



GORDON'S BAY PRIMARY SCHOOL

ADMISSION POLICY

Adopted by the Governing Body
in terms of Section 5(5) of the South African Schools Act N0. 84 of 1996

1. Interpretation

In this policy document, unless the context indicates otherwise:-

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| 1.1 | the Act
and policies | means the South African Schools Act No. 84 of 1996
(as amended);
Constitution of the RSA Act 108 of 1996
National Education Policy Act 27 of 1996
Western Cape Provincial School Education Act 12 of 1997
Promotion of Access to information Act 2 of 2000
Promotion of Administrative Justice Act 3 of 2000 |
| 1.2 | Educator | means any person, excluding a person who is
appointed to exclusively perform extra curricular
duties, but who teaches, educates or trains learners at
the school and who has been appointed by the Western Cape
Education Department or Governing Body of the school; |
| 1.3 | Feeder Zone | means residence within the municipal boundaries of
Gordon's Bay of which Gordon's Bay Primary is the
closest school; If there is continues space in the Afrikaans
classroom we may take children from outside the feeder zone. |
| 1.4 | Learner | means any person receiving education or obliged to
receive education in terms of the act; |
| 1.5 | parent means: | |
| | 1.5.1 | the parent or guardian of a learner; |
| | 1.5.2 | the person legally entitled to custody of a learner; or |
| | 1.5.3 | a person who undertakes to fulfill the obligations of a
person referred to in paragraph 1.5.1 and 1.5.2
towards the learner's education at School; |
| 1.6 | the School | means Gordon's Bay Primary School |

2. Documents required for admission of a learner

- 2.1 All the applications for Gordon's Bay Primary School(Gordonsbaai Laerskool) must be done on the WCED Online Admissions system during the time period given by the Education Department.

- Online applications for admission to Grade R and Grade 1 for 2027 will take place from 10 March 2026 to 14 April 2026.
- Online applications for admission for Grade 2 to Grade 7 for 2027 will take place from 3 August 2026 to 17 August 2026.

When the online application was successful the following documents must be sent to the school:

- 2.2 When a parent/s application for admission of a learner was successful, they must present:
- 2.2.1 ID of both biological parents / custodians with legal proof;
 - 2.2.2 a birth certificate of the learner;
 - 2.2.3 proof that the learner has been immunized against the following communicable diseases, namely, polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B (A sworn affidavit can be used where documents are lacking);
 - 2.2.4 a copy of the last report card issued by the previous school of the learner or other equivalent documentation from the previous school;
 - 2.2.5 an authority, duly executed by the Parent, authorizing the previous school/s attended by the learner to supply information concerning the learner;
 - 2.2.6 proof of address (signed rental agreement/municipal account);
 - 2.2.7 transfer documentation of previous school;
 - 2.2.8 parents must ensure that we receive the latest report at the end of each term. This keeps the application up to date.
- 2.3 A Parent shall be entitled to submit additional documentation that may demonstrate compliance with the admission criteria described herein below.

3. Maximum number of Learners

Based *inter alia* on the number of Educators and the School's facilities, the School shall not admit at any time more than the number of learners per class at any time as indicated in the following class streaming module:

- Grade R:**
 - 1 Afrikaans Medium class – 30 Learners
 - 2 English Medium classes – 30 Learners per class
- Grade 1 to 3:**
 - 1 Afrikaans Medium class – 32 Learners
 - 2 English Medium classes – 32 Learners per class
- Grade 4 & 5:**
 - 1 Afrikaans Medium class – 33 Learners
 - 2 English Medium classes – 33 Learners per class

This model will be phased in every year until we reach the point in 2028 where all grades will have 2 English classes and 1 Afrikaans with a maximum of 33 learners per class.

Grades 6 & 7: Afrikaans Medium class per grade – 35 Learners
English Medium class per grade – 35 Learners
Dual Medium class - 28 Learners Afrikaans & English

When a learner is enrolled in an Afrikaans or English class, parents cannot request that the learner must change to the other language class. For example, from the Afrikaans class to the English class or vice versa.

4. Admission Criteria

- 4.1 Preference will be given to Learners who:
- 4.1.1 Comply with all the requirements in paragraph 2
 - 4.1.2 Reside or work in the Feeder Zone as described in 1.3
 - 4.1.3 Learner with special educational needs will only be accommodated in a mainstream class if the relevant documentation accompanies the application to verify mainstream education.
 - 4.1.4 Learner may not be more than one year older than the rest of the class group.
 - 4.1.5 Learners enrolled in grade R must turn five before 30 June of that year, but preference will be given to the children turning six.
 - 4.1.6 Learners enrolled in grade one must turn six before 30 June of that year, but preference will be given to the children turning seven.
- 4.2 In the event that after the application of the criteria referred to in sub-paragraph 4.1, applicants are equal.

5. Appeal

Parent of Learner may appeal against the decision to refuse admission to a learner to the Member of the Executive Council in terms of Section 5(9) of the Act.

6. Amendment of policy

This policy may, from time to time, be amended or information added by the Governing Body.



CHAIRMAN: MR L HOUGH



ACTING PRINCIPAL: MR SW VERSTER

DATE: 12 February 2026

