

# ADMISSION TIME FRAMES

1. **1<sup>st</sup> of April:** The school will be ready to **receive applications** for the admission of **Grade R and 1 pupils** for the following school year.
2. **1<sup>st</sup> of June: Closing date for applications** for admission to grades R and 1 to have reached the school, to allow Admissions Committee to carry out the selection process.
3. **Last school week in June:** The school **informs all parents by SMS / telephone / letter** that their applications for learner admissions have been either **successful or unsuccessful**.
4. Successful **parents are required to visit** the school place **in person once contacted**. Parents must **bring all the required original documents** if accepting the place. If a successful applicant does not show up with all the necessary documents, that place is forfeited.
5. Unsuccessful applicants are informed in writing of the reason the application did not succeed and may appeal, in writing, to the Admissions Committee to have a decision reconsidered.
6. **Term 3:** Principal puts together enrolment figures. The Principal will **consider progression of existing Ferndale pupils when determining vacancies** per grade for the next year. The number of vacancies per grade from grade 2 to 7 is established.
7. **1<sup>st</sup> of October:** Applications for **admissions open** for **grades 2 to 7, where place exists**.
8. **31<sup>st</sup> of October:** Closing date for grade 2 to 7 applications for admission.
9. **Second week in November:** The school **informs all parents via SMS / by telephone /by letter** that their applications for learner admissions have been either successful or unsuccessful.
10. **Before the end of November:** Successful **parents are required to visit** the school **in person**. Parents must **bring all the required original documents** if accepting the place. If a successful applicant does not show up with all the necessary documents, that place is forfeited.
11. Unsuccessful applicants are informed in writing of the reason the application did not succeed.
12. **November to beginning of the first term:** Where there is still space or space becomes available, the school will continue to admit pupils.

## Preference of admission

Where insufficient vacancies exist to accommodate all eligible applicants, the following pupils – in the order listed below - shall have preference of admission:

- those who reside closest to the school (in the Newlands East areas closest to the school)
- children of Ferndale Primary School staff members and Ferndale School Governing Body members
- those who have siblings already enrolled at Ferndale Primary

*[Extract from the Ferndale Primary School Admission Policy]*