



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:
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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 applicable legal frameworks, as well as all relevant regulations and circulars issued by the KZN Department of Education.

Capacity	The capacity for Grade 8 for 2027 has been determined by the Governing Body to be 240 learners.
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Allocation of places	The state requires that we admit first those whose closest state school to place of residence is Westville Girls' High School.
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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.
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Appropriate proof of residence will be required, i.e., rates, statement/levy statement or valid lease agreement.

An affidavit is insufficient evidence of residency.

Admission of others

It is expected that there will be a limited number of spaces for learners whose closest 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 2027 on/or after 1st April 2026.

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 closest 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 2026**.

Unsuccessful Applications

If an applicant has not obtained a place in the school, they will be advised in writing on/or before 31 August 2026 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.

An appeal process is available to unsuccessful applicants.

Granting of Interviews

All successful applicants and their parents who reside closer to another state school 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.

Age Requirements

Compulsory schooling ends at the end of the year in which a learner turns 15 or passes Grade 9.

GRADE 8: Admission in the calendar year in which the learner turns 14 years of age by 30 June in year of admission.

GRADE 9: Admission in the calendar year in which the learner turns 15 years of age by 30 June in year of admission.

GRADE 10: Admission in the calendar year in which the learner turns 16 years of age by 30 June in year of admission.

GRADE 11: Admission in the calendar year in which the learner turns 17 years of age by 30 June in year of admission.

Admission into grade 12 is not recommended and will be considered only under exceptional circumstances.

Subject Packages for learners seeking admission in Grade 10 or subsequent years of study

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.

Language Policy

The medium of instruction is English. Afrikaans or isiZulu is offered as a second language.

Payment of School Fees

School fees are determined on an annual basis at a specially convened meeting of the Parent Body.

Rules and Regulations

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.

Supplying false information

If, when applying for admission to a public school, the parent of the learner or any other person :

- (a) submits or provides information which he or she knows to be false or misleading,
- (b) submits a document which he or she knows be forged,
- (c) submits a document and claims that is a true copy of the original when in fact is not a true copy,

such a person is guilty of an offence and liable, upon conviction, to a fine or to imprisonment for a period not exceeding 12 months, or to both a fine and such imprisonment.

Falsification of documentation will result in the application being nullified in its entirety.

Documents

(a) Where at least one or both biological or adoptive parents of a learner are South African citizens, the following documents :

- (i) An unabridged birth certificate of the learner
- (ii) the South African identity documents or cards of the learner's parents
- (iii) where either or both parents are deceased, the relevant death certificates

(b) where both parents of the learner are foreign nationals and hold either permanent residence permits or temporary residence visas, the following documents :

- (i) the learner's foreign issued birth certificate
- (ii) the learner's passport
- (iii) a study visa or permanent residence permit issued to the learner
- (iv) the parents' passports; and
- (v) the parents' temporary residence visas or permanent residence permits

(c) where the parents of the learner are refugees or asylum seekers, the following documents :

- (i) the parent's asylum seeker or refugee visa
- (ii) the learner's asylum seeker or refugee visa
- (iii) the learner's birth certificate if the learner was born in the Republic

(iv) where asylum seeker visas are provided, a refugee or long term study visa must be provided within three years of admission of the learner

(d) where the learner is in alternative care, the following documents :

- (i) the relevant court order granting guardianship or custody
- (ii) the learner's unabridged birth certificate