

INFORMATION FOR PARENTS SEEKING ADMISSION FOR THEIR CHILD AT PCS FOR 2025

A. PREAMBLE

Pietersburg Comprehensive School (PCS) is a primary school established in 1994 to serve the rapid increase of learners in Polokwane, whose medium of instruction is English. The school has grown in numbers and is at present at its full capacity. Every year we receive more applications than can be accommodated. We are therefore compelled to apply admission criteria (see below). This admission criteria does not in any way contravene the South African School's Act no 84 of 1996 (SASA) by discriminating unfairly against applicants on the grounds of race, religion, culture, language or gender.

B. MISSION STATEMENT

We aim to:

- provide effective learning and teaching,
- develop, encourage and support the pupil's education in totality,
- promote optimal involvement with pupils, parents and teachers,
- manage and improve our resources efficiently and
- Promote optimal involvement with the Department of Education.

C. CODE OF CONDUCT

All learners should know what behaviour is expected of them while they are a part of PCS. The Code of Conduct will be given to parents once the child has been accepted into the school.

D. ADMISSION POLICY

The school's Admission policy is in accordance with the Constitution of SA. The School Governing Body (SGB) is empowered in terms of Section 5 of SASA to determine the School's policy regarding the admission of the learners to the School.

The following criteria are applicable for admission:

1. Learners who are already in PCS, who have re-applied, will automatically be admitted.
2. Learners whose parents reside permanently in the immediate proximity of the school will be given preference. The school is thus the closest available Primary School for the learner.
3. Other applications will then be considered on a first-come-first-served basis.
4. The child should be the correct age for his/her grade.
 - 4.1. Every parent must cause every learner for whom he or she is responsible to attend a school from the first day of the year in which the learner reaches the age of seven years until the last day of the year in which such a learner reaches the age of fifteen years or the ninth grade, whichever occurs first. [SA Schools Act 1996 Sec 3(1)]
Grade R - turning 6, born in 2019
Grade 1 - turning 7, born in 2018
 - 4.2 Children **may** be enrolled in: (if space available)
 - * Grade R when they are four, if they turn five by 30 June 2025;
 - * Grade 1 when they are five, if they turn six by 30 June 2025.
 - 4.3 It serves to be noted that because we receive many more applications than can be accommodated, preference will be given to the following learners:
Grade R - learners born in 2019 (turning 6 in 2025)
Grade 1 - learners born in 2018 (turning 7 in 2025)
5. Should any fraudulent information and/or misinterpretation thereof be supplied to the school, the application will automatically be disqualified.

E. SCHOOL FEES

1. School fees are determined by the democratically elected School Governing Body. The School Governing Body has the right to amend the school fees and any additional monies from time to time, subject to proper consultation with the parents.
2. Tuition fee: Grade R: R1020.00 per month per child for 11 months for 2024, Gr 1 - 7: R780.00 per month per child for 11 months for 2024. The school fees must be paid before the 7th of each month.
3. If the total amount is paid before the end of March 2024, a discount of R780.00 is allowed.
4. Parents are obliged to pay school fees as determined by the parents at the Annual Budget meeting. No school can function effectively without sufficient school fees.
5. Should a parent be unable to pay the determined school fees, application must be made to the School Governing Body on an exemption form. The SGB will assess the situation and inform the parent of the decision.

6. In the event of the parent/guardian who is liable for the payment of school fees fails to do so, legal steps may be taken against the parent to ensure that he/she pays any outstanding amount. The parent will be responsible for the legal costs.

F. SCHOOL HOURS

School hours are as follows:

Grade R to Grade 7: Mondays – Fridays 07h25 - 13h30

It is important that the children must not be late for school and they must be collected immediately after school and not left unattended until late in the afternoon. It remains the parent's responsibility to ensure safe, reliable and consistent transport to and from school every day.

G. SCHOOL UNIFORM

School uniforms are available from Snappers in 78 Market Street and 17 Jorrissen Street. The following can be obtained at the school: - School tracksuits, Netball skirts, Blazer for Prefects, Sun hat and PCS T-shirts as well as PT shorts.

H. EXTRA-MURAL ACTIVITIES

Sport: Athletics, netball, soccer, hockey, cricket and majorettes.

Cultural: choir, traditional dancing, art and crafts, speech and drama and Chess.

I. TUITION OF LEARNERS

The school shall provide tuition to the learners in accordance with the core curriculum, core syllabi, time allocation and evaluation applicable to the learner's educational phase. The curriculum shall meet the criteria which apply to public schools, as provided in the relevant Acts of Parliament and Regulations issued in respect thereof.

J. LANGUAGE

1. The medium of instruction is English.
2. Additional languages:
Grade 1 – 7: choice of Afrikaans, Sepedi, Tshivenda or Xitsonga.

APPLICATION PROCEDURE

1. Complete the application form in detail.
Please note that a post box is not a residential address.

2. The completed application form must be returned together with the following:
 - 2.1 A certified copy of the child's birth certificate.
 - 2.2 A certified copy of your child's immunization card.
 - 2.3 One ID photograph of the child.
 - 2.4 A certified copy of the latest school report.
 - 2.5 **(a) Original official proof of residence**, e.g. The most recent municipal water & lights account. (name must correlate with parent)
 - (b) Lease Agreement**
Lease agreement with an official stamp and contact number from the lease agency (Name must correlate with parent) please attach three month proof of payment for rental.(only electronic payments, **NO CASH PAYMENT RECEIPT**)
 - 2.6 Certified copies of both parents' and/or guardians' ID documents.
 - 2.7 If divorced, proof of the legal duty and responsibility to pay school fees is required.
 - 2.8 If you are the guardian of this child, it is necessary that official legal proof is produced with this application. Note: - An affidavit is not official legal proof of guardianship.
 - 2.9 A certified copy of your Medical Aid Card (if you have one).
 - 2.10 **Please write the correct email address on page 2 of the application form.**
3. Should you wish to inform the admission committee of any additional information in support of your application, please do it in writing and attach it to the application.
4. The application register must be signed when handing in the application form and all necessary documentation.
5. **Completion and submission of the application form does not guarantee acceptance into PCS.**
6. The completed application form with the necessary documentation must be handed in at PCS not later than the closing date, unless advised otherwise. **All the required documents** must be handed in on submission. The registration book must be signed by the parent.
7. Applicants will be advised through email of the outcome of their application. No telephonic information can be given. Please note the following school's office hours:

Monday – Thursday	:	07h15 - 15h00
Friday	:	07h15 - 14h00

H R FICK
PRINCIPAL

DR. H MABASA
CHAIRPERSON: SGB