PROJECT CANAAN ACADEMY

POLICY NAME

Project Canaan Academy Admission Policy

POLICY NUMBER	*POLICY TYPE*
PCAP01	PRIMARY SCHOOL

REVISION SCHEDULE

Date	**Prepared by:**	**Endorsed by:**
31/01/2025	The principal and SMT	Executive Head / HR
12/03/2025	Signature: B. Tibandze	Signature: C. Xaba
Review Date	01/12/2026	

The Admissions Policy

1. **Purpose**

The Admissions Policy is one of the critical guiding documents of Project Canaan Academy. It seeks to ensure:

a. That there is no unfair discrimination in the admission of learners to the school.

b. That no learner is unlawfully refused admission to the school.

c. That the administrative procedures for admission to the school are clearly defined and known to all affected parties.

d. That the admission of learners to the school is carried out in a smooth and professional manner.

1. The School Admissions Committee

a. The Advisory board shall establish a School Admissions Committee (SAC) for the school.

b. The School Admissions Committee (SAC) shall be chaired by a member of the Advisory board or a person delegated with such a responsibility.

c. The SAC shall ensure that this Policy is adhered to at all times.

d. The members of the SAC shall serve for a period of 2 year(s).

2. Rights of learners to admission

a. No learner shall be denied admission to the school on the basis of gender, race, colour, creed, or cultural background.

b. No intelligence determining tests or related aptitude tests shall be administered to learners to determine their admission to the school.

c. No learner shall be denied admission to the school on the basis of the bad behaviour of his brothers/sisters who were previously admitted to the school.

3. Age norms

The following are requirements for admission to the specific grades.

Grade	Permissible maximum age
RRR	3 YEARS

RR	4 YEARS
R	5 YEARS
GRADE 1	6 YEARS
GRADE 2	7 YEARS
GRADE 3	8 YEARS
GRADE 4	9 YEARS
GRADE 5	10 YEARS
GRADE 6	11 YEARS
GRADE 7	12 YEARS

4. Admission procedures

Birth Certificate of the Child
Residency Proof
Passport-size Photographs of the Child and Parents
Medical Reports of the Child (indicating that the child is fully vaccinated)
Previous School Records, if any
Transfer Certificate, if any

4.1. Responsibility

a. The admission of learners for the following academic year shall be done during the month of November of the current year.
b. Admission of learners can be carried out in the beginning of the academic year.
c. The following procedure shall be carried out during the admission of learners in the school:
   - ❖
d. A school's admission register shall be kept in the principal's office.
e. It is the responsibility of the principal to verify and ensure that all learners enrolled in the school appear in the school's admissions register.

4.2. Admission to the entry grade

a. If the learner does not have some of the required documentation, such a learner may be admitted provisionally pending the submission of such outstanding documents.

b. The age norm of for admission to the school's entry grade shall be consistent with the departmental norms.

c. Learners who have taken transfer from other schools shall be required to submit the following documents in order for their application for admission to be considered:

   i. A duly completed application form.

   ii. A progress report from the previous school.

d. The school reserves the right to verify any documentation submitted to the school for admission purposes.

4.3. Admission to other grades

a. The admission of a learner to any other grade other than the entry grade shall require the approval of the School Management Team (SMT).

4.4. Admission of foreign learners

a. The school shall give priority to local learners for admission over foreign learners.

b. In the case of a foreign learner applying for admission, the following documents shall be required:

   i. Valid passport.

   ii. Valid study permit.

   iii. A birth certificate

   iv. Academic records from previous school/s.

c. A school fees levy applicable to foreign learners shall be determined by the advisory board

5.5 Admission of learners with special needs

a. Wherever reasonably possible, the school shall admit learners with special needs.

b. In the case where the school cannot provide the necessary support, which would allow for the integration of the learner, the principal shall refer the application of such a learner to the provincial department of education for the learner to be placed in a suitable school.

4.5. Closing dates for admission

a. The school shall observe the following dates regarding the admission process:

Activity	Date
Closing dates for new applicants	30 November
Closing date for payment of admission fees	30 November
Closing dates of all admission/registration	31 January

5. Removal of learners from the admissions register

a. A learner shall be removed from the school's admission register when the learner:

i. Leaves the school after completing the highest grade at the school,

ii. Applied and granted transfer to another school and the transfer accepted in the other school,

iii. Is expelled from the school in terms of the procedures and stipulations outlined in the Act,

iv. Passes away

b. It is the responsibility of the Principal and the register class educators to ensure that no learner appears in the school admissions register if the learner is no longer at the school.

6. Repeating learners

a. A learner who has repeated a grade one or more times at the school shall be exempted from the applicable age norm.

b. A learner who is three years older than the grade year norm will require the permission of the Department of education to be readmitted to the grade.

7. Policy review

The policy shall be reviewed every two years

8. Policy effective date

This Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson/ Executive head, Secretary of the advisory board and the Principal of the school.

9. Conclusion

The admission of learners to Project Canaan Academy is of utmost importance and critical to the growth and development of the school. It is important that the functionaries of the school ensure adherence to this policy for a smooth admissions process to be pursued in the school. Violations of this policy may lead to disciplinary action taken against the culprit. Only learners that are in adherence and observance of this policy shall be admitted to the school.