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Admission Policy



ADMISSION POLICY

RECORD MANAGEMENT					
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1. PURPOSE

The Board of Governors (Board) places ethical behaviour and good governance at the centre of its culture. The governance of **admissions** is a fundamental component of this practice to ensure the long-term sustainability of Rondebosch Boys' High School (RBHS). The Board uses a set of principles when directing, overseeing and evaluating admissions.

The purpose of this policy is to communicate those principles together with the evaluation criteria, procedures and responsibilities the Board has determined are required for the governance and management of admissions to RBHS.

2. CONTEXT AND ASSUMPTIONS

The following provides the context for this policy and the assumptions under which the policy has been drafted. These form the basis of the Admissions Policy of the School, together with the guiding principles set out in this policy.

- 2.1. RBHS is a secondary school for learners of the male gender.
- 2.2. RBHS enrolls a maximum of 180 Grade 8 learners annually.
- 2.3. The maximum capacity of each Grade is 180 learners.
- 2.4. The maximum capacity of RBHS is 900 learners.
- 2.5. In order for a learner to be admitted to any grade at RBHS, that learner must have successfully passed or been progressed from the previous grade at the end of the year prior to the year of admission. The learner must therefore present his or her latest original school report. This original report will ensure that the learner is placed in the correct grade.
- 2.6. Learners are not required to take an admission test prior to being admitted to RBHS.
- 2.7. No fees deposit is required from parents and/or guardians and/or fee payers for a learner to be considered for admission to RBHS.
- 2.8. Rondebosch has over a number of years received in excess of 500 dayboy and 100 boarding applications annually. RBHS is able to accommodate 150 dayboy places and 30 boarding places each year. To prevent unfair discrimination, it has become necessary to apply certain admission criteria in selecting new Grade 8 learners.



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2.9. Directive

RBHS uses principles aligned with those required by the National Education Policy Act, the South African Schools Act and Constitution of the Republic of South Africa as follows:

2.10. **Board adoption**

The admission policy should be adopted by the RBHS Board of Governors

Section 7 of the National Education Policy Act reads as follows: “The admission policy of a public school is determined by the governing body of the school in terms of Section 5(5) of the South African Schools Act. The policy must be consistent with the Constitution of the Republic of South Africa, the South African Schools Act and applicable provincial law”.

2.11. **Quality education**

The admission policy should promote quality of education for all learners at RBHS

Section 29(1)(a) of the Constitution of the Republic of South Africa reads as follows: “Everyone has the right to a basic education, including adult basic education”. The South African Schools Act (SASA) guarantees that all learners in the same grade have equal access to the same curriculum and extra-mural programme.

2.12. **Best interests**

The admission policy should promote the best interests of the child

Section 28(2) of the Constitution of the Republic of South Africa reads as follows: “A child’s best interests are of paramount importance in every matter concerning the child.” It is not only the interests of the individual child whose application for admission is being considered that are to be taken into account, but also the best interests of the other children already enrolled in RBHS, as well those of other applicants.

2.13. **Equality and non-discrimination**

The admission policy should promote equality and prevent unfair discrimination

Section 9 of the Constitution of the Republic of South Africa is applicable where part (1) reads as follows: “Everyone is equal before the law and has the right to equal protection and benefit of the law.”

2.14. **Diversity**

RBHS should seek and celebrate diversity in its need to redress past historical imbalances

The admission policy should provide a framework where race, culture, religion and economic standing of the individual do not act as unreasonable barriers to a learner’s



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access to RBHS. No learner should be refused admission on grounds of race, culture, language, religious belief or financial circumstance.

Diversity is sought after and celebrated at Rondebosch and the need for the redress of past historical imbalances is acknowledged. It is the aim of this policy to provide a framework where race, culture, religion and economic standing of the individual do not act as unreasonable barriers to a learner's access to this school. No learner will be refused admission on grounds of race, culture, language, religious belief or financial circumstance.

2.15. **Quintile 5**

As a Quintile 5 fee paying school, RBHS receives little financial support from the state and therefore the continued quality of the educational and extra-mural programmes at the school are reliant on the financial support of fee paying parents. There are circumstances at times where parents are unable to pay the full fee and processes are prescribed by law to assist parents who require either a partial or full fee exemption. Application for financial assistance must, where necessary, be submitted at the start of each school year and submitted with supporting documents. Further information may be obtained from the Business Manager or the Fees Bursar. Financial assistance becomes applicable on application and approval.

2.16. **Requirements of the POPI Act**

All information and documents in respect of an applicant will be handled in accordance with the regulations of the POPI Act as summarised in the school's Privacy and Protection of Personal Information Act (available on www.rondebosch.com or on request from the school).

3. EVALUATION CRITERIA FOR ADMISSION

The following criteria have been determined in the context of the Board's directive. All criteria shall be taken into account when considering an application. These criteria include, but are not limited to, the following:

3.1. **Age**

The applicant is of the correct, prescribed age. For example, a learner will be given preference in consideration for admission to Grade 8 at RBHS if he will turn 14 by 31 December of his Grade 8 year. Section 3(1) of SASA applies: 'Every parent must cause every learner for whom he or she is responsible to attend a school from the first day of the year in which such learner reaches the age of seven years until the last school day of the year in which such learner reaches the age of fifteen years or the ninth grade, whichever occurs first.'



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3.2. **Ability**

The applicant is able to cope and find balance in an environment with rigorous academic, sporting and cultural demands.

3.3. **Skills**

The applicant demonstrates scholastic ability and potential sporting, cultural, leadership and social skills.

3.4. **Performance**

The applicant presents satisfactory reports in terms of disciplinary record, social skills and general behaviour from their current school.

3.5. **Siblings**

The applicant has or has had siblings attend RBHS.

3.6. **Rondebosch Boys' Preparatory School**

The applicant attended Rondebosch Boys' Preparatory School.

3.7. **Special needs**

Where it is reasonably practical, RBHS has the capacity to provide for learners with special educational needs.

3.8. **Residential proximity**

The HOD of the Western Cape Education department has not established feeder zones. Except in the case of boarders, the school will however take residential proximity into consideration for applicants for whom RBHS is the closest school provided the other Criteria for Admission as detailed in this section have been met.

3.9. **Immunisation**

Written proof of immunisation against the following contagious diseases, issued by Health Services or a doctor, must also be presented to the principal: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. Parents who do not want their children to be immunised, shall apply to the HOD, who shall make a decision in this regard. Pending a decision from the HOD, the learner concerned may not, in the health interests of the other learners, be admitted to the school.

4. EVALUATION CRITERIA FOR BOARDERS

The following criteria have been determined in the context of the Board's directive. When considering each application for admission to the RBHS boarding facilities, the criteria considered include, but are not limited to:



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4.1. **Residence**

Applicants who live outside of the Cape Town Metropole are given precedence.

4.2. **Proximity**

As a general rule, applicants who live within a 15 kilometre radius of RBHS are not considered. Special considerations in this regard may be taken into account such as scholarships, relocation and the like.

4.3. **Siblings**

Siblings are given preference, provided that they fulfil the Criteria for Admission.

4.4. **Independence**

There is evidence demonstrating the ability of the applicant to study and learn independently.

4.5. **Commitment**

While all learners at RBHS are expected to participate fully in all school activities (academic, sporting and cultural), boarder applicants must show a clear commitment to full immersion in the activities of RBHS.

4.6. **Interview**

Following the application of the criteria in this section, all short-listed prospective boarders will be required to attend an interview to assess their suitability for boarding.

4.7. **Best interests**

All decisions taken will be in the best interests of both the applicant and the rest of the boarding community.

5. GRADE SPECIFIC EVALUATION CRITERIA

5.1. **Grade 8 admissions**

5.1.1. **Rondebosch Boys' Preparatory School**

The High School acknowledges the relationship with Rondebosch Boys' Preparatory School (RBPS) and will try to place as many scholars from this school as possible within the parameters of the listed criteria. However, there are a number of preparatory schools in close proximity to RBHS and therefore attendance at RBPS cannot guarantee acceptance at RBHS.



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5.1.2. **Other Preparatory Schools**

Once RBPS scholars and boarding places have been considered, the remaining places available for dayboy admissions are allocated to scholars from other primary schools in accordance with the parameters of the listed criteria.

5.2. **Grade 9 to 11 admissions**

5.2.1. **Vacancy**

Admission will only be considered if there are vacancies in the relevant Grade.

5.2.2. **Third term applications**

Applications may be submitted during the third term and must include a copy of the boy's report from the end of year of the previous grade, as well as the other required documents.

5.3. **Grade 12 admissions**

Only in exceptional circumstances will applications be considered for scholars entering Grade 12.

6. LANGUAGE

The Board has determined that RBHS will be a single medium school and that the language of instruction will be English (see Language Policy which is available on the school website or on request from the school). Accordingly, scholars admitted to the school will need to be proficient in English so as not to prejudice their academic progress.

7. PROCEDURE FOR GRADE 8 APPLICATIONS

7.1. All applications must be made using the WCED online admissions system, with the required documents (as per list on WCED system) to be delivered to the school. Parents are encouraged to fill in as much detail as possible on the admission form. Should they wish to supplement this information with the intention of strengthening a learner's application, they may do so by submitting relevant documents/information directly to the school. All supporting documents should be provided as soon as the online application has been submitted.

7.2 All dates relating to the application process for Grade 8s are in accordance with those laid down by the WCED. The outcome of an application will also be made available on the WCED Admissions Site and upon request, reasons for non-acceptance will be



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provided. Parents and learners can appeal the school's decision to the district office in the event that the learner's application is not successful

- 7.3 Further information may be obtained from the Admissions Secretary (admissions@rondebosch.com).

8. RESPONSIBILITIES

In fulfilment of this policy:

8.1. Board of Governors

- 8.1.1. The Board takes ultimate responsibility for the proper implementation of this policy.
- 8.1.2. The Board delegates to the Headmaster the discretion to admit scholars to RBHS in accordance with this policy.
- 8.1.3. Notwithstanding the above, the Board may intervene and, if necessary, vary the Headmaster's decision providing it has sufficient reason to believe that the Headmaster is not applying the policy correctly, or is being negligent or misguided in the exercise of their discretion.

8.2. Headmaster

- 8.2.1. The Headmaster may delegate certain duties to his staff, but shall be responsible for the decision whether or not to offer a place to an applicant to RBHS himself.

9. REFERENCE DOCUMENTS

Constitution of the Republic of South Africa	Constitution of the Republic of South Africa 108/1996 https://www.gov.za/documents/constitution/constitution-republic-south-africa-1996-1
National Education Policy Act	National Education Policy Act 27/1996 (As Amended By BELA Act 15 Of 2011) https://www.education.gov.za/Resources/Legislation/Acts.aspx
South African Schools Act	South African Schools Act 84/1996 (As Amended By BELA Act 15 Of 2011) https://www.education.gov.za/Resources/Legislation/Acts.aspx



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Language Policy	https://rondebosch.com/high/wp-content/uploads/2021/03/language-policy-v20210224-rbhs.pdf
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10. ADOPTION

The RBHS Board of Governors hereby adopts this policy.

For and on behalf of the Board:

Name: _____

Role: _____

Signature: _____

Date: _____

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