



Admissions Policy

Preamble

The School Governing Body (“the SGB”), on behalf of EDGEMEAD HIGH SCHOOL (“the School”), has accordingly constituted the admissions policy of the school, in the belief that its provisions are consistent with:

- *The Constitution of the Republic of South Africa (Act 108/ 1996)*
- *The National Education Policy Act and any applicable policies determined in terms of this Act (Act 27/1996)*
- *The South African Schools’ Act (Act 84/1996) and subsequent amendments (SASA)*
- *Admission of learners to public schools (General Notice 4138 of 2001)*
- *The Western Cape School Provincial School Education Act (Act 12/1997)*
- *The Promotion of Administrative Justice Act (Act 3/2000)*
- *Immigration Act of 2022 – amended in 2014.*
- *Refugees Act 1998 – Act No 130 of 1998*
- *Regulations relating to minimum uniform norms and standards for public schools’ infrastructure (Gazette 37081 – 23 November 2013)*
- *Norms and standards of funding*

The School Governing Body, on behalf of EDGEMEAD HIGH SCHOOL, declares the School’s Policy for Admission of learners to the school to be as follows:

Applications for admission to the School must be done online via the Western Cape Education Website by the parent(s)/guardian(s) of the learner.

The School is a fee-paying public school and therefore school fees payable in respect of each learner admitted to the school shall be determined annually by the SGB of the School with the approval of a majority of parents attending a general parent meeting.

The Principal shall admit any learner provided he is satisfied that the learner meets the admission criteria below:

- that in general terms the appropriate standard of attainment has been met,
- that the learner will be amenable to the school discipline ethos as applied at the School,
- display levels of behaviour and self-discipline such that s/he is likely to help create, maintain and enhance rather than disrupt an orderly and disciplined school environment, the teaching process of the school, or the learning of other learners.

The School aims to provide an environment where race, culture, religion and economic standing are not impediments to the access or progress, in any aspect of school life, of any of its learners.

Principal: Mr J. Erasmus

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No learner who qualifies for admission according to the admission requirements outlined below will be refused admission on grounds of race, culture, religious belief, or financial circumstance. This shall apply within the parameters that the School is a designated school for boys and girls where the medium of instruction is English¹. Learners admitted to the School need to be sufficiently proficient in English to not prejudice their ability to progress academically.

Primary preference will be given to those applicants who live with their parent(s)/guardian(s) in the area deemed the preference area as outlined on the attached map.

(Suburbs included are: Edgemean, Panorama, Monte Vista, Platteklouf, Platteklouf Glen, Welgelegen, Kleinbosch.)

The capacity of the School to provide adequately for the educational needs of the applicant (including but not limited to the language needs and other special needs) will be considered before offering a place to a learner. This will be considered in order not to jeopardise the academic interests of the learner.

All applicants and their parent(s)/guardian(s) must consult the School's website for the following that are incorporated herein, with special note of the following:

- School's Code of Conduct
- Substance Abuse Policy
- Social Media and Cell Phone Policy
- Extra Mural Policy

In considering applications, a potential learner will, in the first instance, be expected to:

- Be able to cope academically with the specific pressures and unique demands of the School, and it will be a condition of final acceptance that an applicant must have passed the grade immediately below the grade into which admission is sought.
- Want to be educated in a co-educational school environment, be supportive of the ethos of the School and be willing to contribute to the core areas of school life, i.e. academically as well as in sport, culture, societies and/or service.
- Comply with the School Rules, the Code of Conduct and other Policies listed above.
- Learners must be prepared to receive physical education, unless specifically exempted.

The following criteria apply for admission:

- The precise application of the admission criteria shall remain within the discretion of the SGB and Principal.
- Applications received by the closing date will be given preference over late applications.
- Preference will be given to those applicants who live with their natural parents/legal guardians in the area deemed the preference area as outlined on the attached map (hereafter referred to as the preference area).

¹ *The language of learning and teaching at the School was determined by the SGB of the School in accordance with Section 6(2) of the South African Schools Act.*

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- Proof of scholastic achievement and current grade must be provided for academic planning reasons, i.e. a copy of the most recent report.
- Whether the School is able to meet the educational needs of the learner (including but not limited to any special education needs of the learner).
- An applicant whose age varies by two years or more relative to the statistical age (average age) norm of the grade cohort will not be accepted into the School.
- At the discretion of the SGB, having due regard to the implementation of its admission policy, the SGB reserves the right to exclude any lease agreement which in its reasonable opinion may be deemed temporary or of short duration, or lacks the intention to reside on a basis consistent with the duration of a learner's full school career. Exceptional circumstances may be considered.
- The School reserves the right to verify by visitation or other means that the residential address given on the application form is that of the applicant's parent(s)/guardian(s) and that the applicant resides at that address. This may include requesting to view original documentation.
- Based on the number of educators, the School's facilities and the choice of subjects offered at the School, the School shall accommodate no more than 1400 learners at any time. All classes shall normally consist of approximately 34 learners.
- Admission will not be granted to learners entering Grade 12, or to learners falling outside the parameters of S3(1) of SASA.
- It must be specifically noted that enrolment at Primary Schools in the area does not provide automatic progression to the School.
- The School will not accept a learner from outside the area naturally served by the School if acceptance of such a learner would result in the exclusion of the learner from the full school programme where travel makes it impossible to participate in the extra-curricular activities of the School.
- Applications will be processed, and a response will be generated by the WCED Online Application system indicating whether the application has been successful.
- Applicants who are not successful will be informed of reason(s) via the WCED Online Application System.

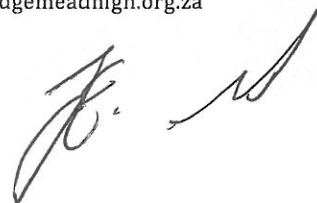
Documents required for admission:

- A certified copy of the applicant's unabridged Birth Certificate must be uploaded at the time of application. Should this not be unabridged then certified copies of both parents/guardians Identification Documents will be required.
- Certified copies of parent'(s)/guardian'(s) Identification Documents are required.
- Learners who are not citizens of South Africa, may apply for admission provided that the parents are in possession of a valid work permit issued by the Department of Home Affairs and the learner must have a study visa, valid for the academic year from date of admission.
- Learners whose parents have been recognised as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998, as amended) may apply for admission to the School, provided that all documents listed above are submitted as part of the admission application with proof that the parents have taken formal steps to legalise their stay in South Africa.

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- Proof of permanent residential address supplied in the form of:
 - a copy of both sides of the most recent Municipal account for the address concerned in the name of the applicant, or
 - a fully signed Lease Agreement brokered by a reputable letting agent (entire document to be provided please).
 - No other accounts or invoices or accounts will be accepted.
- The term of the lease agreement is required to cover at minimum the first year of enrolment at the school.
- No sub-letting lease “contract” shall be accepted.
- Residential addresses should be that of either a Bonafide parent or legal guardian, and documentation to prove legal guardianship needs to be provided.
- Learners must reside with their Bonafide parents/guardians within the preference area.

“Sub-letting” shall mean the sharing of an unsubdivided property by more than more family.

“Reside” shall include residence under a signed formal lease agreement.

“Lease Agreement” shall mean a legal agreement brokered by a reputable letting agent of reasonable duration for premises over which full control is exercised.

Administration of the Admissions Policy

- Please be reminded that the precise application of the admission criteria shall remain within the discretion of the SGB and delegated Admissions team.
- The School reserves the right to verify all information supplied via this application. In the event of fraudulent documents being submitted, the School reserves the right to lay a criminal charge of fraud against any parties to this application.
- Should fraudulent documents be presented it will result in the request for admission being denied.
- A closing date for applications will be set by the Western Cape Education Department.

In the case where the number of applicants exceeds the number of available places in the School or grade for which application is made, in the first instance by applicants within the preferred area, and thereafter by all other applicants, a process of selection will be applied using the criteria below. Applicants will be considered and placed in the following order, except where placement in the School would not be in the best interests of the learner concerned:

1. Applicants whose proven record is such that they are clearly willing and able to contribute meaningfully to the advancement of the School’s **academic program**, as gauged in the applicant’s application indicating predominantly codes 6 and 7 on their most recent report card.
2. Applicants whose proven record is such that they are clearly willing to add value to the School in the **extra mural program** and are able to benefit educationally and in other respects from the education offered by the School as gauged in the applicant’s application indicating the level of team involved in and the type of sport/cultural activity.

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3. Applicants whose proven record of strong leadership skills, such that they are clearly willing to add value to the School in the **leadership program** and are able to benefit educationally and in other respects from the education offered by the School as gauged in the applicant's application.
4. The applicant offers a **music** activity, and in this respect is willing to add value to School program and benefit from the School's educational program, as gauged by the applicant's application indicating involvement in choir, ensembles, orchestra, bands etc.
5. Admission will not be granted to learners entering Grade 12, or to learners falling outside the parameters of S3(1) of SASA.

Capacity

The capacity of the School is 1400 learners, distributed approximately 280 per grade. The capacity of the School is based on but not necessarily limited to:

- The number of educators available.
- Learners' best interests and preferences regarding subject choice.
- The maximum number of learners permitted per class.
- The number and size of appropriate classrooms in the School.
- Bathroom and toilet facilities.
- Emergency exits.
- Corridor width for the safety of learner movement.
- Capacity of staircases for the safety of learner movement.
- Field space for sport.
- Space requirements for cultural activities.
- Hall size for school assemblies.
- The time duration for class changes in congested corridors and stairwells.
- Internationally recognised best practice with regard to class size to deliver effective and quality education.

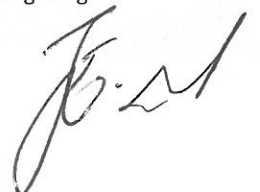
The need to provide an educational environment which includes a subject choice based on educationally valid principles and a broad educational experience is dependent on having designated, exclusive and appropriately developed space for:

- A Library
- Art room
- Drama room
- Consumer Studies kitchens
- Music rooms
- A School Hall
- A Cafeteria
- A Media centre
- A Student fitness centre
- Life Sciences, Physical Sciences and Computer laboratories

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The need to support the educational process on an administrative front by providing designated, appropriately furnished, relevantly equipped and exclusive space for:

- A staff common room.
- A ground staff room.
- Counselling and Educational Psychologist offices.
- Offices and working spaces for management, administrative and support staff.
- Necessary storerooms.

Final total number of admissions

It is accepted that the SGB's powers in respect of admissions are not unfettered, that this policy is not immune to intervention, and that the policy does not inflexibly bind other decision-makers in **all circumstances**.

Thus, the final number of learners accepted into the School at any one time may vary from the above on the basis of specific enrolments and the subject choices of individual learners in a particular year, or upon the intervention of the Head of Department, with the understanding that any decision to overturn an admission decision of the Principal, or depart from this admissions policy, must be exercised reasonably and in a procedurally fair manner.

The class, grade and school enrolment shall in any event not exceed the calculated capacity by more than 2% in any one grade or two learners in any one class, without the ratification by the SGB, of a motivated explanation from the School Management Team or Head of Education for moving to such significant extent beyond the limits laid down in the policy.

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Signed: Mrs N Vorster (Chairperson: SGB)

Date: 3/3/2026

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Signed: Mr J. Erasmus (Headmaster)

Date: 3/3/2026

Policy compiled and adapted by Mrs J Frazer (Deputy Principal) from other similar policies & resource documents.

Date of last review: Monday 11 August 2025

Map showing Edgemoor High School Preference Area



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