



FRANK MASHILE SECONDARY

P.O BOX 1228, APEL 0739

“Success Through Effort”

EMIS No:9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

ADMISSION POLICY

1.PREVIEW

This serves as a yardstick and a directive tool on registering new learners to our school.

2.FRAMEWORK

- 2.1. Chapter 2 of SASA
- 2.2. Chapter 5 of SASA of 1996
- 2.3. Circular No 71 of 2020
- 2.4. Section 24 of the school constitution /Policy
- 2.5. SASA ACT No 84 of 1996 as amended
- 2.6. Northern Province School Education Act No 9 of 1995
- 2.7. Gazette No 19377 of October 1998

3.AIMS AND OBJECTIVE

- 3.1. To give direction on how to conduct learner admission to our school openly and objectively without favour or subjective practices that is aiming at disadvantaging others from schooling
- 3.2. It unpacks norm school practices to be followed when administering admission to our school following Government guidelines and prescripts.

4.FIRST TIME ADMISSION

- 4.1. Admission to FMSS is on **FIRST COME FIRST SERVED BASIS.**
- 4.2. Every Learner’s parent should collect and immediately complete application forms and return them to our school. Forms are also accessible on our school website. Parent can access and complete forms and immediately forward them to school with attachments
- 4.3. Completed forms must be returned to school any time before the closing session of the admission process, .i.e. **FIRST DAY OF JUNE TO THE END OF SEPTEMBER EACH YEAR.**



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No:9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

4.4. All parents are compelled to provide their full details and the details of their children on the application form and this must be in the parent's handwriting

4.5. Each form shall be given a sequential number that represents the learner's admission number to the school or to the current academic year. The number also serves to reflect the position of the application number to all received.

5.LEARNERS AND PARENT'S SAFETY DURING ADMINISTRATION OF LEARNERS ADMISSION

5.1. The administrative officer or the delegated person at school shall ensure safety to the parent and to him/herself when administering learner's admission processes

5.2. Admission register of all forms received and administered shall be used for all parents submitting the forms

5.3. Safety protocols against any infectious disease and viruses shall be taken into account whenever the admission process is underway

6.AGE OF THE LEARNER

6.1. Our school shall admit learners in any grade in terms of the SASSA Act No 84 of 1996 as amended Starting from **THE FIRST OF JUNE to THE END OF SEPTEMBER**

6.2.Learner to be considered for admission in Grade 8 should be ELEVEN YEARS (11) and Turning Twelve(12) Years on the 30th of June on the Current Year of Admission into Grade 8 the following academic year.

6.3. Admission in the other grades shall also follow the same logical order of years and learners **MAY BE ADMITTED TO OTHER GRADE ON SPECIAL CONSIDERATION DUE TO LACK OF CLASSROOMS.**

6.4. Those learners deserving special consideration shall be placed on a waiting list until the End of November of the same year of the admission process.



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No:9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

7.ADMISSION REQUIREMENTS

7.1.THE FOLLOWING DOCUMENTS ARE NECESSARY

- 7.1.1. Birth Certificate
- 7.1.2. Completed application forms
- 7.1.3. Transfer letter or school card from the Primary school (Extracted from SA SAMS)
- 7.1.4. Latest Report Card

7.2.NON SOUTH AFRICAN CITIZEN SHOULD INCLUDE

- 7.2.1. Study Permit
- 7.2.2. Temporary or permanent Residence permit from South African Department of Home Affairs (DHA)
- 7.2.3. Evidence that you have applied for permission to stay in South Africa
- 7.2.4. Provisional registration shall be granted through the Principal’s advisory steps and assistance to acquire the said documents at a given time interval
- 7.2.5.N.B The school shall confirm the admission /registration of such a learner in writing

8.NON ADMISSION OR FAILURE TO GET ADMISSION

- 8.1. The school shall issue a written and/or verbal notice to parent stating the admission status of their child
- 8.2. Alternative learner’s possible admission shall be disclosed immediately for the parent to decide on the child’s status and position of schooling in the academic year in question
- 8.3. Reasons for non-admission shall be clearly stated to the learner’s parent and well in advance for the parent to look for alternative space for the child’s schooling/admission before schools resumes.



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No:9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

9.CONDITIONS OUR SCHOOL MAY NOT IMPOSE ONTO THE LEARNER’S PARENTS

Our school condemns the practices and the implementation of the following before administering admission to learners to our school.

- 9.1. Paying of registration /admission fees
- 9.2. Signing of an undertaking to pay any school fees or admission fee
- 9.3. Signing for the subscription to the mission statement of our school
- 9.4. Entering learners into an interview to confirm whether in agreement to the code of conduct or not
- 9.5. Entering into contract to sign whether agreeing to the code of conduct on damage s to properties
- 9.6. Administration of the selection test before admission of a learner to school

N.B. No learner shall be denied admission to our school on the basis of inability to meet any of the above

10.CONDITIONS OUR SCHOOL MAY IMPOSE ONTO THE LEARNER’S PARENTS

- 10.1. Application forms for admission are submitted on or before the First of June and Before the end of September of a year before the schooling year
- 10.2. All required documents are submitted or attached to the application forms
- 10.3. Obtain an admission number or waiting list number
- 10.4. To receive an acknowledgement on/before the end of October if the application is successful or not

N.B. All learners from other schools who are put on the waiting list shall be given an acknowledgement letters to wait for the final confirmation



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No:9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

11.REGISTRATION AND WAITING LIST

11.1. Our school would allocate a learner a serial number that serves as an admission number upon the receipt of the application forms

11.2. Applications would be received until a target number to be admitted is reached and all other following application forms shall be put on the waiting list for provisional admission and consideration

11.3. Every Parent shall be informed immediately upon the handing/submission of the application forms about the status of his/her child's status of admission to school.

11.4. Our school would leave it upon a parent to stay on the waiting list or look for his/her child's alternative place/school to admit his/her child

12. RECOURSE IF NOT ADMITTED

12.1. Any parent who may feel like we did not treat his/her child's admission processing fairly may lodge an appeal to the Circuit Manager of Seotlong Circuit to which our school belong and /or to the Sekhukhune East District Offices. This should be within TEN DAYS AFTER RECEIVING RESPOND FROM OUR SCHOOL

12.2. While interacting with the above said offices in (12.1.) above such a parent would be advised to look for an alternative admission placement of his/her child at another school.

13.PLACEMENT OF LEARNERS

13.1. The Department of Education has right to place a learner at our school after the considerations of the factors affecting the non-admission of any learner to our school

13.2. Our school shall after the completion of the admission process compile a list of learners who failed to get admission to our school and submit to the circuit office for consideration and intervention with an attempt to assist the learner.

14.PAYMENT OF SCHOOL FEES OR ADMISSION/REGISTRATION FEES

14.1. Our School is a NON-FEE SCHOOL and hence would not enforce the payment of any registration or admission fee to learners.

14.2. No learner may be disadvantaged for admission due to any form of contribution or payment that may arise as initiated by parent constituency of the school.



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No:9256 10094



E.frankmashilehigh@gmail.com PHONE: 079 209 1632 /071 2740 640

15.GRADE 12 REPEATERS

Our School would limit the return of Grade 12 learners who obtained/met a minimum matric pass requirement due to limited number of classrooms.

16.SPECIAL ADMISSION DURING THE ACADEMIC YEAR

16.1. Our School allows a special concession for admission to learners who experienced any form of challenges from their former school

16.2. Parents of learners should provide a proof that his/her child experienced some challenges that persisted that she/he be transferred in the middle of the recent academic year of studies. This may amongst others be a letter from SASSA; Letter from Police/CASE explaining reasons for recommending a transfer of such a child.

16.3. Our School may not be in a position to admit a learner at any time of the academic year after the normal admission period that ends in Term Four of each year or after the formal reopening of schools for a year

16.4. Any parent whose child did not receive access and permission for admission shall be referred to the next level for assistance to acquire the necessary supporting document referred to in (11 above) for such a learner to be admitted to our school

17.AMMENDMENT TO THE POLICY

This shall remain in operation unless the School Governing Bodies and School stakeholders finds it necessary for its review