



LIMPOPO Department of Education

BOKAMOSO SENIOR SECONDARY

Name of school

PIETERSBURG

Name of circuit

CAPRICORN SOUTH

Name of region



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The Admissions Policy

School Stamp

This Policy was adopted by the SGB on

27 February 2026

PREVIOUS ADOPTION DATE-2023

Signatures:

SGB Chairperson

SGB Secretary

School Principal

Verified by hod on the.....signature.....

The Admissions Policy

1. Purpose

The Admissions Policy is one of the critical guiding documents of BOKAMOSO SENIOR SECONDARY SCHOOL. It seeks to ensure:

- a. That there is no unfair discrimination in the admission of learners to the school.
- b. That no learner is unlawfully refused admission to the school.
- c. That the administrative procedures for admission to the school are clearly defined and known to all affected parties.
- d. That the admission of learners to the school is carried out in a smooth and professional manner.

2. Preamble

The South African Schools Act, (SASA) No. 84 of 1996, stipulates that the SGB of a school has the responsibility to establish and adopt an admission policy for its school. The policy shall be in line with the directives of the Constitution of the Republic of South Africa, the SASA, and any Provincial Regulations. The laws of the country shall always take primacy over this policy in cases where contrasting stipulations exist.

3. The School Admissions Committee

- a. The SGB shall establish a School Admissions Committee (SAC) for the school.
- b. The School Admissions Committee (SAC) shall be chaired by a member of the SGB or a person delegated (preferably the principal) with such a responsibility.
- c. The SAC shall ensure that this Policy is adhered to at all times.
- d. The following are the duties and responsibilities of the SAC:
 - i. To issue and collect application forms.
 - ii. To determine the application and registration period.
 - iii. To preside over admission processes.
 - iv. To record and manage admission records or documentation.

- e. The members of the SAC shall serve for a period of one (1) year(s).

4. Rights of learners to admission

- a. No learner shall be denied admission to the school on the basis of gender, race, colour, creed, or cultural background.
- b. Intelligence determining tests or related aptitude tests may be administered to learners to determine their admission to the school.
- c. No learner shall be denied admission to the school on the basis of the bad behaviour of his brothers/sisters who were previously admitted to the school.

5. Age norms

The following are requirements for admission to the specific grades.

Grade	Permissible maximum age
8	12 – 13
9	14 – 15
10	15 - 16
11	16 - 17
12	17 - 18

6. Admission procedures

- a. The admission of learners for the following academic year shall be done during the month of May – November of the current year.
- b. No admission of learners shall be carried out in the beginning of the academic year.
- c. The following procedure shall be carried out during the admission of learners in the school:
 - i. Advocacy.
 - ii. Issuing of application forms.
 - iii. Retrieval or submission of application forms.
 - iv. Adjudication of application forms submitted.
 - v. Notifying admitted learners and those on waiting list.
 - vi. Placement of learners.

- d. A school's admission register shall be kept in the principal's office.
- e. It is the responsibility of the principal to verify and ensure that all learners enrolled in the school appear in the school's admissions register.

6.1. Admission to the entry grade

- a. In the case of learners being admitted to the entry grade to the school, the following shall be required from the learner:
 - i. A duly completed application form.
 - ii. Birth certificate of the learner.
 - iii. Immunisation card of the learner.
 - iv. Proof of residence.
 - v. ID copy(s) of the parent(s) or guardian(s).
 - vi. Learner transfer and report.
 - vii. Learner 's profile.
- b. If the learner does not have some of the required documentation, such a learner may be admitted provisionally pending the submission of such outstanding documents.
- c. The age norm for admission to the school's entry grade shall be consistent with the departmental norms.
- d. The school reserves the right to verify any documentation submitted to the school for admission purposes.

6.2. Admission to other grades

- a. The admission of a learner to any other grade other than the entry grade shall require the approval of the SGB.
- b. The following procedure shall be effected in the case of new learners who require admission to other grades at the school:
 - c. A duly completed application form.
 - d. Birth certificate of the learner.
 - e. Immunisation card of the learner.
 - f. Proof of residence.
 - g. ID copy(s) of the parent(s) or guardian(s).
 - h. Learner transfer and report.
 - i. Learner 's profile.

6.3. Admission of foreign learners

- a. The school shall give priority to local learners for admission over foreign learners.
- b. In the case of a foreign learner applying for admission, the following documents may be required:
 - c. A duly completed application form.
 - d. Birth certificate of the learner.
 - e. Immunisation card of the learner.
 - f. Proof of residence.
 - g. ID/passport copy(s) of the parent(s) or guardian(s).
 - h. Learner transfer and report.
 - i. Learner 's profile.
 - j. Learner 's study permit.

6.4. Admission of learners with special needs

- a. Wherever reasonably possible, the school shall admit learners with special needs.
- b. In the case where the school cannot provide the necessary support, which would allow for the integration of the learner, the principal shall refer the application of such a learner to the provincial department of education for the learner to be placed in a suitable school.

7. Archive of learners from the admissions register (SASAMS)

- a. A learner shall be removed from the school's admission register when the learner:
 - i. Leaves the school after completing the highest grade at the school,
 - ii. Applied and granted transfer to another school and the transfer accepted in the other school,
 - iii. Is expelled from the school in terms of the procedures and stipulations outlined in the Act,
 - iv. Passes away
- b. It is the responsibility of the principal and the register class educators to ensure that no learner appears in the school admissions register if the learner is no longer at the school.

8. Feeder zone for the school

- a. The SGB, in consultation with the Provincial Education Department, shall determine the feeder zone for the school (Less than 5km).
- b. Learners from the identified feeder zone for the school shall be given preference for admission to the school.
- c. The school shall not outrightly deny learners from outside the feeder zone, admission to the school.

9. Right to appeal

The SASA stipulates that any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the Member of the Executive Council.

10. Recruitment

The school shall employ the following mechanisms to recruit learners from the feeder communities:

- a. Distribution of application forms to feeder zone schools.
- b. Interaction with feeder zone primary schools.
- c. Sharing academic activities with feeder zone schools.

11. Policy review

The policy shall be reviewed when it is necessary.

12. Policy effective date

This Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, Secretary of the SGB and the Principal of the school.

13. Conclusion

The admission of learners to Bokamoso Senior Secondary School is of utmost importance and critical to the growth and development of the school. It is important that the functionaries of the school ensure adherence to this policy for a smooth admissions process to be pursued in the school. Violations of this policy may lead to disciplinary action taken against the culprit.

Only learners that are in adherence and observance of this policy shall be admitted to the school.

