



LITTLE MARBLES MONTESSORI PRIMARY || 561 RANONKEL STREET || MARBLE HALL || 0450

[083 390 1140]

[littlemarbles123@gmail.com]

ADMISSION POLICY

INTERPRETATION

1. In this policy any expression to which a meaning has been assigned in the National Education Policy Act, 1996 (Act No. 27 of 1996) and the South African Schools Act, 1996 (Act No. 84 of 1996), has that meaning.
2. The Head of School refers to the Director and/ or Principal of the School.

ADMINISTRATION OF ADMISSIONS

- Admissions to the School opens on the 1st September 2018. The closing dates for submission will be on the 31st October 2018. A second date for submission may be re-opened if necessary.
- Application forms may be collected at Little Marbles Montessori or at Archies Cash and Carry. Forms are to be collected at returned during working hours:
Monday to Friday: 7h00 to 17h00.
- The School is a growing private institution and as such may only accommodate for a certain number of learners. Acceptance to the School will be as follows:
 - Current Little Marbles Grade R learners will automatically be accepted upon submission of the application forms and the relevant documentation.
 - Thereafter, learners who have a brother or sister at the School will be considered flowed by learners staying within the Marble Hall district and attending day cares in town will be considered.
 - This will be followed by applicants from neighbouring towns.
- A child applying for grade 1 must be turning seven years of age in the year that he/she wishes to be in that grade. A child may in certain cases, be allowed into the grade at a younger age based on academic and social performances, however, may not take the place of any child of grade 1 going age at the School.



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DOCUMENTS REQUIRED FOR ADMISSION OF A LEARNER

A parent must attach the following:

- A complete application form for the School for admission, which will be made available to you by the principal of the school together with the admission policy and the code of conduct for learners of the school as well as the School Constitution.
- An official Birth Certificate of the child
- An up-to-date immunisation card
- Transfer Card (if the learner is transferring from another school)
- Copy of the last report issued to the child (should the child be transferred from another school)
- Copy of Parent's I.D that is responsible for payment.
- Proof of residence
- Completed indemnity form

No child will be admitted to the School with any of the above documents being outstanding.

ADMISSION OF NON-CITIZENS

- The South African Schools Act, 1996 and this policy apply equally to learners who are not citizens of the Republic of South Africa and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.
- A learner who entered the country on a study permit must present the study permit on admission to the School.
- Persons classified as illegal aliens must, when they apply for admission for their children or for themselves, show evidence that they have applied to the Department



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of Home Affairs to legalise their stay in the country in terms of the Aliens Control Act, 1991 (No. 96 of 1991).

LEARNERS WITH SPECIAL EDUCATION NEEDS

- The rights and wishes of learners with special education needs will be taken into account at the admission of the learners and these learners may be admitted to the School where this is reasonably practical. The School will make the necessary arrangements, as far as practically possible, to make their facilities accessible to such learners.
- Where the necessary support which would facilitate the integration of a learner in a particular educational context, cannot be provided, the principal of the school may insist on the child receiving additional classes in order to allow the child to bridge the gap between him and his grade level.

AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER TO AN ORDINARY PUBLIC SCHOOL OR DIFFERENT GRADES OF A SCHOOL

- Learners are to be admitted to the School and placed in different grades in the school according to Government Notice No. of 1998.
- The following forms a method of determining your child's grade:
 - Grade RR- turning 5 years old in that year
 - Grade R- turning 6 years old in that year
 - Grade 1- turning 7 years old in that year



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REPETITION

- A learner who has repeated one or more years at school in terms of this policy is exempt from the age grade norm, except that, if a learner is three years older than the norm age per grade, the Head of Department must determine whether the learner will be admitted to that grade.
- In principle, learners should progress with their age cohort. Repetition of grades seldom results in significant increases in learning attainment and frequently has the opposite result. The norm for repetition is one year per school phase where necessary. Multiple repetition in one grade is not permissible.
- The norm is not to be construed as promoting the practice of automatic promotion. A learner's needs must be attended to through the efforts of the learner, and his or her teachers, with support from the learner's family and peers.

RIGHT OF APPLICATION

- Rights of admission and rejection lies solely with the Head of School and the governing body. Rights of admissions will non-discriminatory in all regards.
- A learner is admitted to the total school programme and may not (for the first three months of the following offences) be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates, or otherwise victimised on the grounds that his or her parent -
 - (a) is unable to pay or has not paid the required school fees;
 - (b) does not subscribe to the mission statement and code of conduct of the school; or



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(c) has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.

- After 3 consecutive months of non-payment from a parent, the head of School may be allowed to dismiss the child from the School.
- The governing body of the School may or may not administer any test relating to the admission of a learner to the School, or direct or authorise the principal of the school or any person to administer such a test. Where placement in a specific course or programme, e.g. technical field of study, dance or music, is required and where it would be in the educational interest of a learner, he or she may be requested by the

Head of Department to undertake a suitable test to assist a placement decision.

- The name of a learner must be removed from a school's admission register when the learner-
 - (a) applies for a transfer to another school and the transfer is effected;
 - (b) is expelled from school; or (c) dies.
- If a learner of compulsory school going age fails to attend school, the Head of Department may act in terms of section 3(5) and (6) of the South African Schools Act, 1996.

1) "parent" means-

- (a) the parent or guardian of a learner;
- (b) the person legally entitled to custody of a learner; or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner's education at school.



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REGISTER OF ADMISSION

- The principal of the School will keep a register of admission to the school. All admissions of learners to the school must be recorded in the register of admission. The register must contain the name, date of birth, age, identity number, if applicable, and address of the learner as well as the names of the learner's parents as defined in the South African Schools Act, 1996 (see footnote 1) and their addresses and telephone numbers, where applicable.
- Entries in the register of admission must be verified against the birth certificate or identity document of the learner concerned.
- Officials of the provincial education department must have access to the register of admission.

RIGHTS AND OBLIGATIONS OF PARENTS

- The governing body of a school must inform all parents of learners admitted to a school of their rights and obligations in terms of the South African Schools Act, 1996, any applicable provincial law. Parents must specifically be informed about their rights and obligations in respect to the governance and affairs of the school, including the process of deciding the school budget, any decision of a parent meeting relating to school fees, and the Code of Conduct for Learners
- Parents have an obligation to support their children to attend school regularly.

This Admission Policy has been Adopted at Little Marbles Montessori Primary

Date

Principal

Chairperson



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LEAVE OF ABSENCE POLICY

1. Principles

- Annual leave and occupational sick leave will be in accordance with the relevant conditions of service for teachers and support staff.
- Other leave of absence will normally be on an unpaid basis, unless otherwise specified.
- All leave allowances should be applied pro rata to an employee's contracted hours, unless otherwise stated.
- The operational needs of the school will be paramount and, except in emergency circumstances, adequate notice of a request for leave of absence must be given.
- The responsibility for exercising discretion on behalf of the Governing Body is the Headteacher's, in accordance with the professional duties defined in the School Teachers Pay and Conditions Document.
- Any dispute or grievance about a request for leave of absence or payment during leave of absence will be dealt with through the Schools Grievance Procedure; there is no right of appeal to a leave request being declined.
- All requests for leave must be submitted to provide the school with reasonable notice.
- It should not be assumed approval has been given until a response has been provided by the Headteacher.
- Where the request for leave concerns the Headteacher requests should be made to the Chair of Governors.

2. Annual Leave Entitlement for Employees

For support staff contracted to work for 52 weeks' per year, the leave entitlement is dependent on grade and continuous Local Government service.

This leave will normally be taken during the school holidays and must be agreed with the Principal in reasonable time, prior to the leave being taken. Only in exceptional circumstances and with the express consent of the principal, can leave be taken at other times.

Staff will not be permitted to take leave during the term unless express consent from the Principal has been given.

If leave is granted, this will be unpaid as a substitute teacher will have to be brought to stand in on your particular day. All employees should make partners aware that as a rule time off in term time will not be granted to avoid costs incurred from the cancellation of surprise holidays for birthdays or anniversaries.

3. Teachers' Working Time

A Teacher employed full-time must be available for work for 195 days' in any school year. 190 of those days must be days of which he/she may be required to teach pupils and perform other duties and 5 days' must be days on which he/she may only be required to perform other duties. The same



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applies for a teacher employed part-time, except the number of hours he/she must be available for work must be a proportion of full-time hours. In addition to the hours a teacher is required to be available for work, he/she must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties.

4. Special Occasional Leave of Absence

Leave for special occasion will be given for one day. Additional days may be taken with the express permission of the principal and such leave will be unpaid as a substitute teacher will need to be arranged for the day in the foundation phase.

4.1 Disability Leave (only applicable to support staff employed on the HCC Collective Agreement terms and conditions)

For support staff employees who have declared to their employer a disability as defined by the Equalities Act 2010, up to 5 days' paid disability leave may be granted (pro rata for part time employees).

Reasons for using disability leave might include:

- Attending a doctor's or complementary medicine practitioner's appointments
- Assessment for conditions such as dyslexia
- Hearing aid tests
- Training with guide or hearing dog
- Counselling/ therapeutic treatment or recovery time after blood transfusion or dialysis
- Treatment for physiotherapy (sessional or residential) Disability leave may not be used to cover an absence due to ill health.

4.2 Time off for a sick child or dependant

Absence to care for a sick child or dependant will be unpaid. In exceptional circumstances compassionate, emergency or exceptional leave may be used for the first day of absence only. This would typically relate to the hospitalisation of the child.

4.3 Compassionate, Emergency or Exceptional Leave

Noting the provision set out in 4.2, emergency and discretionary leave enables employees to take time off work to deal with an unexpected or sudden emergency involving a dependant. The leave is to deal with the immediate issues and to sort out long term arrangements if necessary.

The circumstances that enable employees to take emergency and discretionary leave are:

- Providing assistance where a dependant falls seriously ill, gives birth, is injured or assaulted
- Making arrangements for the care of the dependant who is seriously ill or injured.
- The death of a dependant
- The care of the dependant has unexpectedly been disrupted or terminated.
- There is an unexpected incident involving the child of an employee whilst at school.

A dependant is a spouse, child, foster child, parent, relative or partner living in the same household as the employee (it excludes tenants, lodgers or boarders of the employee). A dependant also includes



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any person who reasonably relies on the employee to make arrangements for the provision of their care, e.g. partner who does not co-habit.

Leave to attend funerals is limited to the funeral of an immediate family member of the employee only (parents, a spouse, sibling, grandparent or child).

An employee must notify their line manager as soon as practically possible in the event of an emergency. The Principal may approve up to five days' paid leave per leave year (pro rata for part timers) for emergency and discretionary leave.

For most cases, one or two days are reasonable to deal with a problem. The time off is to enable an employee to cope with a crisis, to deal with the immediate care and where necessary to make longer term Leave of Absence Policy June 2015 4 care arrangements for the dependant. Where paid leave is granted only the first day of absence will usually be paid in any one period of absence, unless discretion is applied by the Headteacher.

4.4 Other personal reasons

Exceptionally, there may be other personal reasons for requesting leave of absence. Usually these will be one off events affecting family. An example might be attendance at a child's graduation ceremony. Such leave, where granted, will normally be unpaid and subject to adequate notice so that replacement staff can be employed if necessary.

Holidays to celebrate anniversaries, birthdays and such like are not considered to be one off.

4.5 Career Break/Extended leave of absence

Requests for longer periods of leave will be considered on an unpaid basis, for example, in the case of a lengthy period of caring for a chronically sick, disabled, or terminally ill, dependent relative. Extended leave can be for up to a year in duration. Sufficient notice that allows the appointment of a replacement should be given wherever possible. Further guidance on Career Breaks is set out in appendix 2.

4.6 Moving house

Up to 2 days' unpaid leave will be granted.

4.7 Carry-over of annual leave

NO Carry over of leave will be awarded at Little Marbles Montessori School.

4.8 Religious Festivals

Where staff can show that they are bona fide adherents of any organised religion and that they require leave for the purpose of an official holy day, the Governing Body will allow up to 1 days paid leave and thereafter, leave will be unpaid.



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4.9 Maternity, Paternity, Adoption Carers Leave and Antenatal care

Little Marbles Montessori will provide leave for such circumstances and such leave will be unpaid as currently the school cannot afford to pay for two employers.

4.10 Sporting Events

Where staff can show they are representing their country they should write to the Principal so that arrangements can be made for paid or unpaid leave.

4.11 Study/Examination Leave

For employees who are sitting examinations relevant to their current post or career, educators will be given half a day leave the day prior to the exam and the full day leave on the day of the exam. This leave may be paid or unpaid leave at the discretion of the principal and depending on the number of exams written.

4.12 Bad weather conditions

Non-attendance due to bad weather will be unpaid leave as work cannot be done from home.

4.13 Time off for medical appointments

The school will allow reasonable paid time-off for employees to attend medical appointments, which are unable to be arranged out of working hours. Before arranging non-urgent doctor's medical appointments, employees should seek the approval of their Headteacher if it is necessary to take time off work. Employees should make every attempt to make these appointments at the end of the day, after lunch to minimise the time they have to be absent from work. Routine doctors or dentists appointments e.g. check-ups should not be taken during term time or working time for those working in holiday periods.

Elective procedures should be arranged during holiday periods and will usually be unpaid.

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POLICY ON ATTENDANCE AND ABSENTEEISM

LATECOMERS

Latecomers must report to reception. A late note will be issued to the learner who must show this to the relevant subject teacher in that lesson of arrival. The subject teacher in that lesson must indicate the date and time of arrival in class and sign the late note. The learner must hand the note to the register teacher at the end of the day. The register teacher will complete the daily Class Register accordingly. The absentee secretary will email a list of absentees to staff by the first break of each day.

ABSENTEEISM

- When a learner is absent, a note explaining why the learner was absent must be handed to the register teacher immediately upon return to school.
- The absentee letter will be filed by the teacher in the class register file.
- Parent(s)/Guardian(s) may email the register teacher the reason for the absence.
- A medical certificate must be provided if a learner misses a standardized test, an examination or a test contributing to the year mark as well for being absent for 3 consecutive days or more. The certificate must state the actual dates on which the learner was absent.

CANCELLATION OF A LEARNER'S RECORD IN A CLASS REGISTER

- Cancellation of a learner's record in a class register is an administrative action, not a disciplinary action. It is not the same as suspension or expulsion in terms of section 9 of SASA.

A learner's record in a class register may be cancelled for one of the following reasons:

- - Exemption from compulsory school attendance.
 - Expulsion.
 - Transfer to another school.
 - Registration for home education.
 - Continuous absence.
 - Notification by a parent(s)/guardian(s) that the learner will not return to school; or
 - Death of the learner.



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- If a learner is absent from school for 10 consecutive school days the principal must make reasonable attempts to ascertain from the learner's parent(s)/guardian(s) whether the learner has been withdrawn from the school. If the learner has been withdrawn, or if no valid reason for absence is given, or if the principal is unable to make contact with the parent(s)/guardian(s) or the learner, the principal must cancel the learner's record in the class register on grounds of continuous absence.

When a learner's record is cancelled, the principal must in writing:

- inform the parent(s)/guardian(s) and the register teacher of the date of and the reason for the cancellation;
- if the learner is of compulsory school-going age, inform the district office of the date of and reason for the cancellation.
- If a learner's record has been cancelled and the learner is later re-admitted to the school, the school administrator must make a new entry for the learner in the class register.

VALID REASONS FOR ABSENCE

- Physical or psychological illness, for which a principal may require communication from the parent(s)/guardian(s) that the learner is unable to attend school or written confirmation by a registered medical practitioner if the illness lasts longer than three days.
- Religious or cultural observances approved by the SGB in terms of the National School Calendar Policy.
- Death of a family member.
- Appointment at court, social services or other official agency, for which a principal may require documentary proof.
- Suspension by the SGB.
- Acts of nature (that is, events that are beyond human control).
- Exceptional circumstances for which, in the view of the principal, a temporary absence from school is in the best interest of the learner or was unavoidable.
- Absence without a valid reason is unacceptable and will be followed up promptly.

ILLNESS AT SCHOOL

- If a learner is feeling ill, he or she must report to the office where the illness complaint will be recorded electronically. A form must be completed by the



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teachers of the lessons being missed by the learner and once that has been completed, the grade head will sign the form.

- The learner will then report to Reception, hand the form in and his or her parent(s)/guardian(s) will be contacted to take the learner home.
- If the learner is desperately ill, the discipline deputy will sign the form and the parent(s)/guardian(s) will be contacted immediately.

TRUANCY

Truancy is a serious offence and will be dealt with severely as a red card offence in accordance with Little Marbles Code of Conduct for learners. If a learner does not report for morning registration, a message will be sent via sms to the parent(s)/guardian(s) informing the parent(s)/guardian(s) of the absence from registration. It is the responsibility of the subject teacher or substitute teacher to check for and report acts of truancy.

THE CLASS REGISTER

The class register is a daily record of attendance of learners at lines, where roll-call will be taken by the register teacher at 7:00 each day. On rainy days and on a Monday and Thursday afternoon, learners will go to the class room of the register teacher where roll-call will be taken by the register teacher. Attendance records are done on the class register.

RESPONSIBILITIES OF THE LEARNERS

- To attend school punctually and regularly.

This Policy has been adopted by Little Marbles Montessori Primary

Date

Principal

Chairperson