



## Policy for Admissions

**Purpose** This policy outlines the rules for admission to Westville Girls' High School. These policies have been drawn up by the Governing Body as required by the South African Schools Act.

**Who should read this?** Parents of girls wishing to attend Westville Girls' High School.  
Staff responsible for admission of learners.

**Legal basis for this document** The appropriate section of the South African Schools Act No 84 of 1996 is as follows:

5.(5) Subject to this Act and applicable provincial law, the admissions policy of a public school is determined by the governing body of such school.

All relevant regulations and circulars issued by the KZN Department of Education up to KZN Circular No. 37/2010.

**Capacity** The capacity for Grade 8 for 2025 has been determined by the Governing Body to be 240 learners.

**Allocation of places** The state requires that we admit first those whose nearest state school to place of residence is Westville Girls' High School.

**Admission of residents** Admission is dependent on the availability of places. Girls residing with their parents or legal guardians whose closest state high school is Westville Girls' High, will qualify for admission first on the grounds of place of residence.

Appropriate proof of residence will be required, i.e., rates, statement/levy, statement/lease agreement.

Neither a lease agreement from a landlord nor an affidavit is sufficient evidence of residency.

**Admission of others**

It is expected that there will be a limited number of spaces for learners whose nearest state high school is not Westville Girls' High School.

Learners and their parents who reside nearer to another state school will be required to attend an interview with a Senior Staff member of the school.

Please note that parts of Westville North, Berea West and Westville South are closer to other state schools than Westville Girls' High School.

These admission criteria will be applied only to applicants whose closest state school is not Westville Girls' High.

Learners who already have older sisters who are currently at the school will be considered but are not necessarily given place.

**Admission Criteria**

Preference will be given to learners who:

- Demonstrate the greatest degree of participation in the academic, sporting, and cultural activities offered by the school/s previously attended by them.
- Will benefit the most from the subjects, activities and facilities offered by the Westville Girls' High School.
- Show high academic potential.
- Have a good disciplinary record.
- Demonstrate an interest in and concern for others.

**Admission Date**

According to new State policy, admissions can only be processed for Grade 8 of 2025 on/or after 1<sup>st</sup> April 2024.

**Feeder Schools**

There are no feeder schools for Westville Girls' High School. Admission to a primary school in Westville cannot guarantee a place at Westville Girls' High School.

**Late Application by in-area residents**

Because the state requires that all places are filled, we cannot keep places in case there are late applications from people whose nearest state school is Westville Girls' High School, or who might move into the area.

**Closing dates for Grade 8 applications**

The closing date for admission to Grade 8 to the school is 31 July 2024.

**Successful Applications**

Successful applicants will be advised in writing after April 2024 if a place has been granted. The first acceptance letters will be sent out to those whose closest State school is Westville Girls' High School. Any applications received after 31 July 2024 from those whose closest State school is Westville Girls' High School, may be placed on a list of applicants waiting for vacancies.

**Unsuccessful Applications**

If an applicant has not obtained a place in the school, they will be advised in writing on/or before 31 August 2024 by the latest. Such applicants should secure a place at an alternative school. Westville Girls' High School will keep a list of applicants awaiting vacancies of not more than 5% of capacity in accordance with Circular 37/2010. This is not a waiting list, because the school no longer has any places available.

If a place becomes available, it will be offered first to applicants on the list who have Westville Girls' High School as their closest state school. Once all these are placed, the vacancy will be offered to applicants where Westville Girls' High School is not their closest state school.

**Granting of Interviews**

All successful applicants and their parents who are out-of-area are invited to an interview with Senior Staff. The purpose of the interview is to inform them about the school.

Applications where Westville Girls' High School is the closest state school, will be granted an interview with Senior Staff on request only.

Unsuccessful applicants may request an interview with Senior Staff overseeing admissions. No further interviews with Senior Staff will be granted. An appeal could be made to the Governing Body by writing to the Chairman, addressed care of the school.

**Requirements of Guardians**

Legal guardians who are not the biological parents of an applicant, will need to provide a court order as proof of guardianship.

Informal guardians must complete the documentation as required by the school. Such guardians need to convince the school of their guardianship.

<b>Age Requirements</b>	<p>Compulsory schooling ends at the end of the year in which a learner turns 15 or passes Grade 9.</p> <p>GRADE 8: Admission in the calendar year in which the learner turns 14 years of age.</p> <p>GRADE 9: Admission in the calendar year in which the learner turns 15 years of age.</p> <p>GRADE 10: Admission in the calendar year in which the learner turns 16 years of age.</p> <p>GRADE 11: Admission in the calendar year in which the learner turns 17 years of age.</p> <p>Admission into grade 12 is not recommended and will be considered only under exceptional circumstances.</p>
<b>Subject Packages for learners seeking admission in Grade 10 or subsequent years of study</b>	<p>Preference with regard to choice of subject package is given to learners in Grade 9 at this school. Choice of subject package could preclude a learner from admissions in the FET phase because of class size in the subjects.</p>
<b>Language Policy</b>	<p>The medium of instruction is English. Afrikaans or isiZulu is offered as a second language.</p>
<b>Payment of School Fees</b>	<p>School fees are determined on an annual basis at a specially convened meeting of the Parent Body.</p>
<b>Trust Fund</b>	<p>Contributions to the Educational Trust are on a voluntary basis and are tax deductible.</p>
<b>Rules and Regulations</b>	<p>Attention is drawn to the Code of Conduct, the Uniform policy and the Rules and Regulations of the School. These documents have been adopted by the Governing Body in consultation with the parent body and the Representative Council of Learners. All prospective learners and their parents or guardians are expected to consider these regulations seriously before applying for admission.</p>
<b>Irregularities</b>	<p><b>Fraudulent applications will not be considered.</b> The school also reserves the right to revoke the admission of a learner who has gained admission in a fraudulent manner and to institute criminal proceedings.</p>