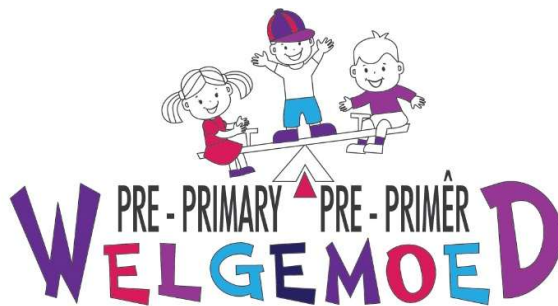




KOMMISSARISSTRAAT 64 • 64 KOMMISSARIS STREET WELGEMOED 7530 • T 021 913 2400 • [admin@welgemoedpp.co.za](mailto:admin@welgemoedpp.co.za)

## **ACCEPTANCE POLICY**

Welgemoed Pre-Primary School is an independent school and follows a two-step process: application and acceptance.

Applications are filed according to date of application.

The following documents are required upon acceptance:

- R1500 contribution towards the development fund
- Consent and indemnity form
- Birth Certificate
- Immunization record
- Confirmation of attendance and language preference
- Proof of address
- Signed admission policy (this document)

## **LOGISTICS FACILITIES OF THE SCHOOL**

- The school can accommodate a maximum of 170 learners in the school:
  - 2 Pre-Grade R classes with 25 learners per class
  - 4 Grade R classes with 30 learners per class
- Class sizes: Welgemoed Pre-Primary School offers quality education under optimal conditions. There are 2 adults per class: A qualified educator with a minimum qualification of a B.Ed. Foundation Phase degree, as well as a class assistant.
- The number of designated, suitable classrooms and space to accommodate furniture and equipment.
- The adequate provision of toilet facilities.

### **Pre-Grade R:**

- Learners are only accepted to Pre-Grade R in the year they turn 5.
- **No outside area** learners are accepted for Pre-Grade R, as we can only accommodate 50 learners.
- Applications are arranged according to the 'first come, first served' principle. The date on which an application form is received by Welgemoed Pre-Primary School is recorded and learners are accepted accordingly. If more applications are received than what can be accommodated, learners will be placed on a waiting list.
- Pre-Grade R learners attending Welgemoed Pre-Primary School are automatically accepted for Grade R and they do not have to reapply.
- Learners from outside areas, who move to the feeder area, will be transferred to the feeder area list on the date of original application.

### **Grade R:**

- Learners are only accepted to Grade R in the year they turn 6.
- Applicants are sorted into two groups; inside the feeder area and outside the feeder area. Those learners residing in the feeder area are always accommodated before learners from elsewhere are considered.
- The school's feeder areas are Welgemoed, Loevenstein, Hoheizen, Tygerberg Hills, Proteavallei, Door-de-Kraal, Oude Westhof, Kanonberg, Welgedacht and Van Riebeeckshof.
- **Applications from learners inside the feeder area**, are arranged according to the 'first come, first served' principle. The date on which an application form is received by Welgemoed Pre-Primary School is recorded and learners are accepted accordingly.
- **Learners outside the feeder area**, are placed on a waiting list and are only accommodated when all the feeder area learners have been accommodated.
- Learners on the outside area waiting list, who move to the feeder area, will be transferred to the feeder area list on the date of original application.
- Applicants on the waiting list are accommodated if cancellations occur, or if parents of accepted learners fail to meet submission deadlines.

Applications are assessed during March/April of the preceding year. Parents are notified of acceptance, requirements and associated deadlines in writing. Acceptance is only secured if all requirements are met before the deadline.

**Teachers and staff of Welgemoed Pre-Primary School are explicitly prohibited by the governing body from making any exceptions to this acceptance policy.**

## **CLASS ALLOCATION POLICY**

Pre-Grade R classes: (MAXIMUM 25 LEARNERS PER CLASS)

- 1 x Afrikaans (Sterretjieklass)
- 1 x Dual Medium (Bee class / Bytjieklass)

Grade R classes: (MAXIMUM 30 LEARNERS PER CLASS)

- 2 x Afrikaans (Dinosourusklass & Speelgoedlandklass)
- 1 x English (Elephant class)
- 1 x Dual Medium (Plant class / Plantjieklass)

Language preference is handled in a similar fashion to acceptance: a learner's position in the application hierarchy determines whether language preference can be met. Learners whose language preference cannot be met will be given the option to attend another class. If the alternative language option(s) are not acceptable then acceptance is withdrawn and the place is allocated to the next learner on the waiting list.

**These decisions are final. Unfortunately, no requests for specific educators, or for friends to stay together, can be entertained.**

## **LANGUAGE POLICY**

The school is currently a parallel medium institution (Afrikaans / English) and therefore has human resources that only cater for those learners whose mother tongue or chosen language of instruction is Afrikaans or English.

A foreigner whose home language is not English or Afrikaans, may be required to undergo any admission tests. Where such an applicant does not demonstrate sufficient communication skills in the English or Afrikaans language, they may be refused admission. They must comply with all other requirements set out by the Department of Home Affairs.

## **FINANCIAL POLICY**

- If there is an outstanding balance on your account in respect of a previous learner at our school, the account, as well as legal costs, will have to be settled before a new learner's admission is considered.
- Parents must agree to pay the compulsory school fees as determined by the governing body. Both parents/guardians must indicate their agreement by signing this admission document and the financial document that is sent out later. In the case of divorced/estranged parents/guardians, it is the responsibility of the parents/guardians applying to the school to obtain signed copies of documents from divorced/estranged parents/guardians.
- We bring to your attention that Welgemoed Pre-Primary School is an INDEPENDENT school and is therefore under no obligation to grant exemption from school or aftercare fees.

## DECISION-MAKING AUTHORITY

Final admission of the applicant to the school is determined based on the criteria as set out herein, at the discretion of the principal and the governing body.

## RIGHTS AND OBLIGATIONS OF PARENTS

- Ensure that learners attend school daily, on time and for the entire school day, unless there is a valid reason.
- Ensure that learners are picked up on time from school, extra mural activities, aftercare and other school events.
- Notify the school if a learner is absent or expected to be absent or late for school.
- Ensure that learners adhere to the school's code of conduct.
- Report any risks or threats to the safety of learners to the principal.
- Work with the school to resolve inappropriate behaviour by learners.
- Notify the school of details of any notifiable illnesses from which the learner is suffering or may suffer.

## CLOSURE

The governing body and/or the school reserve the right to amend this document at any time, provided that the changes remain within the scope of the original document.

Name of learner: \_\_\_\_\_

Parent information: FULL NAMES AND SURNAME:

Parent 1 / Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

Cell phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Parent 2 / Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

Cell phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Signed on the \_\_\_\_\_ day of \_\_\_\_\_ 2026.

**Ms. A.L Verwey**  
**PRINCIPAL: Welgemoed Pre-Primary School**  
**2026**

**Dr. Zander Oliver**  
**CHAIRMAN: Welgemoed Pre-Primary School**  
**2026**