



# WESTRIDGE HIGH SCHOOL

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## WESTRIDGE SECONDARY SCHOOL

### ADMISSIONS POLICY

#### **Preamble**

The Admissions Policy of Westridge Secondary School is determined by the School Governing Body in terms of Section 5(5) of the South Africa Schools Act No. 84 of 1996 (as amended) and is consistent with the Government Gazette Notice 2432 of 1998 with regard to the Admission Policy for Ordinary Public Schools.

The guidelines and procedure for admission to the school are set out in this document.

Westridge Secondary School aims to provide equal opportunities and participation in a variety of school-related activities to all learners regardless of race, culture, religion and economic standing. The school prides itself therein that its doors are open to a broad spectrum of learners and that no tests are written in order for a learner to gain admission to the school.

In cases where the learner is a foreign national the parents also welcome to apply for admission to the school; such a learner will be subject to the same admission requirements, set out in this policy, along with general requirements relating to immigration status and other criteria set by the Education Department.

The school does not run its own scholar transport system and it is therefore the responsibility of parents and guardians to ensure that learners who are admitted are transported safely to and from the school.

The principal and School Governing Body reserve the right to decline admission to the applicant should there be a reasonable suspicion that false information has been supplied during the application process.

The amount of grade eight admission applications received each year is usually far greater than the number of learners that can be accommodated in the grade, thus making the selection process very difficult.

Parents are urged to apply to more than one school at a time as application to this school does not guarantee acceptance.

It is the responsibility of the parent or legal guardian of all learners who are admitted to obtain the learner's profile from the school of origin and submit this to Westridge Secondary at the start of the academic year; This will enable the school to familiarise itself with the learner's background and possible challenges so as provide the best guidance and cater for the needs of the learner.

## Code of Conduct

Westridge Secondary School is built on a strong moral and ethical foundation and in keeping with this the school's admissions policy requires that all learners uphold the good values instilled in them at home and which will also be reinforced at school.

Furthermore it is expected of all learners who are admitted to the school to respect and adhere to the schools code of conduct.

## Language Of Learning and Teaching (LOLT)

The official Language of learning and teaching at the school is *English*. Learners must show competency in reading, writing and comprehension of English as this is the medium instruction for all the content subjects offered at the school.

All learners do English Home Language and Afrikaans First Additional Language as part of their subjects.

## Application Procedure

Hard copies of application forms are available at the school or can be printed from the school's web site.

As from 2019, all applications for admission for the following year must be done via the WCED *Admissions* web portal.

These electronic applications are done during February of the preceding year and parents must adhere to the specific time frames set by the Western Cape Education Department.

Parents who intend to submit online applications must

- register on the *Admissions* web site and assign log-in details;
- complete a series of online forms;
- upload relevant documents required and specified by the school and WCED;
- specify the schools to which application is made and rate the order of preference;
- hand-deliver certified hard copies of the same documents to the school;
- track progress of applications online and follow the time frames set by the WCED;
- confirm acceptance at one of the schools where the application was successful.

The online system will reflect the status of each application and parents will be notified of the outcome via email and sms communication.

Applicants who were unsuccessful or placed on the waiting list may follow the appeals process as outlined in the WCED online application guidelines.

Successful applicants (both learner and parent) who have confirmed placement at Westridge Secondary School will be invited to attend a registration and information meeting on a date determined by the School Governing Body.

At said meeting parents will be expected to pay a deposit towards the child's school fees; Parents who qualify for a social grant are expected to submit documentary proof to this effect.

## **Selection Criteria**

Although the writing of entrance tests is not one of the criteria for admission to Westridge Secondary School, the principal and School Governing Body reserve the right to interview and do background checks on individual applicants as part of a shortlisting and selection process.

The number of new learners admitted depends on the number of available spaces and planned enrolment projections (including learners repeating the grade) of the year for which application is made; Admission of any new learners will cease once this figure has been reached.

### **1. Proximity**

Learners, living with their biological parents or legal guardians in close proximity to the school (in comparison with other high schools), will receive strong consideration for admission. The parents' preference should clearly be indicated when rating the schools during the application process.

### **2. Feeder Areas**

Westridge Secondary does not identify any specific feeder schools from which new learners are drawn. Therefore those who apply from schools outside its close proximity will also be considered for admission.

### **3. Siblings**

In the absence of any reason why this is not advisable, preference will be given to applicants with current or past siblings (brothers or sisters) at Westridge Secondary or whose parents are ex-learners of the school. This information must be supplied upfront when application for admission is made.

### **4. Age**

The age of the learner for whom application is made must be within two years of the average acceptable age for learners in the relevant grade.

### **5. Gender**

As far as possible the school aims to maintain a 50:50 ratio between male and female learners in each grade. Although, due to various factors, this is not easy to sustain, the admission of new learners will be geared towards this.

### **6. Academic Performance**

Through the years Westridge Secondary School has consistently achieved a pass percentage of above 80% in the Senior Certificate examinations. We firmly believe that one of the ways in which to maintain this is to grant admission to learners with a proven record of above-average scholastic achievement and a solid academic foundation. For this reason applicants are required to provide certified copies of the latest academic report when seeking admission to the school. However, it remains part and parcel of the admissions policy to achieve an even distribution of learners of various intellectual ability and behavioural dispositions.

## 7. Leadership and Extra-mural Involvement

Consideration will be given to those learners who display leadership qualities or have held leadership positions at their school of origin. Involvement in extra-mural activities is also recommended.

## 8. Waiting List

Learners who have initially been placed on the waiting list will be considered for admission as spaces become available due to successful applicants taking up spaces at other schools or withdrawal of applications. Those who are successful through this process will be notified via email and sms communication.

## 9. Late Applications

Although the online application system makes provision for late applications, considering such applications is dependent on available spaces and will be at the discretion of the School Governing Body. All late applications to be considered will be placed on the waiting list.

## 10. Documents

All applications must be accompanied by the following supporting documentation:

- Learner's birth certificate. (In the absence of a birth certificate, proof must be provided that the said document has been applied for).
- Learner's most recent academic report.
- Identity documents of biological parents or legal guardian.
- Where the parent is deceased a copy of the death certificate must be provided.
- Proof of residential address. (Eg. Latest municipal account).
- Foreign nationals must supply the relevant identification documents and work/study permit.

Failure to submit any of these documents will result in the application being incomplete.

Note that all legal guardians, who are not the biological parents of an applicant, will need to provide documentary proof of legal guardianship.

It remains part and parcel of the admissions policy to achieve an even distribution of learners of various intellectual ability and behavioural dispositions.

The precise application of the admission criteria or amendment of this admission policy shall remain within the discretion of the School Governing Body.

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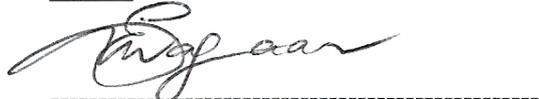
Westridge Secondary School Admissions Policy, Adopted and signed by School Governing Body.

Signed:



Ms S Dulvie Hess (Chair: School Governing Body)

Signed:



EN Magaar (Acting Principal)

(Updated: July 2019)

