

ADMISSION POLICY FOR LEARNERS TO WESTVIEW SPECIAL SCHOOL

The admission policy of Westview Special School is determined by the National Department of Basic Education. All applications and placements of learners in special schools in the Port Elizabeth district, including Westview Special School, are managed by the Department of Education: Psycho-social and Education Support Services (Park Drive, Port Elizabeth).

Westview Special School follows the Technical Occupational Curriculum (TOC) that commenced in 2018. This is a four-year programme consisting of intensive skills-based training alongside an academic curriculum. Westview Special School does not have grades, but year groups, namely: Year 1, Year 2, Year 3 and Year 4.

Due to our four-year TOC curriculum we can only consider learners applying for Year 1 or beginning of Year 2. Please note that applications for Year 2 are subject to the availability of space and cannot be guaranteed. This is due to our Year 2 capacity, which has already been occupied by our previous Year 1 learners.

MINIMUM REQUIREMENTS FOR ADMISSION TO WESTVIEW SPECIAL SCHOOL

- A learner must be at least 14 (fourteen), but not older than 15 years, 6 months (fifteen years, six months) of age on the first day of January of the year of admission.
- Prior to application for admission to Westview Special School, prospective candidates should already have been identified, using the guidelines as set out in the Screening, Identification, Assessment and Support (**SIAS, 2014**) policy document, and classified as a learner with Special Needs (Mild to Moderately Handicapped). The SIAS process clearly stipulates that referral to special school is only an option after extensive interventions at primary school level have been exhausted. **NO APPLICATION WILL BE ACCEPTED WITHOUT THE ATTACHMENT OF THE COMPLETED REQUIRED EXCERPTS FROM THE SIAS (2104) POLICY DOCUMENTS.**
- The referral of learners diagnosed with Oppositional Defiant Disorder/Severe Behavioural Disorder will not be considered due to the **extremely high safety standards** learners have to adhere to in our workshops.
- In order to cope with the demands of the skills-based training, a learner should be able to read, write and speak English and/or Afrikaans at a level equivalent to Grade 4/5 as determined by a standardised test instrument.
- It is critical for successful skills training that learners be able to perform measurements including telling time.

APPLICATION PROCEDURES

1. Every year our application process commences with our annual **open evening in the month of May**. All principals, within the Port Elizabeth district, will receive an invitation, which they will be requested to distribute to all parents/guardians whose learners might be interested in applying for placement at Westview Special School the following year. The information provided at the open evening enables parents/guardians and learners to make an informed decision regarding their application for admission.
2. The application forms will be made available to the referring schools shortly after the open evening.
3. The application submission deadline is at 13:30 on the last school day of July each year.
4. All prospective learners need to complete a competency verification test at Westview Special School. The exact date and time will be communicated to the referring schools.

The application needs to include these documents in the following order:

- Cover page
- Application form (from SASAMS)
- The following extracts from the SIAS (2014) document:
SNS 1, SNA 2, SNA 3 (to be completed by DBST), DBE 123A (to be completed by the parent/ legal guardian)
- Learner's June school report (latest school report)
- A complete psychological/intellectual assessment not older than two years (preferably using the SSAIS instrument) completed by a registered psychologist
- ID documents of both parents (if possible)/legal guardian
- Birth certificate of learner
- Check list

Please note: Incomplete or late applications will not be accepted!

CURRICULUM PROVISIONING:

Our academic curriculum includes the following subjects:

- Home Language (Afrikaans or English)
- First Additional Language (Afrikaans or English)
- Mathematics
- Natural Science
- Life Skills
- Creative Art
- Physical Education

The following technical subjects are offered:

- Agricultural Studies
- Ancillary Health Care
- Art and Crafts (Signwriting)
- Body Works (Panel beating and Spray painting)
- Consumer Studies (Sewing)
- Hairdressing and Beauty Care
- Hospitality studies
- Maintenance
- Office Administration
- Welding
- Woodwork and Timber

ALLOCATION OF TECHNICAL WORKSHOP

Each learner will be placed in two different workshops (six months per workshop) during their first year. At the end of Year 1 the final workshop allocations will be done.

As we receive more requests for some of the workshops than we can accommodate, it is not always possible to assign a learner within his/her first choice. For this reason, each learner must submit four workshops as possible choices. We try our best to place each learner in a workshop which suits his/her best in co-operation with the Department of Education. It is compulsory to submit the four desired technical workshop choices (see cover page). If not, your learner might be placed within a random workshop where space is available.

CLOSING DATE FOR APPLICATIONS

All applications for admission to Westview School must be received by 13:30 on the last school day of July each year. This date is determined by the Department of Education: Psycho-social and Education Support Services, Park Drive, Port Elizabeth.

COMPETENCY VERIFICATION

To assure correct placement, a competency verification test will be required before final placement. This assessment will be conducted by the educators of Westview Special School. The goal is to verify the learner's reading, comprehension, writing and numeracy skills.

Each school will be notified of the date of the competency verification test. Schools must ensure that learners are present during this procedure, otherwise their application for admission will not be considered.

REGISTRATION OF NEW LEARNERS

1. When an application for admission to Westview Special School has been approved by the Department of Education (Park Drive), formal letters of acceptance are sent to the principals of referring schools (notification of unsuccessful applications will also be included). The principals need to notify the successful and unsuccessful applicants as soon as possible.
2. The letter of acceptance will clearly indicate the date and time of registration. The registration of new learners normally takes place between 08:00 and 11:00 on a specified Saturday in November this year.

Admission Policy updated on 28 April 2020