



FRANCOLIN PRIMARY SCHOOL

P O Box 927 LULEKANI 1392,
Tel.: 015 004 0548, info@francolinprimaryschool.co.za

Admission Policy

Preamble

Francolin primary school is a private school dedicated to delivering accessible, high-quality education that aligns to the CAPS Curriculum. The school offers a uniquely Individualised educational opportunity for scholars by focusing on each scholar's needs in the classroom and using online learning. At Francolin primary school, we know that excellent education is much about character development as academic achievement. To that end, Francolin primary school emphasises the core values of service, persistence, Achievements, Responsibility and kindness in the classroom, in the learning Lab, during sports, on the playground, and in the community. Francolin primary school teachers discuss these core values with learners throughout the school day and work with families to implement them at home. Our values are essential to setting our learners on a path of learning and personal success at Francolin primary school and beyond!

Admission and Enrolment

This admission policy, as adopted by the school from time to time, has been drafted in accordance with section 29 of the South African School Act 84 of 1996 and the National Education Policy Act NO. 27 of 1996.

The admission and enrolment of learners to the school is at the discretion of the principal who may refuse a learner's admission to the school without giving reasons therefore or may grant temporary or provisional enrolment of learners to the school subject to such further terms and conditions which the principal may impose. The principal may, at his/her sole discretion, cancel enrolment in accordance with the school's parent Enrolment Agreement, the school Rules/Code of conduct or policies.

For the sake of clarity, this admission policy, together with the parent Enrolment Agreement regulates the enrolment and admission of the scholar to the school, the relationship between the school, the scholar, yourself and /or the payer once the scholar is admitted and enrolled with the school.

You will only receive the **Parent Enrollment Agreement** if the learner completes admission application, which has been accepted. The school therefore agrees to enroll the learner, for the duration of their school education, subject to the terms and conditions of the admission, and subject to your agreement hereto.

You acknowledge that it is a privilege for the learner to attend a private school at Francolin primary school, and not a right.

As such you agree that you and /or the payer (the person or entity who undertakes to be responsible for the payment of the learner's fees, as the case may be) are responsible for the full payment of all fees as set out above and in the Schedule of fees, which sets out all fees payable, annexed hereto.

In light of the above, you agree and acknowledge that failure to pay fees will result in termination of your agreement with the school and the learner's enrollment at the school.

Matters Relating to the Immigration Act (2022)

Francolin primary falls within the ambit of a "learning institution", as defines in the Immigration Act. In terms thereof (S39), Francolin primary school may not provide training or instruction to an illegal foreigner (a person whose presence in South Africa is in contravention of Immigration Act), or a foreigner whose status does not authorize him or her to receive such training or instruction.

If the immigration Act applies to you, please take note of the following:

Conditional admission:

- Where you are unable to provide documentation supporting the fact that your Child is permitted to study in South Africa (Supporting Documentation), we reserve the right to deny your Child's admission to the school, and /or his or her continued enrolment.
- In circumstances where Supporting Documentation is believed to be forthcoming in a reasonable period of time, we may admit your Child to the School on condition that you provide us with the Supporting Documentation within a period not exceeding 6 months.
- Supporting Documentation includes the following:
- Valid study Visa; or Temporary Visa or Residency Visa; proof of Application for above to the DHA

Medical aid cover:

- Francolin primary school is obligated by immigration Act to ensure that your Child has medical aid cover for the duration of his or her studies at the school. Such medical aid must be recognised by the Medical Schemes Act (1998)
- Before Francolin primary school may admit your Child to the school, we require written confirmation from your Medical Schemes confirming that your Child has medical aid cover.
- You understand that francolin primary must ensure, periodically, that your Child's medical cover is in force and effect. Failure to provide evidence of such cover may constitute grounds upon which we may terminate the enrolment of your Child at school.

Admission process

The application form requires the parents to furnish the school with the following:

- An unabridged birth certificate for the candidate (or an abridged birth certificate as well as copy of the receipt for your unabridged birth certificate if you are still waiting for one)
- A vaccination/immunization certificate, with all pages and the learner's name clearly visible, for the learner.
- A current report card.
- Proof of residence for the parent/payer.
- A certified copy of the parent/payer's identity document.
- A signed copy of the parent enrolment contract including the parent/payer's initials on every page of the contract as well as learner, parent and payee details.
- Signed medical release contract. (If applicable)
- Proof of payment (using learner's name and grade as reference):

First month's fee will be reimbursed if there is no space for your child once we process your application.

The parent/payer will be required to supply the school with full personal details of both parents and scholar/s:

1. Copies of the learners':
 - ID Photos
 - Unabridged Birth Certificate or ID Document
 - Clinic card/ Immunization card.
 - Latest School Report (if currently attending another school).
 - Transfer letter from previous school.
2. Copies of the parent/s:
 - ID Document
 - 3 Months Proof of Income
 - 3 Months Bank Statement

Age Norms

The learner must be of an appropriate age for that particular grade.

Francolin primary school will accept a learner into a grade provided that the learner has passed, in the reasonable opinion of the Francolin school management team, and upon presentation of requisite documentation (report card), the previous grade at their last school.

Francolin primary school will enroll a scholar in a grade as follows:

Grade	Appropriate age	Age learner may not exceed
R	4 years (learner must turn 5 by 30 June of the school year)	5 years, turning 6 years old before 30 June

1	5 years (learner must turn 6 by 30 June of the school year)	6 years, turning 7 years old before 30 June
2	6 years	7 years
3	7 years	8 years
4	8 years	9 years
5	9 years	10 years
6	10 years	11 years
7	11 years	12 years

Admission of non-Citizens

Non-citizens will be admitted to the school provided that parents are in possession of a temporary or permanent residence permit and the scholar must have a study permit. A certified copy of the original permit must be submitted with the application.

Enrolment

Once a learner is enrolled at Francolin primary school, they will:

- Adhere to Francolin primary school values.
- Be taught in the language of instruction, i.e. English.
- Adhere to the Code of Conduct for Learners and the Dress Code.
- Respect the school leaders and staff at all times.
- Refrain from bringing any illegal substances into the school grounds.

Parents/payers Obligations

In order to fulfil our obligations, we need your co-operation. Without detracting from any specific obligations contained in the admission form, you are required to:

- Encourage the learner in his/her studies and give appropriate support at home.
- Keep the school informed of matters which affect the learner.
- Maintain a courteous and constructive relationship with school staff.
- Attend meetings and otherwise keep in touch with the school where the learner's interests require you to do so.

Placement will only be final when all the above have been processed, signed by the enrolment department.

Policy approved by: Principal.

Date: 26 June 2025