
NORTHERN CAPE DEPARTMENT OF EDUCATION

2025/26 Online Admission Frequently Asked Questions (FAQ)

Grades R, 1 & 8

1. When do 2026 school applications open?

Online applications open on **14 April 2025 at 09:00** and close at **midnight on 23 May 2025**.

2. Do parents need to complete paper forms at schools?

No. Applications must be submitted via the **official Online Learner Admission System**: www.ncdoeadmissions.org. No manual forms are required.

3. Where and how do I apply?

Visit www.ncdoeadmissions.org to register. All users must re-register for 2025/26. Walk-in centres at selected schools will assist parents without access to devices or the internet.

4. Which grades can be applied for online?

Only Grades **R, 1, and 8** in public schools are available on the online system.

5. Is online application required for Grade R?

Yes, parents must apply online for public schools offering Grade R.

6. What is the age requirement for Grade R?

Children must be **5 turning 6** in the year of admission. Applications for underage learners (4 turning 5 by 30 June) will be considered by the District Director, as per legislation.

7. Is a Grade R report card needed for Grade 1 applications?

No. Parents only need to submit a **Grade 7 report card** when applying for Grade 8.

8. What is the age requirement for Grade 1?

Learners must be **6 turning 7** in the year of admission.

9. Can I register and apply at the same time?

Yes. The process has **three steps**:

1. Parent/Guardian Registration
2. Learner Profiling
3. Application Submission

You can proceed to the next step immediately after completing the previous one.

10. Can I apply for more than one child?

Yes. After applying for the first child, click on **"Add another learner"** to apply for siblings, including twins or triplets.

11. What if I forget my login credentials?

Go to the login page, click **"Forgot Password"**, enter your ID, and an OTP will be sent to your registered cellphone.

12. Can I choose which school to apply to?

Yes. You can apply to schools in your order of preference.

13. Can I apply for all my children to the same school?

Yes, but **placement is not guaranteed**. Each application is considered individually.

14. How many schools can I apply to per learner?

Up to **three schools** per learner. High-demand schools may require that you apply to three schools.

15. Are feeder zones used for placement?

No. Placement is based on **NCDoe criteria**, including:

- Siblings currently enrolled (an applicant learner has sibling(s) currently attending at that school of application)
- Home address (The suburb of residence of the applicant learner is the same as the suburb of the school applying to)
- Neighbouring area (The suburb of residence of the applicant learner is considered by the online admission system as one of the adjacent suburbs of the school applying to)
- Parent employment at the school (the applicant learner is a child of an employee of the school applying to)
- If places remain after all the above-mentioned applicants have been offered places, other applicants, in order of the position of the application, will be considered.

16. Do these criteria apply to Schools of Focused Learning?

No. These schools apply **their own admission criteria**.

17. Can I use a friend's cellphone number to register?

No. Use your **own reliable number** to receive important SMS updates about the application.

18. What SMS updates will I receive?

- Username and password
- Application reference number
- Reminders to submit documents
- Final placement or progress updates

19. What if I change my cellphone number?

You can update it on the system or call the call centre for assistance.

20. Can I edit information after submitting my application?

No. Edits must be requested via email or at your nearest district office. You can, however, update your address in case of relocation and upload new proof.

21. How will I know if a school has received my application?

You'll receive an **SMS with a reference number** confirming submission. For errors, email: **admissionsqueries@ncdoe.school.za**.

22. Can non-South African citizens apply?

Yes, the system accommodates **South African and non-South African applicants**.

23. Can I apply without an ID document?

Yes, but **proof of application for an ID** must be submitted within 2 weeks, and the ID must be submitted within 6 weeks.

24. Will the system verify ID or passport numbers?

Yes, the system authenticates the submitted ID or Passport numbers with relevant Institutions and systems.

25. What happens if false documents are submitted?

Any falsified or incorrect information may result in the application being rejected or disqualified.

26. Can documents be submitted once to all schools?

Yes. Documents uploaded online are visible to all selected schools.

27. Can I upload documents online?

Yes. Upload documents (max 10MB) directly to the portal.

28. When must documents be uploaded?

Within **7 days** of submitting your application.

29. Will I get proof of document submission?

You can log in and check under **“My documents”** for uploaded files.

30. Will learners be placed if not all documents are submitted?

Yes, but **final documents must be submitted to the school** upon placement.

31. What if a school requests extra documents or fees?

Report such requests to the **District or Provincial Office**.

32. Can late or missing documents still be submitted?

Yes, after **up to two reminders**. Failure may result in disqualification.

33. Can I apply to a school with boarding facilities?

Yes, but **boarding arrangements are separate** from placement and must be discussed directly with the school.

34. When will placement offers be sent?

SMS notifications begin from **31 July 2025**.

35. Will I receive multiple placements?

No. Only **one confirmed placement** per learner will be offered.

36. What must I do after receiving placement?

Wait for the school to contact you to complete an **Acceptance Form**.

37. What if my child is not placed at any of the chosen schools?

They will be placed at an **alternative school** with space. Grade R learners may be directed to private/community-based centres if space is unavailable.

38. My child is at a combined school. Do I still need to apply?

No application is needed if the school offers the next grade (e.g., Grade 8).

39. Can I delete an application or confirmed placement?

No. Submit a written withdrawal request to the **District Office**.

40. Will my child be placed in a school offering their current Home Language?

Yes. The system will only show schools that offer the Home Language captured on the learner's report.

41. What documents count as proof of address?

- Municipal account
- Lease agreement
- Affidavit from SAPS
- Any valid proof of residence

Falsified documents will result in disqualification.

42. What if I move after applying?

Update your address and upload new proof on the system.

43. Can out-of-province parents apply for Northern Cape schools?

Yes, all applications are processed based on **available space and criteria**.

44. Will my child be placed at the school assisting with the application?

Not necessarily. **Placement is based on criteria**, not location of application.

45. Should schools charge fees during applications?

No. No registration or admission fees may be requested before a learner is placed.

46. Will user guides be made available?

Yes. A **Parent Step-by-Step User Guide** is available under the "Support" menu on the website.

47. Who can I contact for help?

Email: **admissionsqueries@ncdoe.school.za**

48. Is there a call centre for help?

Yes. The call centre (not walk-in) is available at:

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

49. Can I appeal if my child is not placed?

Yes. Appeals must be submitted to the MEC within **14 days** of receiving a placement that you are not happy with or a SMS indicating that your application was unsuccessful. Such appeals can only be considered if they are lodged through the system, no any other way.