



DEPARTMENT OF EDUCATION

Enquiries: Provincial/District Admissions Coordinators
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DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
DISTRICT CHIEF EDUCATION SPECIALISTS
DISTRICT DEPUTY DIRECTORS
CIRCUIT MANAGERS
IMGD OFFICIALS
INCLUSIVE EDUCATION
SCHOOL GOVERNING BODIES
PRINCIPALS AND SMT MEMBERS OF PUBLIC ORDINARY AND SPECIAL SCHOOLS

CIRCULAR NUMBER: 16/2023

MANAGEMENT OF LEARNER ADMISSIONS TO PUBLIC SCHOOLS IN THE NORTHERN CAPE PROVINCE

1. INTRODUCTION

- 1.1 The Northern Cape Department of Education (NCDoE) regards early enrolment as a priority for the start of a successful school year. The full use of teaching time during an academic year is necessary for sound academic performance, it is therefore important that children are enrolled well before the end of 2023.

2. PURPOSE

The purpose of the Circular is to:

- 2.1 outline and inform school principals and management team members, school governing bodies (SGB's), provincial and district officials on the procedure, administration and timeframes to manage the Online Learner Admissions in all public schools in the Northern Cape Province for the 2024 academic year;
- 2.2 meet the objectives of the Bill of Rights as contained in the Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996);



- 2.3 support schools in developing admission policies that will afford all children access to public schools within the prescripts of national and provincial legislation, including public and private law;
- 2.4 facilitate the process of children entering school for the first time and those starting high school in a timely, efficient and coordinated manner;
- 2.5 ensure the lawful administration of learner admissions and registration in schools;
- 2.6 enable effective teaching and learning to commence on the first day of the school year and the first day of successive school terms; and
- 2.7 align the admission processes to ensure uniformity within the Northern Cape Province.

3. STATUS

- 3.1 This circular replaces Circular 17 of 2022.
- 3.2 This circular will hold until it is withdrawn or replaced.

4 LEGISLATIVE FRAMEWORK

- The Constitution of the Republic of South Africa (Act No. 108 of 1996);
- Promotion of Administrative Justice Act (Act No. 3 of 2000);
- South African Schools Act (SASA), 1996 (Act No. 84 of 1996);
- Admissions Policy for Ordinary Public Schools (Gazette No.19377 of 1998);
- Education White Paper 6: Special Need Education (Building an Inclusive Education and Training System, 2001);
- Northern Cape Schools Education Act (Act No. 6 of 1996);
- Language in Education Policy in the National Education Policy Act 1996;
- National Education Policy Act 1996 (NEPA);
- Refugees Act, 1998 (Act No.130 of 1998) (reviewed);
- Aliens Control Act, 1991 (Act No. 96 of 1991);
- The Immigration Act, 13 of 2002 (reviewed);
- The Protection of Personal Information Act (Act No.4 of 2013).

5 ADMISSION OF LEARNERS TO PUBLIC SCHOOLS

- 5.1 In terms of Section 5(1) of the South African Schools Act 84 of 1996, a public school must admit learners and serve their educational requirements without unfairly discriminating in any way. The admission policy of a public school and the administration of admissions by the principal or officials may therefore not unfairly discriminate against an applicant who applies for admission to a school.
- 5.2 In terms of Section 5(7) of the South African Schools Act 84 of 1996, **an application for admission** of a learner to a public school must be made to the **Education Department in a manner determined by the Head of Department**.
- 5.3 In terms of Section 5(8) of the South African Schools Act 84 of 1996, the **Head of Department must inform the parent in writing** if the application is refused and provide a reason if an application for admission is refused.

- 5.4 In terms of Section 62(2) of the South African Schools Act 84 of 1996, the Head of Department may delegate the responsibility to admit learners to a departmental official. **This responsibility has been delegated to District Directors.**
- 5.5 In terms of the South African Schools Act 84 of 1996, Section 16A(2)(a)(vi) and section 16(3), the implementation of the admissions **at the school level is the responsibility of the Principal acting under the authority of the Head of Department.**
- 5.6 While the school governing body determines the admission policy, individual **decisions on admission are taken only provisionally at school level, by the Principal acting under the authority of the Head of Department.**

6. ADMISSION TO PUBLIC ORDINARY SCHOOLS

6.1 Compulsory education

In terms of Section 3(1) of the South African Schools Act 84 of 1996, school education is compulsory for all learners from the first school day of the year in which such learners reaches the **age of seven (7) years** until the last school day of the year in which a learner reaches the **age of fifteen (15) years or the ninth grade**, whichever occurs first. The state and the Northern Cape Department of Education (NCDoE) therefore have a Constitutional obligation to provide basic education to all learners of compulsory school-going age.

6.2 Admission of Learners to Special Schools and Full Service Schools

- 6.2.1 The MEC must, where reasonably practicable, provide education for learners with special educational needs at ordinary public schools and provide relevant educational support services for such learners [The South African Schools Act 84 of 1996, Section 12(4)].
- 6.2.2 A learner must be assessed by the District/Provincial Inclusive Education Unit (IEU) before they can be admitted to any Special School.
- 6.2.3 It must be noted that the NCDOE Online Learner Admissions excludes Special Schools. Admission of learners to a special school/resource centre or a full service school is the responsibility of the Director – Institutional Development and Support. All Mainstream learner applications to identified full service schools (public ordinary schools) must be done online.
- 6.2.4 The Screening, Identification, Assessment and Support (SIAS) National policy of June 2014, is the mandated assessment tool that **MUST** be applied prior to a learner being admitted to a Special or Full Service School. For further information on Special School learner admissions consult **Circular 09/2020**.
- 6.2.5 All learners **placed in Special Schools by the District Director through the Inclusive Education Unit** will be given an IE/ELSEN number to ensure that the learner has been admitted to the Special School or Full Service School, through the correct channels and policy procedures, which ensure SA-SAMS compatibility.
- 6.2.6 All learners placed in a **Full Service School** will follow the ordinary mainstream procedures unless referred by the District Inclusive Education Unit.
- 6.2.7 Admission of learners to a **Secure Care School** is managed by the Department of Social Services via the Department of Justice as per court referral.

- 6.2.8 Admission of learners to a **Reform or School of Industry** is managed by the Department of Education in conjunction with the Department of Social Services and the Department of Justice as per court referral.

7. UNLAWFUL PRACTICES

The Principal of a school is responsible for ensuring that these or any other illegal practices do not take place at a school.

- 7.1 The South African Schools Act 84 of 1996, Section 5(3) determines that no learner may be refused admission to a public school on the grounds that his or her parent:

- (i) is unable to pay or has not paid the school fees determined by the governing body;
- (ii) does not subscribe to the mission statement of the school; or
- (iii) 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.

7.2 Testing of Learners

- 7.2.1 In terms of the South African Schools Act 84 of 1996, Section 5(2), the **governing body** of a public school may not administer any test (**including an interview**), related to the admission of a **learner** to a public school, or direct or authorize the **Principal** of the school or any other person to administer such test.

7.3 Registration fees, deposits, administration fees, admission fee, school fees

- 7.3.1 The South African Schools Act 84 of 1996, Section 39(5), determines that **no school may charge any registration, administration or other fee at the time of application. School fees, if applicable, may only be charged after the learner has been admitted to the school.**

7.4 Academic Performance

- 7.4.1 Schools may not use the academic performance of learners to determine admission to a school.

7.5 Sport or Cultural Achievements

- 7.5.1 Schools may not use sport or cultural achievements (like representation at provincial or national level) of learners to determine admission to a school.

7.6 Interviews

- 7.6.1 Schools must not use the process of interviewing parents or learners prior to the admission of the learner as a screening mechanism for admission.

7.7 Unpaid school fees

- 7.7.1 The South African Schools Act 84 of 1996, Section 5(3)(a), stipulates that no learner may be refused admission to a public school because his/her parent has not paid the school fees.

7.8 Disciplinary Record and Confidential Report of the learner

- 7.8.1 When a learner **has applied for admission to a school**, neither the governing body of that school nor any person employed at that school may request the learner's current school or any person employed at that school, to furnish it with a **disciplinary record or a confidential report** in relation to that learner. **Requesting and/or issuing a disciplinary record or a confidential report to another school during the admissions period will be regarded as misconduct.**

8. FEEDER ZONES

- 8.1 The Head of Department, after consultation with representatives of governing bodies, may determine feeder zones for ordinary public schools, in order to control the learner numbers of schools and coordinate parental preferences. The Head of Department has **not done so for the Northern Cape. As a result, there are no feeder zones and therefore no feeder schools in the Northern Cape Province.**
In cases where limited options are available due to home language options preference will be given to learners with the same home language in Grade 7.

9. LEARNER ADMISSION CRITERIA

Until such time as the Head of Department has determined a feeder zone for a particular school, in relation to a learner applying for admission to that school, **all the applications will be considered and recommended as successful and unsuccessful applications in the following order:**

- 9.1 If the applicant learner(s) already has (have) a **sibling** attending the school of application in the year of submission (**sibling means a learner who has at least one parent who is also the parent of the learner already attending that school.**
- 9.2 If **the place of residence of the applicant learner(s) is in the same suburb** as the school applied to;
- 9.3 If **the place of residence (residential suburb) of the applicant learner(s) is adjacent to the suburb** of the school applied to;
- 9.4 **Applicant learner(s) whose parent/ guardian is an employee at the school applied to;**
- 9.5 If places remain after all the above-mentioned applicants have been offered places, other applicants, **in the order of the position of the application** should be recommended.
- 9.6 The above-mentioned directives with regard to the criteria shall **not** apply to special schools, technical schools, schools of skill or industrial schools.

10. AGE REQUIREMENTS FOR ADMISSION TO A PUBLIC SCHOOL

10.1 The South African Schools Act, 1996, makes a distinction between the **minimum** age for admission and the **compulsory** age for school attendance.

10.2 Admission to Grade R

10.2.1 The South African Schools Act 84 of 1996, determines that the **minimum** age for admission to Grade R is age four (4) years turning five (5) years by 30 June in the year of admission.

10.2.2 Given the compulsory age for grade 1 and the limited spaces available at schools, **schools should only admit Grade R learners who are age five (5) years turning six (6) years in the year of admission.**

10.2.3 Schools should note that Grade R learners who are age four (4) years turning five (5) years by 30 June in the year of admission **will only be admitted after all the age five years turning six years have been admitted in the district.**

10.2.4 Schools admitting learners to Gr RR, should follow the same admissions criteria and processes. District offices will verify Gr RR Admission processes.

10.2.5 Principals are directed not to admit any minimum age learners due to capacity challenges. Therefore no learners aged 4 turning 5 should be admitted.

10.3 Admission to Grade 1

10.3.1 The South African Schools Act 84 of 1996, determines that the **minimum** age for admission to Grade 1 is age five (5) years turning six (6) years by 30 June in the year of admission.

10.3.2 The South African Schools Act 84 of 1996, determines that the **compulsory** age for school attendance is the age of seven (7) years in Grade 1.

10.3.3 Given the compulsory age for grade 1 and the limited spaces available at schools, **schools should only admit Grade 1 learners who are age six (6) years turning seven (7) years in the year of admission.**

10.3.4 Schools should note that Grade 1 learners who are age five (5) years turning six (6) years by 30 June in the year of admission **will only be admitted after all the age six years turning seven years have been admitted in the district.**

10.4 A learner who is sixteen (16) years or older and who has never attended school, must be advised and referred to the respective District Office for immediate placement at an Adult Education and Training Centre.

10.5 Principals are directed not to admit any minimum age learners due to capacity challenges. Therefore no learners aged 5 turning 6 should be admitted.

11. ADMINISTRATIVE PROCEDURES FOR ADMISSION OF LEARNERS

11.1 Advocacy for early enrolment:

- 11.1.1 The Northern Cape Department of Education **and all public schools** will run an advocacy campaign to remind and encourage the public to enroll their children at schools for the following year. The advocacy campaign also serves to inform parents and learners of the requirements for admission and the compulsory documentation that must accompany the application.

11.2 Information to parents

- 11.2.1 When a parent or guardian applies for admission to a school, the school shall make the following information available at the school after placement:

- The school's admission policy;
- The school's code of conduct for learners;
- The school fees payable – including all hidden or additional fees; and
- The exemption from payment of school fees.

11.3 School fee information

- 11.3.1 Parent(s) should be fully informed about the school fees, if any after the time of placement.
- 11.3.2 Parents should be informed of the payment options and of the procedures for fee exemptions as per the **Regulations for the exemption of parents from payment of school fees**, promulgated in terms of the South African Schools Act 84 of 1996, Section 39(4), in Government Gazettes 29311 and 29392 of 2006, and the new exemption table.
- 11.3.3 Parents should also be informed of the period of time within which such applications must be submitted and the right to appeal to the Head of Department against **the decision of the SGB** on exemption from payment of school fees. Schools **must assist** parents with these processes.

12. REGISTRATION AND ADMISSION OF LEARNERS

To ensure that there is uniformity in the system of admission the following processes and procedures will **immediately apply to all public schools**:

12.1 ONLINE APPLICATION PERIOD FOR LEARNER ADMISSIONS

- 12.1.1 The Head of Department herewith directs that the **Online Admission Application Period** for all public schools in Northern Cape will commence from **22 May 2023 at 09:00 and will close at midnight on 22 June 2023**.
- 12.1.2 All District Offices and public schools are requested to advocate the Admission process from 25 April 2023.
- 12.1.3 Learner Admission system will be open for a parent/guardian who wishes to apply for his or her child for the 2024 academic year in the following Grades:

Grade R, 1, and 8 only.

- 12.1.4 **Parents are required to apply to more than one school, when applying to a high in demand school, including the ones closest to their home. Parents should note that learners might not be placed at the preferred schools of choice but, where there is a schooling space given the limited school spaces. In cases where there are not more than one option, they can then apply to only that school (One Town schools).**

Parents must log on to the NCDoe Online Learner Admissions website at www.ncdoeadmissions.org and follow the process outlined on the system.

- 12.1.5 It will be the responsibility of parents to apply directly to schools for admission and placements for all other grades.
- 12.1.6 There is no need for parents to apply online for learner admission if their child/ren are already in a school offering the next grade. These learners will be automatically accepted by the school and provisionally placed in the relevant higher grades, awaiting the November 2023 results.
- 12.1.7 **NB. No school hopping applications will be considered. The system will automatically identify and reject all applications that are school hoppers (currently placed in a school that offer the next grade as indicated in paragraph (12.1.6)).**
- 12.1.8 The application process consists of 3 steps, which include **(1) Parent/ guardian registration (2) Learner profiling and (3) Application.** Parents must complete all three steps for the application to be completed.

13. TRANSFERS AND RELOCATIONS

- 13.1 Parents, who are relocating or transferring, seeking admission to grades R, 1, and 8 must apply online at www.ncdoeadmissions.org, as a normal application during the admission period.
- 13.2 Transferring/relocating parents applying to any other grade, must apply directly at the school/s, who in turn will capture the applications as walk-in applications on the system. Schools to accept.
- 13.3 Schools shall assist parents to place learners whenever district intervention in the admission process is required. Parents should note that their child(ren) shall be accommodated where school places exist, but not necessarily at the nearest school to the learner's place of residence or the school of their choice.
- 13.4 **Principals are not allowed to issue or authorise transfer requests without District approval. No school hopping will be allowed. All applications must be processed on the online system. Any deviation will be considered as misconduct.**

14. DECENTRALISED ONLINE WALK - IN CENTRES

- 14.1 The NCDoe has identified schools to assist with the online Admissions processes as well as to assist any parent/s to register and apply with no access to the internet.
- 14.2 Districts will establish focal temporary online walk - in centres at identified schools and strategic areas where applicants with no access to the internet or inadequate data will be assisted with their applications.
- 14.3 All required documents that accompany the application must be uploaded within 7 days of

making the application. The uploading of documents will be done through the NCDoe Online Admission Application System. Parents only need to upload the documents once onto the system, which means that other schools will access those documents from the system.

14.4 The following documents must be submitted within 7 days after making an application:

South African citizens:

- A copy of the Parent/Legal guardian ID (or sworn affidavit in a case where the parent / legal guardian does not have an identity document);
- Proof of Home address (A Municipal Account in the name of the parent with the home address used during application OR A legal lease agreement between the tenant and the owner of the property / Landlord);
- Child's Birth certificate or an affidavit or a sworn statement;
- Clinic Card / Proof of immunization (Gr R and 1);
- The most recent Grade 7 learner progress report.

Non-South African citizens:

- Learner valid study permit/ Asylum Seeker/ Refugee Permit/ Temporary or Permanent residence issued by DHA;
- Parent/ Legal Guardian Passport/ Asylum Seeker/ Refugee Permit/ Temporary or Permanent residence issued by DHA;
- Proof of Home address (A Municipal Account in the name of the parent with the home address used during application OR A legal lease agreement between the tenant and the owner of the property / Landlord)
- Proof of immunization (Gr R and 1)
- The most recent Grade 7 learner progress report

14.5 **N.B Where a learner cannot provide an official birth certificate, the principal of the relevant school is directed to accept alternative proof of identity such as an affidavit or a sworn statement deposed to by the parent, caregiver or guardian of the learner wherein the learner is fully identified.** (See attached DBE Circular 1 of 2020)

It is advisable for parents to have the required documentation with them when they submit their online applications especially those who will be visiting our walk-in centres as this will allow for a seamless process.

Admission Call center

The department will establish an admission call center that will help parents with any query pertaining the 2024 learner admissions. This is not a walk-in center but a call center. The following telephone numbers can be dialed to reach the call center:

- **053 874 7012/64**
- **053 874 7161/89**
- **053 874 7239/92**

15. NEW APPLICATIONS ABOVE THE AGE NORM

In cases where a learner is three years older than the norm age per grade, the Principal, in consultation with the Circuit Manager will seek direction from the Head of Department or an official delegated whether the learner will be admitted to that grade. Admission to a school will only be allowed if written consent is received from the Head of Department or delegated authority.

16. APPLICATIONS FOR RE-ADMISSION OF LEARNERS FROM A HOME EDUCATION / ONLINE EDUCATION PROGRAMME ONTO A PUBLIC SCHOOL

16.1 A parent who wishes to re-register his/her child from a home education programme into a public school, is required to submit the following documents when applying to a school:

16.1.1 The certificate of registration which reflects the NCDoe registration number of the learner;

16.1.2 The learner's portfolio of evidence;

16.1.3 Certified copies of the annual assessment reports of the relevant grade from when the learner was registered for home education to the last grade the learner completed, including external assessment reports (Grades 3, 6 and 9) completed by competent assessors.

16.2 The District Director must establish a team to evaluate the documentation and decide on the correct grade for placement. The team must comprise of the relevant ESS Specialist, a Curriculum Coordinator, a Circuit Manager, relevant subject advisor of the grade and subject, any other official that can contribute to the decision. This team must be chaired by the CES responsible for IMGD and co-chaired by the CES responsible for Curriculum.

17. APPLICATIONS FOR ADMISSION OF LEARNERS FROM ANOTHER COUNTRY THAT NEVER ATTENDED A SCHOOL IN SOUTH AFRICA INTO A PUBLIC SCHOOL SYSTEM

17.1 A parent who wishes to admit his/her child from a foreign country programme into a public school in South Africa, is required to submit the following documents when applying to a school:

17.1.1 the learner's last report card

17.1.2 a certified copy of the learner's birth certificate, an affidavit or a sworn statement;

17.1.3 certified copy of the parent's identity document, or a temporary ID Document in case the parent does not have an identity document;

17.1.4 proof that the child has been immunised at a public or registered private health establishment;

NB! In case of admission to a primary school ONLY.

17.1.5 proof of the parent's residential address;

17.1.6 the parents work permit or residence permit, etc.

17.1.7 the learners study permit.

- 17.2 The District Director must establish a team to evaluate the documentation and decide on the correct grade for placement. The team must comprise of the relevant ESS Specialist, a Curriculum Coordinator, a Circuit Manager, relevant subject advisor of the grade and subject, any other official that can contribute to the decision. This team must be chaired by the CES responsible for IMGd and co-chaired by the CES responsible for Curriculum.

18. ADMISSION OF UNDOCUMENTED LEARNERS TO ALL PUBLIC SCHOOLS

- 18.1 In terms of the DBE Circular 1 of 2020, paragraph 2.2 (c) states, "the right to education extends to everyone within the boundaries of South Africa, the nationality and immigration status is immaterial". Additionally, paragraph 1.2 (c) emphasises that "where a learner cannot provide an official birth certificate the principal of the relevant school is directed to **accept alternative proof of identity such as an affidavit or a sworn statement deposited to by the parent, caregiver or guardian of the learner wherein the learner is fully identified**". (See attached Circular)

19. ROLE OF CIRCUIT MANAGERS IN THE ADMISSION OF LEARNERS

Circuit Managers are tasked with the following responsibilities in relation to Learner Admissions:

- 19.1 participate in the District Online Admission Task Team Meetings and work closely with IMGd in facilitating the admission and placement of learners.
- 19.2 provide the District Director and District Online Admissions Task Team with verified school capacities and statistics of enrolled learners per grade, per class, Home Language, LOLT and projections for the following year to be recorded on the NCDoE Online Learner Admissions System.
- 19.3 facilitate and coordinate discussions with a Governing Body on the Admission and Language Policies within in his/her Circuit.
- 19.4 to ensure that each school follows the management plan and advocacy plan for learner admissions within the stipulated period.
- 19.5 to manage all admission queries received in relation to schools in their circuit.
- 19.6 negotiating spaces/capacity needed for both online and manual admissions
- 19.7 to refer all unresolved admission queries to the District Online Learner Admissions Team for possible placement in schools where spaces are still available.
- 19.8 assist in monitoring transfer/relocation applications
- 19.9 to do a physical inspection and head count to determine whether a class or school is full and submit his or her recommendation to the District Director for approval.
- 19.10 to receive applications from schools for permission to enroll above the maximum class size, investigate the grounds for the request and submit his or her recommendation to the District Director for approval.
- 19.11 to ensure that **all** learners in the exit grades in their circuit have been accepted at a school for 2024.

- 19.12 to ensure that all schools in their circuit submit the learner admissions statistics timeously.
- 19.13 to ensure that all schools in their circuit are on-boarded and are processing all proposed placement lists on the online system.

20. ROLE OF SCHOOL PRINCIPALS IN THE ADMINISTRATION OF ANNUAL LEARNER ADMISSION APPLICATIONS

In the administration of admissions, the Principal must deal with the following:

- 20.1 Avail data on the school capacity, enrolments per grade, projections for the following year.
- 20.2 Informing all parents that the school is open for admissions, once the Head of Department publishes the admission and application period, and outlining the procedures to be followed for admissions;
- 20.3 Ensuring that all exit grade 7 learners in their school, apply on the system before the system closure on 22 June 2023.
- 20.4 Assist parents to make online applications on the Department's Admissions Online Application System, including accepting and processing online verification of documents submitted by parents;
- 20.5 Verifying if learners will be returning to that school in the following year;
- 20.6 Issuing of transfer cards. **Transfer cards may ONLY be issued if a learners' placement which is not a general school hopper case is confirmed at the new school;**
- 20.7 Informing unsuccessful applicants of their right to appeal.
- 20.8 On-board the system to access the register of applications and proposed placement lists for admissions.
- 20.9 Verify the proposed placements and register any input to the District Admission Co-ordinator.
- 20.10 Verify the siblings and employees at their schools and register any input to the District Admission Co-ordinator

21. PROCESS OF ADMISSION

- 21.1 Once **all** the applications (Grade R, 1 and 8) are received from **22 May 2023 to 22 June 2023** on the Online Admission System, a period (start and end date) will be announced to allow **Principals and the schools as registered users** to assess and verify the uploaded documents in order to recommend or certify them as **complete** and **incomplete** in line with the required list of documentation.
- 21.2 Documents of placed learners will be made available to respective schools in order to be downloaded for printing and filing or electronic filing. This is to prevent schools asking parents to submit documents that were already uploaded to the online admission system.

- 21.3 **A learner shall not be admitted to the hostel or boarding accommodation provided by the school prior to admission to the school in accordance with the provisions of this circular.**

22. LATE APPLICATIONS

- 22.1 All applications received **after 22 June 2023** will be classified as late applications.
- 22.2 Late applications for grade **R, 1, and 8** must be done online as per the scheduled period.
- 22.3 Late applications for the other grades must be submitted directly to the school/s.
- 22.4 Late applications will be acknowledged and recorded as late and automated placements will be made on a daily basis based on the availability of space.

23. APPEALS TO THE MEMBER OF THE EXECUTIVE COUNCIL (MEC)

- 23.1 In terms of Section 5(9) of the South African Schools Act 84 of 1996, any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the MEC.
- 23.2 Parents will appeal online using their profiles by clicking on the school they wish to appeal to and selecting the reason or criteria the appeal is based on.
- 23.3 Appeals for grades **R, 1, and 8** will be administered online by providing the following information:
- a) Reference number or ID number of the child for whom the appeal is made
 - b) The school to which the appeal is made
 - c) Provide reasons for your appeal based on the criteria.
 - d) Application outcome from the NCDoe Online Learner Admissions System.
- 23.4 Appeals for other grades must be done in writing to the office of the MEC.

24. MANAGEMENT PLAN FOR LEARNER ADMISSIONS

The following Management Plan shall apply:

NO	ACTIVITY	TIME –FRAME	RESPONSIBILITY
1	Submission of school capacities, statistics of enrolled learners per grade, per class, Home Language Teaching and 2024 projections to be recorded on the NCDoe Online Learner Admissions System.	18 May 2023	School Principals, Circuit Managers, IMGD Unit
2	Learner Admission Advocacy by schools, Districts and Province.	02 May 2023	Communications Unit, District Office School Principals
3	Training of District Officials and walk-in centre personnel on the Front End Online Learner Admissions System.	04 May 2023	IT Unit

NO	ACTIVITY	TIME –FRAME	RESPONSIBILITY
4	Application period	22 May 2023 – 22 June 2023	Parents
5	Training of District Officials and walk-in centre personnel on the Back End of the Online Learner Admissions System.	26 May -17 June 2023	IT Unit
6	Closing date for learner admission applications.	22 June 2023	Provincial Admission Team
7	Application assessment & verification of uploaded documents in line with the required list of documentation.	26 June – 28 July 2023	District admissions teams
8	Application assessment & verification of uploaded documents in line with the admissions criteria and verification of siblings and employees	31 July – 04 August 2023	School Principals
9	Proposed placement list to be verified and signed off by schools.	11 August 2023	Principals
10	SMS's sent to parents informing them of their application progress and placements.	18 August 2023	Online Admissions System
11	Appeals open for placed learners who applied within the application period.	18 August 2023	Provincial Admission Team
12	District Director finalise the placement of all entry grades (R, 1 and 8) for learners who applied within the application period, in schools with available spaces.	15 September 2023	District Director & District Admissions Team
13	Appeals outcome SMSs sent to parents	23 October 2023	Provincial Admissions Team
14	District Directors submit to Head Office (through School Readiness) a list of all learners who have not been placed due to a lack of spaces.	November 2023	District Director District Admissions Team
15	All public schools update their admission database and capture all new and successful applications on the South African Schools Administration Management System (SA-SAMS).	December 2023 - January 2024	School Principal and admin staff

25 CONCLUSION

- 25.1 Principals are requested to ensure that the information contained in this Circular is **immediately** brought to the attention of all educators, the school governing body, all parents/guardians, caregivers and learners.
- 25.2 This Circular replaces **Circular 17/2022** and will remain in place until withdrawn by my office.
- 25.3 The NCDoe Online system does have a section with frequently asked questions with their possible answers to assist all users.
- 25.4 Should any uncertainty prevail as to any aspect of this **instruction** you may contact the **District Director** or the **Provincial/District Admissions Team Coordinator** for further clarity at:

Provincial Office:	Admissions Team:	Contact Details:
	Ms. Z. Toffar	053 839 6809/3
District Office:	Admissions Team Coordinator:	Contact Details:
Frances Baard	Mr. T. Daniels	053 830 1644/5/7/8
John Taolo Gaetsewe	Mr. D.J. Disang	053 773 9626
Namakwa	Mr. T. Cardinal	027 718 8735
Pixley ka Seme	Ms. L. Mdekazi	053 632 9286
Z.F. Mgcawu	Mr. D.L. de Wee	054 337 6422

Thank you



MS. M. MARAIS
HEAD OF DEPARTMENT: EDUCATION
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