the school's capacity, admission data and the 10th day statistics
- The District Director will consider declaring a school full upon receipt of a written application, together with supporting evidence from the principal
- If the school is declared full, it will be informed in writing by the District Director

3.9 Process of objections and appeals

3.9.1 Objections

- A parent of a learner who wishes to lodge an objection against the decision of the school principal must complete annexure B1. This form, from the school, must be handed in within 7 days after receipt of the notification that the application was unsuccessful. The following documentation must accompany the complaint:

- Copy of the communiqué informing the applicant that their application has been unsuccessful
- Copy of the waiting list number provided on registration

The District Director must respond to all objections by the ±18th of November every year

3.9.2 Appeals

- A parent who wishes to appeal against a decision of the District Director must complete the MEC's appeal form (Annexure B4)
- The appeal form must be accompanied by the following documents:
- District Director's decision
- Copy of the communiqué informing the applicant that their application has been unsuccessful
- Copy of the waiting list number provided on registration

It is important to note that an appeal is not a guarantee of placement at a preferred school.

Signed on this _____ day of _____ in _____ at _____

SGB chairperson: _____ Signature: _____

Principal : _____ Signature: _____

Secretary : _____ Signature: _____