



Hugo Lambrechts

Music Centre • Musieksentrum
Iziko Lomculo

ADMISSION POLICY

POLICY OF THE HUGO LAMBRECHTS MUSIC CENTRE REGARDING THE ADMISSION OF LEARNERS TO THE MUSIC CENTRE

Whereas the Hugo Lambrechts Music Centre (hereinafter referred to as “the Music Centre”) is a Western Cape Education Department Music Centre, the governance of which is entrusted to its Governing Body (hereinafter referred to as “the SGB”), referred to in Section 16 of the South African Schools Act, No. 84 of 1996 (as amended) (hereinafter referred to as “SASA”);

And whereas the SGB is empowered in terms of Section 5 of SASA to determine the Music Centre’s policy regarding the admission of learners;

And whereas the SGB is mindful of the following enactments (hereinafter referred to as “the enactments”) relating to the question of the admission of learners to the Music Centre, namely:

- (i) The Constitution of the Republic of South Africa 1996 (hereinafter referred to as “the Constitution”);
- (ii) The Western Cape Provincial Act
- (iii) The South African Schools Act, No. 84 of 1996 (as amended);
- (iv) Section 3(4)(i) and 5 of the National Education Policy Act, No. 27 of 1996 (“NEPA”);
- (v) The Admission Policy for Ordinary Public Schools, published by the Minister of Education in Government Gazette No. 19377 dated 19 October 1998 (Notice No. 2432/98) (hereinafter referred to as the “Ministerial Policy”);

And whereas the Music Centre and its SGB have the power to determine the admission policy of the Music Centre and to ensure its full implementation within the parameters of the enactments and any other applicable enactments from time to time;

Now therefore the SGB, on behalf of the Music Centre, declares the Hugo Lambrechts Music Centre Policy for the Admission of Learners to be as follows:

1. APPLICATIONS FOR ADMISSION TO THE MUSIC CENTRE

1.1 It is acknowledged that:

- (a) The Head of the Western Cape Education Department (hereinafter referred to as “the HOD”) and/or officials of the Western Cape Education Department (WCED), including the Music Centre Principal delegated by the HOD, are responsible for the administration of the admission of learners to the Music Centre; and
- (b) The Music Centre Principal must determine a process of application, audition, and registration for admission to the Music Centre to enable the admission of learners to take place in a timely and efficient manner.

- 1.2 It is emphasised that the Music Centre Principal must (and will be required to) take this policy into account demonstrably, fairly and in accordance with law at all times whilst acting in accordance with paragraph 1.1 above. The Music Centre and its SGB will also require the Music Centre Principal to allow the SGB full access to and copies of any registers or files kept as part of the audition and admission process.
- 1.3 The Music Centre and the SGB require the Music Centre Principal to use the prescribed Hugo Lambrechts audition application and annual registration forms to ensure the completion by the Applicant of the Schedule of Information required by the governing body attached hereto as Appendix A.
- 1.4 The Music Centre and the SGB require the Music Centre Principal to ensure that Applicants are informed of and in writing acknowledge having read and understood:
- a) The Code of Conduct for Learners;
 - b) This Admission Policy;
 - c) The Language Policy;
 - d) Relevant Departmental Policy.
- 1.5 The Music Centre and the SGB subscribe to the view that the legal guardian(s) of a minor learner has/have the exclusive right to decide upon the Music Centre where their child/ward is to be enrolled. Consequently, the Music Centre SGB does not recognise an application as being valid, unless made by the guardian(s) or person(s) entrusted with the custody of the minor learner, **as authorised in writing**. The Music Centre and the SGB also regard adherence to this approach as being essential in that it ensures that valid permission may be given for the treatment of the learner *in loco parentis*, for the learner to embark on excursions, and so forth. Consequently, the Music Centre Principal is required to ensure that this approach is strictly adhered to.
- 1.6 The SGB undertakes to support the Music Centre Principal in encouraging the persons referred to in paragraph 1.5 to apply for the admission of their children/wards before the end of the term, preceding the new term in which the music tuition is to commence.
- 1.7 Subject to this Policy, the SGB requires the Music Centre Principal to co-ordinate the admission of learners to the Music Centre and undertakes to give constructive support in ensuring that all eligible learners are suitably accommodated after successfully completing an audition.
- 1.8 The Music Centre and the SGB require strict observance by the Music Centre Principal of the following provision of the Constitution as a prerequisite to any decision to be taken regarding the admission of a learner to the Music Centre: “28 (2) A child’s best interests are of paramount importance in every matter concerning the child.”
- 1.9 Adult students (all learners over the age of 18 who are not attending school anymore) are admitted to the Music Centre as per the relevant Departmental Policy specifications.

2. THE HUGO LAMBRECHTS MUSIC CENTRE CODE OF CONDUCT FOR LEARNERS

The Applicant is to note that the Hugo Lambrechts Music Centre Code of Conduct for Learners is binding on the learner. Section 8(4) of SASA provides as follows: “Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the School attended by such learner.”

The Applicant is encouraged to support the Music Centre in familiarising him/herself with the Music Centre’s Code of Conduct for Learners and seeing to the observance thereof by the learner.

3. MUSIC CENTRE FEES

- 3.1 The Applicant is to note that the parent/guardian remains responsible to pay the Music Centre tuition fees charged by the Music Centre, seeing that music education is not compulsory education, and that the Music Centre is not a fee-free school.

A learner who is admitted to the Music Centre programme may be suspended from attending class and refused entry to orchestral activities, when:

- a) Inability to pay Music Centre fees or failure to pay persists, and all efforts to secure unpaid Music Centre tuition fees have been exhausted.
- b) Failure to support the mission statement and Code of Conduct for Learners of the Music Centre disrupts music tuition at the Music Centre.

- 3.2 In terms of Sections 38-41 of SASA, a budget meeting of parents of learners enrolled at the Music Centre must be held on thirty (30) days' written notice to parents. At the meeting the majority of parents present decide whether to accept the budget prepared by the SGB for the next financial year. At the same meeting the majority of parents present and voting, decide what the Music Centre fees per learner per year will be, and what criteria will be used to grant total or partial exemption to parents who are unable to pay the compulsory fees or the full compulsory fees. Parents who are unable to pay any of the fees or the full amount of the fees are entitled to apply to the SGB on the prescribed application forms for financial subsidy. Such applications must be dealt with in confidence by the SGB, which must act fairly and apply the abovementioned criteria, a copy of which will be furnished to parent(s) upon request. Parents applying for relief may request a staff member at the Music Centre or any other person to assist him/her/them with the application.
- 3.3 It is important, however, for those applying for exemption to note that the combined annual income of parents is taken into account in the decision as to whether the parent(s) qualify for financial subsidy.
- 3.4 Parents of learners are encouraged to support the high standard of music education and the sound facilities of the Music Centre by paying Music Centre fees and, where they are exempted totally or partially from the payment of compulsory Music Centre fees, to offer their services to the SGB for the benefit of the Music Centre.
- 3.5 Adult students (all learners over the age of 18 who are not attending school anymore) do not qualify for any financial assistance, regardless of whether they are part-time/full-time registered tertiary students or not.
- 3.6 All adult students are also required to pay each term's Music Centre fees in advance before lessons may commence.
- 3.7 Those learners who are full-time registered undergraduate students, up to and including four years of study, at an accredited tertiary institution are considered adult students but pay fees in line with school-going learners.

4. DOCUMENTS REQUIRED FOR ADMISSION

- 4.1 A parent/guardian/adult student will be required to complete an audition application form, which must be provided to him/her by the Music Centre Principal.
- 4.2 See Appendix A to this policy for a full list of documents required for admission and annual registration.
- 4.3 Once all the required documentation has been received, the applicant will be invited to an audition.

5. LEARNER AGE REQUIREMENTS FOR ADMISSION TO THE MUSIC CENTRE

- 5.1 Although preference is given to school-going learners, the Music Centre accepts learners of all ages as specified in each Departmental Policy, and if sufficient teaching time is available.
- 5.2 Adult students are defined as any person over the age of 18 who has completed their secondary education tuition, successfully or not, who applies to receive must tuition at the Hugo Lambrechts Music Centre. Departmental policies determine whether an adult learner may/could be placed in the specific department, or on a specific instrument.

6. AUDITION AND REGISTRATION PERIOD

- 6.1 Music Centre admission applications may be submitted throughout the year, but those applying are encouraged to apply before the end of the term preceding the new term in which the music tuition is to commence. Auditions are held at the beginning and/or end of each term, or as the need arises.
- 6.2 All applications (both online as well as standard hardcopy applications) for an audition and admission to the Music Centre on behalf of a learner must be submitted to the Principal for approval, thereafter the applicant will be invited for an audition.
- 6.3 The learner's parents/applicant will receive written notice of the audition within a reasonable time.
- 6.4 The Hugo Lambrechts Music Audition Procedure is attached hereto as Appendix B. The outcome of the audition will be communicated via email by the relevant Departmental Head.
- 6.5 All successful audition applicants will be placed for tuition if an opening is available. If applicants cannot be placed immediately, they will be waitlisted firstly in order of preference as determined in terms of this policy (See 10.4), and secondly chronologically.
- 6.6 The Music Centre will keep a proper register of all applications and auditions.

7. CAPACITY

The SGB aims to create an ideal and efficient music education and learning environment for maximum learning by each learner. This is achieved by optimally utilising the Hugo Lambrechts facilities with a view to successful knowledge transfer and a positive music learning experience. The following factors determine the capacity of the Music Centre:

- a) The learners' best interests have preference;
- b) The number of educators (full-time and part-time) available;
- c) The space available for managerial and administrative needs;
- d) The number of appropriate classrooms available;
- e) Space needs for music performance activities (rehearsals and concerts);
- f) The limited sanitary facilities (toilets and washbasins) available;
- g) Storage and parking facilities;
- h) Fire and safety measures;
- i) The maximum number of learners each educator can accommodate;
- j) Internationally recognised music performance practice in order to deliver effective and efficient quality music education.

8. MUSIC CENTRE PROPERTY

The Applicant's attention is drawn to the following:

- 8.1 Every learner of the Music Centre will take good care of the property of the Music Centre which is placed at his/her disposal and will return it to the Music Centre on or before the date specified within the relevant lease agreement or communicated to them by a duly authorised authority at the Music Centre.
- 8.2 The parents/guardians of a learner at the Music Centre will be liable for any damage to or loss of Music Centre property in respect of which the learner concerned is liable to the Music Centre.
- 8.3 It is the duty of every parent/guardian/adult learner to assist the State and the SGB of the Music Centre to promote a culture of respect for Music Centre property.

9. RISK OF DAMAGE OR LOSS

The Applicant is notified that the Music Centre accepts no liability for the damage to, or destruction or loss of any property brought on the Music Centre premises by the learner or his/her parent(s)/guardians. It matters not who causes such damage, destruction, or loss, how it is caused, whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. The Music Centre accepts no liability. Learners are encouraged to safeguard property brought onto the Music Centre premises, and applicants as well as parents/guardians of learners are encouraged to take out their own insurance against such damage, destruction, or loss.

10. ORDER OF PREFERENCE REGARDING APPLICATIONS FOR ADMISSION

- 10.1 Unless and until the HOD, after consultation with the SGB, decides otherwise, the natural feeder area of the Music Centre is the northern suburbs of Cape Town and its surrounding towns.
- 10.2 The Music Centre is a dual-medium institution equipped with human resources to cater primarily for those learners whose language of tuition is Afrikaans and/or English, the medium of tuition at the Music Centre.
- 10.3 Whilst the Music Centre and SGB know that they may not unfairly discriminate against a learner on whose behalf an application is made for admission, and have no intention thus to discriminate, the SGB reserves the right to afford overriding preference to learners who show a musical and physical aptitude and talent for music or a specific instrument at the audition.
- 10.4 Preference will always be given to WCED school-going learners, thereafter, to private- and home-school learners, and thereafter to tertiary students and working adults.
- 10.5 Adult students will be accommodated, time-permitting, as per the relevant Departmental policy, if they can attend lessons during the early part of the day so as not to clash with mainstream learners. Preference will be given to past-pupils.

11. ADMISSION OF NON-CITIZENS

Applications for admissions of non-citizens will be dealt with in accordance with the Ministerial Policy.

12. THE SGB AND THE LEARNERS OF THE MUSIC CENTRE

- 12.1 All learners will be required to observe their duties as set out in the Code of Conduct for Learners of the Music Centre.
- 12.2 Every learner studying an orchestral instrument must, when the suitable standard of play has been attained, play in an official Music Centre orchestra or wind band. Deviation from this requirement must be requested in writing, at the beginning of each year, to the SGB.
- 12.3 All learners are strongly encouraged to register for music theory classes to take full advantage of the holistic offering at the Music Centre.
- 12.4 The SGB considers itself to be in duty bound to protect the educators, learners, parents, and non-educators of the Music Centre from physical or mental violence to the full extent of its power to do so and further, to foster the physical, mental, and moral welfare of learners. To this end, the SGB:
 - (a) reserves the right to take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the welfare, safety or life of learners or staff members at the Music Centre;
 - (b) may take whatever steps may be reasonably practicable, given the resources and circumstances of the Music Centre, to assimilate a disabled prospective learner into the Music Centre; and
 - (c) requires a member of staff or a learner or any learner's parent(s) to report to it any matter relating to the abuse of the rights or invasion of the interests which it seeks to protect.

13. THE PARENTS/GUARDIANS AND THE MUSIC CENTRE SGB

- 13.1 The parent(s) of learners are requested to complete the prescribed annual registration and consent form to enable the Music Centre staff to act in the best interest of the learner in cases of emergency or to relieve the learner's pain or discomfort until the parent(s) can intervene.
- 13.2 Parents of learners at the Music Centre have, apart from their duties, several rights. *Inter alia*, they have the right to be consulted regarding the formulation of the Music Centre's language and religious policies and Code of Conduct, or any amendments thereto. They are also invited to submit recommendations and proposals to the SGB regarding the supplementation or amendment of existing policies or the existing Code of Conduct for consideration by the SGB.
- 13.3 Parents are encouraged to become involved in all the activities of the Music Centre, to offer to serve in the governance structures and support groups serving the interests of the Music Centre community, and to support the music education process by interacting constructively with educators and conductors and ensuring that homework and practising is done by the learner conscientiously. Parents are also required to ensure that their children are properly equipped to participate fully in the music tuition process and that they attend Music Centre activities punctually and regularly.
- 14. This Policy may be amended, supplemented, modified, or altered from time to time by the SGB.**



Mrs C Goliath
CHAIRPERSON: GOVERNING BODY



Dr SM Voges
PRINCIPAL

DATE: 08 September 2025
Policy Review Date:

DATE: 08 September 2025

INFORMATION REQUIRED BY THE SGB IN ADDITION TO THAT REQUIRED TO BE FURNISHED IN TERMS OF MINISTERIAL POLICY:

1. The name, residential address, work address and all telephonic as well as e-mail contact details of each person falling under the definition of “Parent” in SASA;
2. A municipal or other account or any other proof reasonably required by the SGB to verify the place of residence of a learner and his/her “parents” or the fact and place of employment of the “parents” of the learner;
3. A copy of the identity (ID) or other document confirming the identity of the parent/guardian/person falling within the definition of “parent” in SASA to the reasonable satisfaction of the SGB;
4. The applicants unabridged birth certificate if still a school-going learner.
5. The most recent academic school report of the learner;
6. Information about the specific instrument the learner wants to study;
7. Full details of any specific needs or challenges the learner may have and which may require attention to maximise the learner’s Music Centre experience or promote his/her best interests. The Principal and the learner’s teacher must be made aware of any physical, medical, and/or learning challenges the learner may have. All relevant reports and recommendations from medical specialists/therapists must be submitted to the Principal, who will disseminate the information on a need-to-know basis.
8. Details of any condition or circumstances of which the Music Centre should be aware of, in order to protect the best interests/physical welfare of the learner and/or any other learners/staff members of the Music Centre.
9. Adult students are required to submit the same documentation i.e. ID, proof of address as well as a recent (not older than three months) police clearance certificate.
10. Full-time undergraduate students must submit proof of registration at an accredited South African tertiary institution.

HUGO LAMBRECHTS MUSIC AUDITION PROCEDURE

1. Applicants to the Hugo Lambrechts Music Centre will be invited to attend an audition prior to being accepted as a learner. Applicants need not have prior experience on any instrument.
2. The audition process is as follows and is used to determine the applicant's musical as well as physical aptitude with regard to the respective instrument:
 - a) Aural awareness assessment, which determines pitch recognition and rhythmic abilities of the applicant.
 - b) Physical aptitude assessment for the respective instrument requested, which determines the following physical needs: size and strength, physical limitations (lack of fingers/teeth), and coordination.
 - c) Applicants with prior experience on a specific instrument will be asked to perform a short piece of their own choice. They may also be required to do a short sight-reading assessment.
3. The audition process is in no way discriminatory and is designed to provide the best possible guidance for teacher and learner for the applicant's musical future.
4. After completion of the audition, the applicant and/or parents will be informed in writing within one week of the outcome and/or recommendations.
5. The outcomes of the audition will be aligned with the relevant departmental policies with regard to placement, instrument, age and aptitude.