



CAMPS BAY
PRIMARY SCHOOL

ADMISSIONS POLICY

INTRODUCTION AND PURPOSE

The admissions policy of a public school is determined by the school governing body (SGB) in terms of section 5(5) of the South African Schools Act (SASA). In. The SGB has developed this Admissions Policy for Camps Bay Primary School (CPBS or School) in line with the SASA, the National Education Policy for Admission for Ordinary Public Schools and the Western Cape Education Department (WCED) Policy for the Management of Admission and Registration at Ordinary Public schools. The Head of Department, after consultation with the governing body of the school, has the final authority, subject to subsection (9), to admit a learner to a public school.

This Admissions Policy sets out the conditions, requirements and expectations for the admission of learners to the School in a transparent and accountable way. It supports the vision of the School while protecting the rights of learners. The admission policy and any amendment to it must be submitted to the HoD for approval. The policy must also be reviewed every three years, when circumstances require it, or at the request of the HoD.

OUR COMMITMENT

CBPS is committed to providing quality education based on the provision of a wide spectrum of academic, sporting and cultural activities determined by the staffing and facilities available at the school. The School is committed to having a complement of learners that is culturally and racially diverse. No prospective learner will be refused admission on the grounds of race, gender, orientation, culture or religious belief.

APPLICATIONS SHOULD BE MADE WITH THE FOLLOWING IN MIND:

1. Language of Learning and Teaching

- 1.1. The language of learning and teaching shall be English.
- 1.2. The School will promote multilingualism as stated in its Language Policy by offering Afrikaans and isiXhosa as additional language subjects.

2. Capacity

- 2.1. The SGB has determined that the number of learners per class will be a maximum of 22 per class in Grade R and a maximum of 26 per class in Grades 1 to 7. Further to this, there will be three classes per grade unless it is not financially viable under the limitations of being a quintile 5 school to accommodate three classes. In this case the school will accommodate two classes until it is financially viable to again revert to three. The overall capacity of the school is 564 if all grades have three classes per grade.
- 2.2. The SGB has considered all relevant factors in determining the capacity of the School, including but not limited to:
 - 2.2.1 The number and sizes of classrooms;
 - 2.2.2 The number of teachers;
 - 2.2.3 Administrative and management teams;
 - 2.2.4 The supportive work spaces;

- 2.2.5 The need for additional spaces to support quality academic, sports, cultural and social programmes; and
- 2.2.6 The financial capacity of the School.

2.3. The capacity of the School may be adjusted by the SGB from time to time in line with changes in its financial capacity, infrastructure, curriculum and personnel.

3. School Fees

- 3.1. CPBS is a fee-paying school. Acceptance of a placement at CBPS is an acceptance of the legal obligation to pay fees.
- 3.2. Parents agree to pay the school fees as approved annually by resolution of the parents in line with the School's Constitution.
- 3.3. Payment of fees is neither a voluntary agreement nor a credit agreement as defined in the National Credit Act 34 of 2005 but is a statutory obligation on parents, unless the School has duly granted a parent an exemption.
- 3.4. A successful applicant admitted to the school will not be denied access to any aspect of school life on the grounds of an inability to pay the school fees, except for those additional activities that carry extra cost e.g. aftercare.
- 3.5. Fees are either payable annually in advance at the start of the school year or monthly by debit order. Both parents or guardians, irrespective of marital status or divorce agreement, are jointly and severally liable for the payment of fees.
- 3.6. The School may enforce payment of the compulsory school fees and may institute legal action to recover unpaid fees. Should legal action be initiated, the parents will be liable for all fees incurred including attorney and collection costs.

4. Admission Criteria

- 4.1. The selection of learners for admission shall be guided by an assessment of the following factors (in no order of preference):
 - 4.1.1. A properly completed application on the WCED Online Admissions System; according to the requirements of the WCED;
 - 4.1.2. The meeting of all promotion requirements for the grade immediately below that for which admission is sought;
 - 4.1.3. The capacity of the School as set out in clause 2;
 - 4.1.4. The gender balance in a particular grade;
 - 4.1.5. The transformation and diversity agenda of the School;
 - 4.1.6. The applicant having a sibling currently enrolled at the School;
 - 4.1.7. The ability of the School to meet the needs of the learner (including but not limited to special educational needs);
 - 4.1.8. The age of the learner. Learners may not be more than two years older than the statistical age norm relevant for the grade in the year of admission. For the avoidance of doubt, the statistical age norm is derived as follows: "statistical age norm = grade applied for + 6"
 - 4.1.9. Whether the learner will benefit from the programmes of the School (including but not limited to its medium of learning and teaching, academic, sporting and cultural programmes) in line with the principle that all decisions should be taken in line with the best interest of the learner.
 - 4.1.10. There is no formalised school zoning applicable to CBPS but the school will endeavour to accommodate those whose primary place of residence is closest to the school. This is to facilitate full engagement in the programmes on offer at CBPS. Proximity to the school does not, however, guarantee acceptance.
 - 4.1.11. Applicants whose primary residence is further from the school are not precluded from seeking admission. Preference will be given to applicants who can show that their travel arrangements to and from school will not negatively affect their learning nor their ability to be active participants in the school community.
- 4.2. Any learner who applies for and receives a bursary (should one be available) of any kind that is recognised by the School must meet the criteria set out above.

- 4.3. The SGB has determined that the Principal shall exercise his or her discretion as guided by the above factors. The absence or presence of any particular factors set out above does not mean the learner will be refused or guaranteed admission.
- 4.4. Where at any given time the School is oversubscribed, or in the cases of transfer applications, consideration will be given to the following factors:
- 4.4.1. Learners who have siblings currently at the School;
 - 4.4.2. The timeous nature of applications received in view of the closing date.

5. Admission Documents

- 5.1. Applications for admission will be valid upon the submission of the following documents:
- 5.1.1. An online application as required by the WCED Online Admissions System (<https://admissions.westerncape.gov.za/admissions/login>) must be submitted by parents.
 - 5.1.2. The required supporting documents as stated on the Online Admissions System must be uploaded when an application is made.
 - 5.1.3. Once a learner has been accepted and the parent has confirmed the acceptance by the WCED specified date, the parent must submit certified paper copies of all supporting documents to the school within seven school days. Admission cannot be completed without all required documents being submitted to the school.
- 5.2. Learners transferring to the School from another school will be required to submit an original transfer card by the previous school on their first day of attendance. (where applicable)
- 5.3. Application on behalf of learners who are not citizens of South Africa will be required to include certified copies of valid permits issued by the Department of Home Affairs enabling the learner to be duly admitted at the School for the full duration of learning. If a parent or guardian does not have the required documentation, the learner may still be enrolled provided that a sworn affidavit confirms the learner and parent/guardian's personal details. The parents/guardians are obligated to apply for the necessary documents at the Department of Home Affairs.
- 5.4. The School reserves the right to verify all information and documents supplied. All applications found to be fraudulent will be rejected.
- 5.5. Both parents/guardians warrant that all information provided is true and correct.

For Website Publication (YES) (NO)

Date approved: 31 August 2026

SGB Chair

