



HUDSON PARK HIGH SCHOOL ADMISSIONS POLICY

1 PREAMBLE

- 1.1 In terms of section 5 (5) of the South African Schools Act of 1996, the Governing Body of a public school must determine the admission policy of that school.
- 1.2 The Governing Body of Hudson Park High School has accordingly constituted the following as the admissions policy of the school, in the belief that its provisions are consistent with:
 - 1.2.1 The Constitution of the Republic of South Africa (Act 108/ 1996.)
 - 1.2.2 The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.
 - 1.2.3 The South African Schools Act (Act 84/1996) and subsequent amendments.
 - 1.2.4 The Eastern Cape Provincial School Education Act (Act 12/1997.)
 - 1.2.5 The Promotion of Administrative Justice Act (Act 3/2000.)
 - 1.2.6 The Health and Safety Act.
 - 1.2.7 Judgments of the Constitutional Court on the rights, powers and obligations of school governing bodies.
- 1.3 Whereas Hudson Park High School is a public school, the governing body:
 - 1.3.1 acknowledges that it has been entrusted with a public resource which must be managed not only in the interests of those who are learners and parents at the time, but also in the interests of the broader community in which the school is located, and in the light of the values of our Constitution;
 - 1.3.2 defers to the relevant legal provisions and enactments to the extent that they are valid and binding upon them and take precedence over the right of the governing body to determine the admissions policy of the School;
 - 1.3.3 commits to working in partnership with the Head of Department to find workable solutions to matters of disagreement, and to engage meaningfully and in good faith on any disputes, including disputes over this policy and any decision taken on the basis thereof; and
 - 1.3.4 agree thereto that any such engagement will be directed towards furthering the interests of learners, taking account of the best interests of the child insofar as this does not impinge upon the rights or best interests of other children.
- 1.4 At the same time it requires of the Principal, the Head of Department and their delegates that they will at all times during any admissions process take the provisions of this policy into account (including the calculated capacity of the school which has been set at 1050 learners, distributed 210 per grade and 30 per class, and apply it demonstrably fairly and in accordance with the law.

2 POLICY

- 2.1 It is the aim of the school to:
 - 2.1.1 Provide an environment where the race, culture, religion and economic standing of the individual are in no instances an impediment to the learner's access to, or progress in, any aspect of school life.
 - 2.1.2 Make provision during the enrolment process for applicants from a variety of backgrounds, including disadvantaged backgrounds.
 - 2.1.3 Promote transformation in line with the country's constitution and eradicate such policies or practices which are unfairly discriminatory.
- 2.2 It is the policy of the school that:
 - 2.2.1 No learner will be refused admission on grounds of race, gender, culture, language, religious belief or financial circumstance. This aspect of the admissions policy will be applied with due cognizance of the following:
 - 2.2.1.1 Whereas it is determined that the medium of instruction is English, learners applying to be admitted to the school in preference to a school where the LOLT matches the home language of the learner, need to be sufficiently proficient in English so as not to prejudice their ability to progress academically.

- 2.2.2 Any learner admitted to the school is admitted to the total school programme, and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme on the grounds of an inability by a parent to pay the laid down school fees.
- 2.2.3 The admission of learners will be so managed that the school's intake aims to include representation of the major demographic segments (i.e. cultural, religious, ethnic and economic) broadly reflective of the composition of the community it serves, without prescribing or accepting any predetermined quotas, numbers or proportions in respect of such representivity.

3 ADMINISTRATION OF THE ADMISSIONS POLICY

In order to achieve the foregoing, but also to ensure a just and equitable selection process *should the school be oversubscribed*, the measures listed below will be implemented in managing the admissions process.

- 3.1 In January each year the closing date for applications will be set and advertised: second last week of Term 2.
- 3.2 Applications received by the closing date will be given preference over late applications.
- 3.3 It is specifically noted that the parent/legal guardian of a minor learner has the exclusive right to take an initial decision concerning which school they wish to apply to for their child/ward to be enrolled. Consequently, no application will be accepted or regarded as being valid unless it is made by the parent, legal guardian, person entrusted with the care of the minor learner by order of a competent court, or by a person authorised thereto, in writing, by one of the foregoing.
- 3.4 Where the number of applicants exceeds the number of available places in the school, grade, class or subject for which application is made, applicants will be placed on the following basis, bearing in mind the school's policy on non-discrimination:
 - 3.4.1 Whether placement in the School is considered by the school to be in the best interests of the learner concerned.
 - NB The ability 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 regarded as part of the best interests of the child, and will be considered before offering a place to a learner.
 - 3.4.2 In accordance with the criteria listed in 4 below.
- 3.5 Only transfers from outside of the East London area will be considered after the official closing date.
- 3.6 A written response to every application received will be forwarded to parents by 30 September.

4 ADMISSION DECISIONS

4.1 General expectations

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

- 4.1.1 Be supportive of the ethos of Hudson Park High School to the extent that it is evident that there is a clear desire to be educated in a school environment such as the one provided by the school.
- 4.1.2 Be willing to contribute in the four critical areas of school life: i.e. academically as well as sport, culture and service, and to participate in activities offered by the school.
- 4.1.3 Be amenable to school discipline as applied in this school, and display levels of behaviour and self-discipline, such that s/he is likely help create, maintain and enhance rather than to disrupt an orderly and disciplined school environment, the teaching process of the school, or the learning of the other learners.

4.2 Factors and circumstances to be borne in mind during the admissions decision processes

The precise application of the admissions criteria and the weighting afforded to each of the criteria shall remain within the discretion of the School Governing Body. The criteria are as follows:

- 4.2.1 The transformational aims and imperatives relevant to the school.
- 4.2.2 Balancing of genders in the intake: i.e. one gender will not outnumber the other by more than 3%.
- 4.2.3 Applications for admission to the school hostel and to the school will be managed simultaneously, ensuring that no learner is granted admission to one but not the other, where geographical circumstance makes the learner's exclusion from one institution an automatic exclusion from the other.

4.3 General criteria binding on all applicants

- 4.3.1 The successful completion of or promotion out of the grade immediately below the grade to which admission is sought.
- 4.3.2 The age of the applicant (i.e. learner to be admitted.) Please note that an applicant whose age varies by two years or more relative to the statistical age norm of the grade cohort will not *normally* be accepted into the school. (Statistical age norm = grade to which admission is sought + 6: e.g. statistical age norm for grade 8 = 8 + 6 = 14: an applicant aged 16 may therefore not be admitted to Grade 8.)

- 4.4 Further criteria for admission:
- 4.4.1 Other than upon first entry to schooling, a sound record by the applicant in fields such as behaviour/discipline, leadership, academics, sport, arts, culture and community service. This will be balanced by also enrolling learners who, according to the professional judgement of the principal, demonstrate the potential to benefit from the educational opportunities on offer and/or to contribute meaningfully to the school in any aspect, including in extra-curricular participation.
 - 4.4.2 The applicant's understanding of and ability to converse in the medium of instruction at the school at such level that language will not be an unreasonable impediment to the learner's academic progress, with the proviso that, in the case of a learner excluded on these grounds, a school offering a more appropriate medium of instruction is available in reasonable proximity to the learner's normal abode, or the learner's parents place of work.
 - 4.4.3 The applicant's unique ability and/or potential to benefit from and contribute to the school in all forms of school life and in extra-curricular participation.
 - 4.4.4 Unique personal circumstances, interests or capabilities pertaining to the applicant which suggest that the learner's admission would be in the particular interests of the child or the school.
- 4.5 Special criteria for the admission of learners to the school hostel
Preference will be given to applicants for admission to the school hostel on the following basis and in this order:
- 4.5.1 Firstly, that it shall be in the best overall interests of the child to be accommodated in a hostel rather than at home.
 - 4.5.2 Secondly, that there are no objective reasons (including fair and objective provisions contained in this policy) for the exclusion of the applicant from admission to the school served by the hostel.

5 FINAL TOTAL NUMBER OF ADMISSIONS

It is accepted that *the school governing body'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, 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 School Governing Body of a motivated explanation from the School Management Team for moving to such significant extent beyond the limits laid down in this policy.*

6. APPEALS

Decisions taken in terms of this policy are taken by the Principal acting on behalf of the Head of Department in this province. Anyone aggrieved by such decision have the right to appeal to the MEC (Minister of Education) in the province against the decision.

7. ACCEPTANCE AND REVIEW

This policy initially accepted by the Governing Body of Hudson Park High School on _____ (date), and is inclusive of the attached appendix – see below. It was most recently reviewed, amended and/or ratified by the Governing Body on _____ (date).

Chair of the Governing Body (name)

Chair of the Governing Body (signature)

Principal (name)

Principal (signature)



Hudson Park High School

Admissions Policy

Appendix A

DEFINING CAPACITY

1 CAPACITY

The capacity of the school is 1050 learners, distributed 210 per grade and 32 per class.

The capacity of the school is based on:

- 1.1 The number (32) and size (approximately 56 m²) of classrooms in the school
- 1.2 The need to provide space for class teaching which is not less favourable than that laid down in the norms and standards legally enacted in respect of public schools.
- 1.3 The need to provide an educational milieu which includes a broad curriculum and subject choice which is based on educationally valid principles.
- 1.4 The creation and maintenance of a stimulating and sustainable educational environment. This is in part dependent on having designated, exclusive and appropriately-developed space for the following broad educational facilities, at least to the levels envisaged in the state's norms and standards for school infrastructure (choose facilities which are appropriate to your school, given its circumstances):
 - 1.4.1 A Library.
 - 1.4.2 Science, Biology, Geography and Computer laboratories.
 - 1.4.3 Technology workshops/classrooms.
 - 1.4.4 Music rooms (for individual music instruction as well as large-group music productions/practices).
 - 1.4.5 A School Hall.
 - 1.4.6 A Learner 'Forum' (e.g. Tuckshop, Students' Centre, Minor Hall or similar.)
 - 1.4.7 A team-teaching venue.
 - 1.4.8 A physical fitness and wellness centre/gymnasium.
 - 1.4.9 Venues and/or facilities conducive to the provision of an educationally valid extra-curricular programme is open to all learners
 - 1.4.10 The need to support the educational process administratively by providing designated, appropriately furnished, relevantly equipped and exclusive space for:
 - 1.4.10.1 A Staff common room and staff workroom.
 - 1.4.10.2 Offices and working spaces for management, administrative and support staff.
 - 1.4.10.3 A counselling centre.



Hudson Park High School Admissions Policy *Appendix B*

The provisions of this admission policy are subject to their meeting the requirements of the constitution of South Africa and all applicable legislation, including the stipulations of the South African Schools Act, No. 84 of 1996, and the Eastern Cape School Education Law.

No learner will be refused admission to this school on the grounds of race or religious belief. Where selection becomes necessary because of the number of applicants exceeds the number of available spaces, selection shall be based on the following criteria in the order that follows:

- 1. Learners must be age appropriate to the grade they are applying for – Clause 4.3.2 of the Admissions Policy*
- 2. Learners must display behavioural patterns that are in line with Hudson Park High School core values – Clause 4.4.1 of the Admissions Policy*
- 3. Preference will be given to applicants with a record of academic success in identified areas*
- 4. Preference will be given to applicants with a record of involvement in, or who demonstrate an interest in, one or more of the cultural and sporting activities which form part of Hudson Park High School extra-curricular programme*
- 5. Preference will be given to learners who have completed their primary school education at Hudson Park Primary School on the condition that they comply with point 2 of this paragraph*
- 6. Special provision will be made in the selection process for applicants from disadvantaged communities who display exceptional academic, cultural or sporting abilities*