




SUBJECT	ADMISSION POLICY	PAGES	11
DEPARTMENT		DATE	AUGUST 2023
REVIEWED AND APPROVED:			
	GOVERNING BODY		

POLICY FOR THE MANAGEMENT OF ADMISSION AND REGISTRATION OF LEARNERS AT GENE LOUW PRIMARY SCHOOL

1. INTRODUCTION/PREAMBLE

- 1.1 Gene Louw Primary School, hereafter referred to as “the School”, is a public school for boys and girls having juristic personality¹; the governance of said school is entrusted to the SGB² (School’s Governing Body).
- 1.2 The SGB is empowered to determine the admission policy of the School subject to the applicable statutory provisions³.
- 1.3 The syllabus, as described by the Department, will be used.
- 1.4 The school is committed to providing quality teaching and education and strives for excellence in the fields of academics, culture, and sport.
- 1.5 The best interest of each learner is paramount, and this aspect will be taken into account whenever admission is considered.
- 1.6 It is the aim of the School to create a school environment where the race, gender, culture, religion, sexual orientation, sexuality, marital status, ethnicity, social origin, colour, disability(ies), HIV status, conscience, language, immigration status, nationality and economic status or any other arbitrary position of the learner will in no manner be an impediment to a learner’s access to the School.
- 1.7 Therefore, the SGB has constituted the following policy as the admission policy of the School (“the admission policy”) in the belief that its provisions are consistent with the legislative framework below.

2. GENERAL PROVISIONS

- 2.1 The SGB acknowledges that:
 - 2.1.1 it stands in a position of trust towards the School⁴.

¹ Section 15 of SASA; Section 15 of WCPSEA

² Section 16 of SASA; Section 13 of WCPSEA

³ Section 5 of SASA; paragraph 7 of the National policy; Section 41 of WCPSEA; Pages 3 and 4 of the WCED policy

⁴ Section 6 of SASA; Section 13 of WCPSEA

2.1.2 it has been entrusted with a public resource that must be managed in the interest of learners, parents⁵ and the broader community in which the School is located; and

2.1.3 the admission policy must adhere to and be consistent with the relevant legal provisions and enactments to the extent that they are valid and binding upon them and take precedence over the right of the SGB to determine the admission policy to the School⁶.

2.2 The SGB strives to:

2.2.1 ensure the lawful administration of learner admission and registration in the School;

2.2.2 ensure the School's development by providing quality education and promoting the best interest of the learners attending the School⁷; and

2.2.3 to promote the best interest of each and every learner in the School, with reference to Section 28(2) of the Constitution.

2.3 A learner will be admitted to the total program and will not 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/her parent (s) is unable:

2.3.1 To pay or has not paid the required school fees;

2.3.2 Does not subscribe to the mission statement;

2.3.3 Does not subscribe to the code of conduct of the school;

2.3.4 Refuses to enter into a contract into which the parent(s) waive(s) any claim or damages arising out of the education of the learner;

2.4 Admission means to be admitted to the school from outside

2.5 Placement means the learner is already admitted to the school and is now placed in a class.

3. LEGISLATIVE FRAMEWORK

3.1 The admission of learners to the School is subject to the following statutory provisions:

3.1.1 The Constitution of the Republic of South Africa, No. 108 Of 1996 ("the Constitution") and any amendments thereto;

3.1.2 The South African Schools Act, No. 84 of 1996 ("the SASA") and any amendments thereto;

⁵ Any reference to parents includes the singular as well as the legal guardian or guardians of a learner.

⁶ Section 7 of the National Policy

⁷ Section 20 of SASA



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- 3.1.3** The National Education Policy Act, No. 27 of 1996 and any amendments thereto;
- 3.1.4** The Admissions Policy for Ordinary Public Schools, Government Gazette Volume 400 Notice number 19377 of 19 October 1998, Notice No. 2432 of 1998 (“the National Policy”);
- 3.1.5** The Western Cape Provincial School Education Act, No. 12 of 1997 as amended (“the WCPSEA”);
- 3.1.6** The WCED Policy for the Management of Admission and Registration of Learners of Ordinary Public schools (“the Western Cape Policy”);
- 3.1.7** Circulars 53/2021, 59/2021 and 63/2021;
- 3.1.8** The Promotion of Administrative Justice Act, No. 3 of 2000;
- 3.1.9** The Refugees Act, No. 130 of 1998 and any adjustments thereto;
- 3.1.10** The Immigration Act, No. 13 of 2002 and any adjustments thereto;
- 3.1.11** Any other Legislative and Policy Act which regulates and governs the education, learning, teaching and religious instruction within South African Public Schools with accompanying amendments;
- 3.1.12** Any legal framework with reference to admission, teaching and learning in South Africa.

4. LEGAL RESPONSIBILITY FOR THE PROCESS REQUIRED TO CO-ORDINATE AND ADMIT LEARNERS TO ORDINARY PUBLIC SCHOOLS

- 4.1** The Constitution⁸ stipulates that a child’s best interest is of paramount importance in every matter concerning the child. The School and SGB require strict observance by the Head of Department (“the HOD”)/the HOD delegate(s)/the Headmaster or -mistress⁹ of the aforesaid provision, as a prerequisite to any decision to be taken regarding the admission of a learner to the School.
- 4.2** The SGB determines the admission policy of the School¹⁰.
- 4.3** The HOD is responsible for the administration of the admission of learners to a public school¹¹. The HOD may delegate the responsibility to admit learners to a departmental official¹².
- 4.4** The HOD must co-ordinate the provision of schools and the administration of admissions of learners to ordinary public schools with governing bodies to ensure that all eligible learners are suitably accommodated in terms of the SASA¹³.

⁸ Section 28(2) of the Constitution

⁹ Any reference to the Headmaster in the Admission policy is a reference to the Head of the school.

¹⁰ Section 5 of SASA; Par. 7 of the National policy; Section 41 of WCPSEA; Page 3 and 4 of the WCED policy.

¹¹ Section 5 of SASA; Paragraph 6 of the National policy; Page 4 of the WCED policy.

¹² Section 62 of SASA; Par. 6 of the National Policy; Page 4 of the WCED policy.

¹³ Par. 8 of the National Policy.



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- 4.5** The HOD must determine a process of registration to public schools¹⁴. The Western Cape Education Department (WCED) has developed the CEMIS (The Central Education Management Information System) registration system for the registration of learners in accordance with the provisions of the National Policy. This system is aimed at enabling the admission of learners in a timely and efficient way, as well as the tracking of all learners who enter the school system¹⁵.
- 4.6** According to the National Policy, the SGB requires and expects that the Deputy Head and/or a representative and/or the Headmaster/-mistress co-ordinate all supportive structures in determining the placement of each suitable learner applying for appropriate admission.
- 4.7** The HOD/the delegate HOD/the Headmaster/-mistress must consider the admission policy fairly and in accordance with the law at all times whilst engaged in the process of deciding upon application for admissions. The SGB stipulates and requires the HOD/the HOD delegate/the Headmaster/-mistress to allow the SGB full access to any registration files (and copies of) kept as part of the admission process.
- 4.8** The member of the Executive Council for Education, known as the Provincial Minister of Education in the Western Cape (“the Minister”) considers appeals from a parent or a learner who has been refused admission to a public school¹⁶.

5. LEGAL PRINCIPLES

- 5.1** The admission policy of the School must be in accordance with the Constitution, the National Policy, the SASA, the WCPSA and the WCED policy¹⁷.
- 5.2** To reach aforementioned goal the following points have to be considered:
- 5.2.1** The School will not unfairly discriminate against a learner who applies for admission to the School. No learner will be refused admission on grounds of race, gender, sex, marital status, ethnicity or social origin, colour, sexual orientation, age, disability, HIV status, religion, conscience, belief, culture, language, birth, immigration status or nationality or any other arbitrary grounds¹⁸.
- 5.2.2** The School will not administer any test relating to the admission of a learner to the School, or direct or authorise the Headmaster/-mistress or any other person to administer such a test¹⁹.
- 5.2.3** The School acknowledges the fact that the WCED has not determined any feeder zones for public schools in the Western Cape²⁰.
- 5.2.4** The SGB determines the language policy and religious policy of the School, subject to the Constitution, the SASA and any other applicable law in this regard²¹.

¹⁴ Par. 5 of the National policy.

¹⁵ Pages 4,8,9 as well as 16-19 of the WCED policy.

¹⁶ Section 5 of SASA; Par. 43 of the National Policy; Parts 4 and 13 of the WCED policy.

¹⁷ Par. 3 of the National Policy; Part 5 of WCED Policy.

¹⁸ Section 5 of SASA; Par. 9 of National Policy; Part 5 of National Policy.

¹⁹ Section 5 of SASA; Part 5 of WCED Policy. Paragraph 11 of National Policy.

²⁰ Part 5 of WCED Policy.

²¹ Section 6 of SASA; Part 5 of WCED Policy. Article 44 of WCPSEA



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- 5.2.5** The School will, subject to the provisions set out below, not refuse continued education at the School to learners who are in the school system, but who have become over-age owing to repeating grades. An over-age learner is one who is more than two years older than the age group norm (the Grade plus six years)²².
- 5.2.6** The provision mentioned above in 5.2.5 is subject to the following conditions:
- 5.2.6.1** When an over-age learner is transferred from one public school to the next, they may only be admitted with the permission of the circuit team manager²³.
 - 5.2.6.2** A learner who has repeated one or more years at school is exempt from the age grade norm, except when a learner is three years older than the norm age per grade, in which case the HOD must determine whether the learner will be admitted to that grade²⁴.
 - 5.2.6.3** Multiple repetitions in one grade are not permissible²⁵.
- 5.2.7** Where insufficient vacancies exist in the School, learners of the compulsory school-going age shall have preference of admission over deregistered learners who are no longer of the compulsory school-going age and/or are over-age or underage learners.
- 5.2.8** Parental responsibility: Every parent must ensure that a child, for whom the parent is responsible (this includes adoptive and foster parents), attends school from the first school day of the year in which the child turns SEVEN, until the last school day in which the learner reaches the age of 15 years²⁶.

6. ADMISSION PRINCIPLES

- 6.1** The school maintains a parallel medium language policy (mother tongue instruction) for grades 1-7.
- 6.2** The School's human and physical facilities are geared towards servicing the needs of learners whose home language or chosen language of tuition is the medium of instruction at the School.
- 6.3** The School will, where it is reasonably practicable and where the School has the relevant educational support, admit learners with special educational needs²⁷. These applications must be accompanied by motivational letters and reports as proof that the learner will be able to handle the same pressure and unique demand of Gene Louw Primary School on an academic and emotional level.
- 6.4** Application for admission to Grade 1 is open to anyone from any area. The School and the SGB support the attitude of the WCED that no feeder-zones exist when applying to attend this School. The so-called "closest school policy" similarly does not exist. However, the School and the SGB are aware of parental and learner expectations that learners will automatically be admitted to the School if their permanent residence or employment is in close proximity to the School. The School and the SGB acknowledge permanent residence or the fact that employment within reasonable proximity will be taken into account when admission is

²² Part 11 of WCED Policy; WCED Circular minute 240/2003

²³ Part 5 of WCED Policy; WCED Circular Minute 240/2003

²⁴ Par. 30 of the National Policy

²⁵ Par. 31 of the National Policy

²⁶ Section 3 of SASA; Part 5 of WCED Policy

²⁷ Section 12(4) of SASA; Part 5 of WCED Policy



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considered. The fact that the School is the closest school in the vicinity of the parent's employment does not guarantee a learner's admission to the School.

- 6.5** Where it is necessary to consider learners because the numbers of applicants exceed the number of available places in the school, grade or class applied for, admission will be considered in accordance with the principles below.
- 6.6** Applicants must note that the absence or presence of one or more of these principles or stipulations does not mean that a learner will necessarily be refused or that admission to the School is guaranteed.
- 6.7** The consideration of a learner will be based on the following principles, which are not listed in any specific order:
- 6.7.1** the timely submission of a duly completed WCED application form;
 - 6.7.2** the successful completion of or promotion from the grade immediately preceding the grade to which admission is sought;
 - 6.7.3** the learner's proficiency in English and Afrikaans, which are the languages of instruction, learning, teaching and communication at the School as explained fully in the School's language policy;
 - 6.7.4** the learner's choice and preference to attend the School and become part of the scholastic atmosphere;
 - 6.7.5** the willingness of the learner to participate in the unique school experience offered by the School; the preparedness to add value to his/her own experience and the experience of other learners;
 - 6.7.6** participation and achievements in cultural and other extramural and community activities;
 - 6.7.7** disciplinary and behavioural record, diligence and social skills;
 - 6.7.8** the available number of places in the School, determined by the capacity of the School and the School's commitment to providing quality education to all who attend;
- 6.8** The precise application of the admissions principles and the consideration of each application shall remain within the discretion of the SGB.
- 6.9** The admission policy as contained in this document is the all-encompassing policy with relation to the admission of learners to the School and no exception or deviation from set policy will be accepted unless it is put in writing and examined by the SGB during a proper scheduled meeting with this matter on the agenda.
- 6.10** The SGB reserves the right to review and amend the admissions policy on an annual basis.

7. THE CAPACITY OF THE SCHOOL

- 7.1** With regard to the School's vision, the School's budget and compliance with the prescribed norms and standards, the SGB has determined that the capacity of the School shall be limited to 1465 learners.



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7.2 The total number of learners per class will be determined by the maximum capacity of the school. According to X-Factor Consulting, the maximum capacity of the school is 1456 learners. The SGB has determined the school's maximum capacity for learner admission considering the following factors:

- 7.2.1** That learners' best interest has preference
- 7.2.2** The number of educators available
- 7.2.3** The space available for administrative needs
- 7.2.4** The number of appropriate classrooms available
- 7.2.5** Space needed for sport, culture, and recreational activities
- 7.2.6** The available space in the current media and computer centres and the school hall
- 7.2.7** The sanitary facilities available
- 7.2.8** Parking facilities
- 7.2.9** Safety measures – considering emergency procedures during possible fires and overcrowding during an emergency evacuation
- 7.2.10** The maximum number of learners permitted per class as per the space available to ensure optimal teaching space
- 7.2.11** Internationally recognised best practice with regard to class size in order to deliver effective and efficient quality education

7.3 The final number of learners accepted into the School at any one time shall not exceed the capacity as mentioned in 7.1 above without the motivation of the Headmaster/-mistress and ratifications by the chairperson of the SGB.

8. THE ENROLLMENT OF LEARNERS AT THE SCHOOL

- 8.1** It is compulsory for parents to apply for admission of a learner to the School at the WCED.
- 8.2** The WCED application must be strictly adhered to with reference to WCED criteria, instructions, and due dates of that particular year.
- 8.3** Parents must familiarise themselves with the application procedure in order to prevent incomplete or unsuccessful applications. The School and the SGB cannot be held accountable for the negligence of parents regarding applications.
- 8.4** The enrolment of a learner at the School involves two phases. Phase 1 is the application for admission and Phase 2 is the registration for entries. Both of these phases are outlined below.
- 8.5** Phase 1: Application for admission²⁸. The first phase involves the following:
 - 8.5.1** An applicant must apply electronically on the WCED's CEMIS registration system. The applicant must complete and present the application form and the required documents.
 - 8.5.2** The School, in turn, has to notify the parent or learner in writing that the application for admission has been successful or unsuccessful. If successful, the parent or learner must either accept or reject the place at the School within the time framework provided by the WCED.

²⁸ Parts 7, 8, 10 and 11 of WCED policy



- 8.5.3** If unsuccessful, the letter shall provide the reason for the learner's non-acceptance²⁹.
 - 8.5.4** The School will exclusively communicate via e-mail in this regard.
 - 8.5.5** If successful, the parent or learner must either accept or reject the place at the School in writing within the time framework provided by the WCED. If this confirmation does not reach the School by the specified date, the learner will forfeit his/her place at the School.
 - 8.5.6** Parents must therefore apply to multiple schools to ensure the admission of the learner to a school in the following year.
- 8.6** Phase 2: Registration of applications³⁰. The second phase commences after acceptance of a learner with the compulsory registration of the learner on the Central Education Management Information System (CEMIS) as part of the School enrolment.
 - 8.7** Bible education will be taught at the school. However, the decision as to whether or not the learner will be subjected to it, remains the parent's prerogative.

9. DOCUMENTATION REQUIRED FOR ADMISSION AFTER ENROLMENT AND ACCEPTANCE AT THE SCHOOL

- 9.1** Various documents are necessary for admission to and enrolment in the School. A list of required documents is provided below.
- 9.2** Admission documents³¹:
 - 9.2.1** The WCED's CEMIS learner registration document is used by the School.
 - 9.2.2** The following documents must accompany the duly completed and signed form. Signed by the parent or in the case of a single parent by such parent. The information document must be submitted after acceptance. THE GOVERNING BODY RESERVES THE RIGHT TO REJECT APPLICATIONS IF PARENTS SUBMIT FALSE OR FRAUDULENT DOCUMENTS.
 - 9.2.2.1** An official birth certificate or, in the absence of such a document, official proof that application has been made to the Department of Home Affairs to procure a birth certificate or identification document;
 - 9.2.2.2** An academic report issued by the school last attended by the learner as indicated on the application form with the exception of Grade 1 applications;

²⁹ Section 5 of SASA

³⁰ Parts 7, 8, 12 & 13 of WCED Policy

³¹ Paragraphs 14-17 of the National Policy; Parts 8 and 11 of the WCED policy



- 9.2.2.3 A certified copy of a municipality account not older than three months, or lease agreement in the case of a residence rented by the parents, as proof of address;
- 9.2.2.4 A certified copy of each parent's identification document or passport;
- 9.2.2.5 If the parent does not reside in the vicinity of the School, but instead works in the area of the School, a certified letter from the employer of the parent is required – including all relevant documents – which indicates that the parent is employed by the stated company and that the offices of the company are in proximity of the School;
- 9.2.2.6 Written proof (certified copy of the learner's clinic card/Road to Health chart) of immunisation against the following contagious diseases, issued by Health Services or a doctor, must accompany the application: polio; measles and tuberculosis. If the learner has not been immunised, the parents need to apply to the Head of Education (HoD), who shall make a decision in this regard. Pending a decision from the HoD, the learner concerned may not, in the health interests of the other learners, be admitted to the school. The HoD will consider the application for exemption from furnishing proof of immunisation and will inform the parent(s) of the outcome. In the event that the HoD grants the parents exemption from furnishing proof of immunisation when applying to various public schools for admission of their child, a copy of the letter of exemption should accompany such admission applications;
- 9.2.2.7 From time to time, additional documents can be added to the list as required by the School.

9.2.3 To align the admission process with the WCED CEMIS, an original school transfer letter is required from the school where the learner is enrolled, in cases where a learner wishes to transfer to the School from another WCED school.

9.2.4 Learners transferred to the School from an Independent School also require all afore-mentioned documents.

9.2.5 Learners transferred to the School from Home Schooling also require all afore-mentioned documents, except the transfer letter or certificate when applying for admission.

9.3 The WCED policy applies equally to learners who are not citizens of South Africa and whose parents are in possession of temporary or permanent permits for residents issued by the Department of Home Affairs³².

9.4 In addition to the aforesaid compulsory documents, non-South African citizens must also note the circulars/principles from the WCED regarding their children's admission.

9.5 Registration documents³³:

9.5.1 All learners in the WCED school system must be registered with the WCED's CEMIS system.

³² Paragraphs 20-21 of the National Policy; Part 8 of the WCED policy

³³ Part 8 of the WCED policy



- 9.5.2** A learner registration form is used to register learners who enter the WCED school system for the first time and must accompany the application when the learner registers at the School from another province or country.
- 9.5.3** The CEMIS transfer certificate is required when the learner leaves the School for another WCED school. This certificate is used to remove the learner from one school and register the learner at the next school.
- 9.5.4** The CEMIS de-registration certificate is used to de-register learners who leave the school system permanently. It is also required when learners of compulsory school age previously left the WCED school system and wish to return and enrol at a WCED public school once more.
- 9.5.5** The WCED online CEMIS replaces any previous admission processes as required by National Policy.

10. ANNUAL ADMISSION TIME FRAMES

- 10.1** Application for the admission of learners who apply for the first time at the School for the following year starts as indicated by the National Department of Education in the National School Calendar and closes on a date as prescribed by the WCED. It is the applicant's responsibility to make sure of the closing date for each year.
- 10.2** Parents who wish to enrol their children at the School for the first time are advised to apply for admission and register the learner at the School in the year preceding the school year in which the learner intends enrolling at the School.
- 10.3** All applications for admission must be made on the WCED online system for consideration of the Principal.
- 10.4** The learner's parents will be notified in writing whether the learner's application was successful or unsuccessful by no later than the date determined each year by the WCED.
- 10.5** Late applications will only be considered after the timeous applications have been handled. If there are still places available, the late application will be considered for such a place.

11. SCHOOL FEES

- 11.1** The School is a fee-paying primary school.
- 11.2** The SGB accepts the responsibility of raising the funds required to manage and operate the School through charging school fees, to collect such fees and to administer the fees effectively.
- 11.3** The SGB will take all reasonable measures within its means to supplement the resources supplied by the State in order to improve and ensure the quality of education for all learners at the School³⁴.
- 11.4** The SGB will raise additional funds through the active involvement of the parents of learners who, in return for their regular payment of school fees and other financial contributions, are offered a direct and meaningful say in school governance and the expenditure of school funds.

³⁴ Section 36 of SASA; Part 49 of WCPSEA.



- 11.5** The SGB therefore sets its own school fees and will prepare budgets for approval at an annual general meeting of parents³⁵.
- 11.6** School fees payable in respect of each learner admitted to the School shall be determined by the SGB with the approval of a majority of parents attending a general parent meeting which shall be arranged annually by the SGB³⁶.
- 11.7** A schedule of the annual school fees payable to the School for the relevant year of admission is available at the School.
- 11.8** A parent is liable to pay the school fees determined by the SGB unless, or to the extent that, the parent has been exempted from payment in terms of SASA³⁷.
- 11.9** A parent who wishes to be exempt from the payment of school fees for a learner at the School must apply in writing annually to the chairperson of the SGB for full, conditional or partial exemption³⁸. The form to be completed for the application of exemption is available on request at the School.
- 11.10** A parent may appeal to the HOD against a decision of the SGB regarding the exemption from payment of school fees³⁹.
- 11.11** The School may enforce payment of school fees, by process of law enforcement, from parents who are liable and able to pay school fees⁴⁰.
- 11.12** In the case of divorced, separated or estranged parents, the School has the right to enforce payment of school fees against any one of the parents or against both parents, irrespective the divorce order provisions between the parents or an agreement between the parents.
- 11.13** The School will not charge a registration fee, a deposit, re-admission fee or any such fees when application for admission is made to the School.
- 11.14** School fees, or any other fees, will only be charged after the learner has been informed in writing of his/her acceptance for admission to the School⁴¹.

12 LEAVE TO APPEAL

Any learner or parent of the learner who has been refused admission by the School at the end of the application process may appeal in writing against the decision of the School to the Member of the Executive Council (MEC) also known in the Western Cape as the Minister of the WCED⁴².

³⁵ Par. 39 of the National Policy.

³⁶ Section 39 of SASA; Section 49 of WCPSEA.

³⁷ Section 40 of SASA; Section 49 of WCPSEA; Part 5 of WCED Policy.

³⁸ The Regulations relating to the exemption of parents from the payment of school fees (Government Gazette 29311 of October 2006); Part 10 of WCED policy.

³⁹ Section 40 of SASA; Part 10 of WCED Policy.

⁴⁰ Section 41 of SASA.

⁴¹ Section 39 of SASA.

⁴² Section 5(9) of SASA; Par 43 of National Policy; Parts 4 and 13 of the WCED Policy.



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