



ADMISSION POLICY – Adopted by the SGB in April 2024 and reviewed on 26 January 2026

1. THE SCHOOL AND CAPACITY

- 1.1 Fairbairn College's medium of instruction is exclusively English. It aims to realize the full academic potential and holistic development of all its learners in an orderly and structured environment where rights are balanced by responsibilities in a disciplined and purposeful school environment.
- 1.2 While this objective is not a criterion for admission, it does undergird how the School works and should be understood to outline the system for admission for which application is being made.
- 1.3 Fairbairn College provides quality education in the context of a school-aged population, poorly matched geographically, to accessible secondary school infrastructure.
- 1.4 Fairbairn College is a fee-paying school.
- 1.5 We follow and adhere to all applicable legislation of South Africa which includes the following:
- The Constitution of the RSA (Act 108 of 1996)
 - The South African Schools Act (Act 84 of 1996), as amended (SASA)
 - The National Admission Policy for Ordinary Public Schools, Gov. Gaz. 19377 of 1998) as promulgated in terms of the National Education Policy Act (Act 27 of 1996), as amended (NEPA).
 - The Regulations relating to: Exemption of parents from the payment of school fees in public schools (Government Gazette 29311 of 18 Oct 2006) – SASA.
 - 1.5 Norms and Standards for Language Policy in Public Schools, (Gov. Gaz. 18546, Dec 1997).
 - The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997).
 - The Promotion of Access to Information Act, 2000 (Act 2 of 2000).
 - The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000).
 - WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools, Circular 26/2010.
 - Circular 0121/2003 1.13 Circular 0053/2021
 - Circular 0240/2003 1.14 Circular 0059/2021
 - Circular 0006/2021 1.15 Circular 0018/2022
- 1.6 **The capacity of the School** is 1023 learners, distributed approximately 198 per grade. The capacity of the School is based on, but not necessarily limited to:
- a) The number of educators available.
 - b) Learners' best interests and preferences regarding subject choice.
 - c) The maximum number of learners permitted per class.
 - d) The number and size of appropriate classrooms in the School.
 - e) Bathroom and toilet facilities.
 - f) Emergency exits.



FAIRBAIRN COLLEGE

PRINCIPAL
MS. R. O'SHEA
HDE, ACE, PGDIP

HUGO STREET, GOODWOOD, 7460
www.fairbairncollege.com
www.facebook.com/fairbairncollege

tel: 021 591 7117
FAX: 021 591 0107
admin@fairbairncollege.com

- g) Corridor width for the safety of learner movement.
- h) Capacity of staircases for the safety of learner movement.
- i) Field space for sport.
- j) Space requirements for cultural activities.
- k) Hall size for school assemblies.
- l) The time duration for class changes in congested corridors and stairwells.
- m) Internationally recognized best practice with regard to class size to deliver effective and quality education.

2. **ADMISSION CRITERIA**

2.1 Siblings of current Fairbairn College learners are not granted automatic acceptance to FBC.

2.2 Since applications routinely exceed places available, it is impossible to accommodate every applicant. The purpose of this Admission Policy is not exclusion, but the rational and objective management of over-subscription for the available places.

2.3 According to the South African Schools Act and the WCED, preference will be given to learners who apply in the pre-determined window period. The sequence of application **within** the window period is not taken into account.

2.4 No feeder zone has been established, nor are any feeder schools recognized as giving preference.

2.5 "Parent" means:

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

2.6 Places for applicants for Fairbairn College who have applied on time and have met all the formal requirements, will be allocated on an equitable basis without any preference related to distance. Where numbers exceed places available, criteria considered for advancing one applicant ahead of another include the following:

- a) Academic diligence.
- b) Development of particular cultural or intellectual skills.
- c) Leadership qualities.
- d) Representivity.
- e) Service to the community.
- f) Sporting commitment.

2.7 Admission is subject to timeous application, availability of capacity, compliance with statutory requirements, practical considerations relating to the nature of existing infrastructure and any special needs of an applicant learner and, in the case of applicants above Grade 8 and 9, curriculum compatibility.



FAIRBAIRN COLLEGE

PRINCIPAL
MS. R. O'SHEA
HDE, ACE, PGDIP

HUGO STREET, GOODWOOD, 7460
www.fairbairncollege.com
www.facebook.com/fairbairncollege

tel: 021 591 7117
FAX: 021 591 0107
admin@fairbairncollege.com

- 2.8 When the school (or specific subject class) is full, as determined by the SGB in line with WCED guidelines, applicants will be placed on waiting lists. The lists are addressed when a vacancy arises on the withdrawal of a learner from the school. In order to remain on the waiting list, parents need to re-apply every year. Parents also have the right of appeal.
- 2.9 Applicants and parents must accept the College Code of Conduct and all other College policies pertaining to learner academic and extra and co-curricular activities.

3. LANGUAGE PROFICIENCY

The medium of instruction is exclusively English and applications will be taken to imply that this is understood and accepted. Such acceptance includes waiving any claim to special accommodation or special provision for any language other than English (LOLT).

4. CLASS SIZE

The school will strive to keep maximum class size at an average of 33. Remedial intervention will, of necessity, require smaller groups to ensure language potential is efficiently attained at best practice level for promotion purposes. Class size is informed by considerations including purposeful education, health and safety and infrastructure constraints.

5. NON-CITIZENS

Non-citizens must either have permanent resident status or be in possession of a valid study permit before admission can be considered. All the other legal conditions, as determined by the Department of Home Affairs, must also be met. In this regard the Immigration Regulations published under Government Notice No R 413 of 22 May 2014 appearing in Government Gazette No 37679 of the same date, should be consulted.

6. LEARNERS WITH SPECIAL EDUCATION NEEDS

Learners with special educational needs may be admitted if this is reasonably practical, but subject to 3 and 8 and subject to the school being informed of the special needs up front upon application to the school. Fairbairn does not have the capacity to operate as a special needs school due to staff capacity.

7. ACADEMIC LEVEL

Learners will need to prove that they have attained the appropriate academic level equipping them for admission to the level to which they seek admission. (A minimum of Code 5 for Languages, Mathematics and Natural Sciences)



FAIRBAIRN COLLEGE

PRINCIPAL
MS. R. O'SHEA
HDE, ACE, PGDIP

HUGO STREET, GOODWOOD, 7460
www.fairbairncollege.com
www.facebook.com/fairbairncollege

tel: 021 591 7117
FAX: 021 591 0107
admin@fairbairncollege.com

8. AGE

Applicants must prescribe to the age guidelines as per Western Cape Education Department regulations:

- i.e. Grade 8: 6 years plus grade 7 plus 2 as at 1 January = 15
- Grade 9: 6 years plus grade 8 plus 2 as at 1 January = 16.

9. APPLICATION

- 9.1 Application for enrolment must be made electronically on the Western Cape Education Department portal by the parent (as defined in 2.6 above). This must be supported by the documents required by the WCED on its portal.
- 9.2 Proof of residence must be supported by a certified copy of a current primary document, such as a lease agreement or municipal rates account. A mere affidavit will not suffice.
- 9.3 On discovery of any substantive omission, error or misrepresentation in any application, no further consideration of the application will be given and any decision already made in favour of the applicant will be suspended until the applicant resubmits corrected information. The date of resubmission will become the date of application. Applicants are responsible to ensure that their applications are properly completed.

10. DOCUMENTATION REQUIRED FOR ADMISSION

- a) A certified copy of the applicant's unabridged Birth Certificate must be uploaded at the time of application. Should this not be unabridged then certified copies of both parents/guardians Identification Documents will be required.
- b) Certified copies of parent'(s)/guardian'(s) Identification Documents are required.
- c) Learners who are not citizens of South Africa, may apply for admission provided that the parents are in possession of a valid work permit issued by the Department of Home Affairs and the learner must have a study visa, valid for the academic year from date of admission.
- d) Learners whose parents have been recognized as refugees and are in possession of a permit issued in terms of the Refugees Act (No. 130 of 1998), may apply for admission to the School, provided that all documents listed above are submitted as part of the admission application with proof that the parents have taken formal steps to legalise their stay in South Africa
- e) Proof of permanent residential address in the form of a copy of both sides of the most recent Municipal or electricity account must be submitted, or a fully signed, valid and not older than three months, Lease Contract will also suffice (whole document please). (No other accounts will be accepted).
 - No sub-letting lease "contract" shall be accepted.
 - Residential addresses should be that of either a parent or a legal guardian and documentation to prove legal guardianship needs to be provided.
 - Learners must reside with their parents/guardians within the preference area."Reside" shall include residence under a signed lease agreement.
"Lease Agreement" shall mean agreements of reasonable duration for premises over which full control is exercised.



FAIRBAIRN COLLEGE

PRINCIPAL
MS. R. O'SHEA
HDE, ACE, PGDIP

HUGO STREET, GOODWOOD, 7460
www.fairbairncollege.com
www.facebook.com/fairbairncollege

tel: 021 591 7117
FAX: 021 591 0107
admin@fairbairncollege.com

MS R O'SHEA
PRINCIPAL

MR W. ALLIE
CHAIR: SCHOOL GOVERNING BODY

26 JANUARY 2026
DATE