

STEP-BY-STEP GUIDE TO THE NORTHERN CAPE LEARNER ONLINE ADMISSIONS SYSTEM

STEP-BY-STEP ADMISSIONS ONLINE APPLICATION USER GUIDE FOR THE 2022 LEARNER INTAKE APPLICATION PROCESS

In terms of Section 9 of NEPA, the admission policy of a public school and the administration of admissions by an education department must not unfairly discriminate in any way against an applicant for admission.

Admissions Circular 12 of 2021 provides the preference order of admissions as:

- a) The applicant learner's place of residence is in the same suburb as that of the school;
- b) The applicant learner has a sibling attending the school;
- c) The applicant learner's parent is employed at the school;
- d) The applicant learner's place of residence is in a suburb adjacent to the suburb in which the school is; and
- e) The applicant learner is placed in order of his or her position, if any positions remain available after all the above criteria.

NB: The ranking of the applications for admission shall be in the order of the categories referred to the above.

Parents access the web address: <http://www.ncdoeadmissions.org> to be on the “Welcome to Admissions Online Applications for 2022 Public Schools” page.

For official information about COVID-19 visit the Corona Virus South Africa portal: [click here](#)
For the official South African COVID-19 Vaccination Programme visit the Corona Virus South Africa portal: [click here](#)



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Welcome to NCDoE Admissions Online Applications for 2022 Public Schools

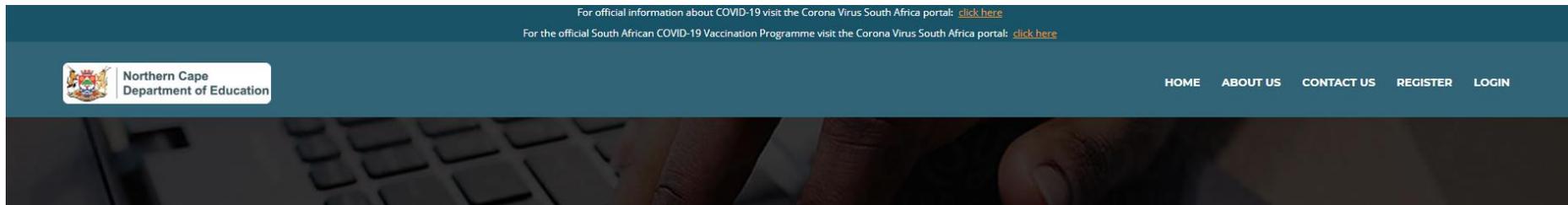
Please click here to read the [Terms and Conditions](#) before you continue. Using the system means you understand and accept the Terms and Conditions.

[Apply for 2022](#)

Parents are required to read the information on the Welcome Page and click on “Apply for 2022” to begin the process:



Alternatively, parents can begin the process by selecting the “Register” button at the top right of the screen:



Note that the application process consists of three steps:

Step 1: Parent/Guardian details

Step 2: Learner details

Step 3: Application to a school

Step 1: Enter parent/guardian details

Parents must accept the Terms and Conditions by ticking the checkbox next to “I Agree to the terms & conditions and wish to proceed” in order to proceed to Step 1:

ONLINE APPLICATION - STEP 1 (PARENT)

Online Application for admission of learners to Public Ordinary Schools

- The information requested is confidential and is intended only for the purposes of applications in the Northern Cape
- Once information on the application form is completed and submitted no changes can be made
- The Northern Cape Department of Education therefore does not accept liability for any errors or omissions committed while completing the Online Application Form.
- Information and Documentation provided will be validated by the school where an application is made
- Any falsified or incorrect information/documentation provided may result in an application being rejected and/or disqualified
- Submission of the application does not guarantee placement of a learner at the schools selected. However, the Department will ensure that all learners who applied for Grade 1 and 8 are placed.
- Ensure that you read the [South African School Act](#) and the [Admissions Circular no 24 of 2020](#) for more information regarding the Admissions.

I Agree to the terms & conditions and wish to proceed

Upon accepting the “Terms and Conditions” by selecting this tickbox, Parents will automatically be taken to a page requiring their personal information:

South African / Permanent Resident



Non South African Citizen



ID No. *

Name(s) *

Surname *

Gender *

Cellphone Number *

Telephone

Email Address

Home Address*

Home District*

Home Suburb*

Province *

Are you making use of a walk-in centre to make your application? *

Password must contain an upper case character, a special character, a lower case character and a numeric value and be at least 8 characters long. (e.g. P@ss2022)

Username *

Password *



Confirm Password *



Fields marked with an asterisk (*) are required and the system will not allow a user to continue unless all such fields are completed correctly. Note that only the email address and home telephone fields are not compulsory.

The user must select a unique Username and a Password, which must contain an upper case character (for example, “A” and not a lower case “a”), a special character (such as an exclamation “!” or dollar sign “\$”), and a numeric value (“8” and not “eight”). This Password must also be at least 8 characters long, including the upper case character, the special character and the numeric value.

It is only once ALL compulsory fields have been correctly completed that the green “Submit Parent/Guardian Details” button will turn orange and can be selected to take the user to the next step in the process.

Username *

Password *



Confirm Password *



Submit Parent/Guardian Details

Step 2: Enter learner details

After having clicked on the “Submit Parent/Guardian Details” button, the user will be taken to a page requiring learner details. Note that the Step 1 process will now be shown as “Step 1 Completed: Enter Parent/Guardian Details”

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 **Northern Cape Department of Education**

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Step 1 Completed: Enter Parent/Guardian Details Step 2: Enter A Learner Details Step 3: Apply To A School

ENTER LEARNER DETAILS - STEP 2

One Child Twins Triplets

South African / Permanent Resident Non South African Citizen

*

ID Number

Date of Birth * Gender *

Name(s) * Surname *

Users may elect to enter details of one child, twins or triplets. Note that, once the first learner has been successfully entered, multiple single learners (i.e. siblings who are not twins or triplets) can also be added by selecting the “My Learners” button on the top right of the page and selecting “Add a Learner”. This will be explained in more detail below.

Users must enter the ID number of the learner they wish to enrol. If this ID number is already on the Provincial Data Warehouse of the Northern Cape Department of Education, some of the fields will be pre-populated and should only be altered if they are incorrect.

Please note that all fields marked with an asterisk (*) are compulsory and must be completed before the user can continue to Step 3.

South African / Permanent Resident	Non South African Citizen
<input checked="" type="radio"/>	<input type="radio"/>
*	
<input type="text" value="ID Number"/>	
Date of Birth *	Gender *
<input type="text" value="Date of Birth"/>	<input type="text" value="Select Gender"/>
Name(s) *	Surname *
<input type="text"/>	<input type="text"/>
Race is only for statistical purposes and has no bearing on allocation of school.	
Subject chosen as Home Language *	
<input type="text" value="Select Language"/>	
Preferred Language of Learning and Teaching(LoLT) *	Race *
<input type="text" value="Select Language"/>	<input type="text" value="Select a Race"/>
Province *	Current Grade
<input type="text" value="Northern Cape"/>	<input type="text" value="Select the grade the learner is in currently"/>
Grade Applying for *	Current School *
<input type="text" value="Select the grade a learner is applying for"/>	<input type="text" value="Please Select School"/>
<input type="checkbox"/> Accept declaration	
<input type="button" value="Next"/>	



The user must select the learner’s “Home Language,” which is the subject that the learner will choose as one of his or her two language subjects.

The “Preferred Language of Learning and Teaching (LoLT)” is the language in which the learner would prefer to have all their subjects taught. This could be different from the “Home Language” choice.

Note that, whilst “Race” is a compulsory field, this is only for statistical purposes and does not influence a learner’s school allocation.

The “Current Grade” is the grade that the learner is currently attending (in 2021) and could also be “Not in a school.”

The “Grade Applying for” is the grade that the learner will be attending in 2022. Choices are limited to Grade R, Grade 1 and Grade 8.

The “Current School” is the school that the learner is currently attending (in 2021) and could also be “Educare” or “Not in a school.”

Subject chosen as Home Language *

Preferred Language of Learning and Teaching(LoLT) *

Race *

Province *

Current Grade

Grade Applying for *

Current School *

Note that the minimum age for applying to Grade R is 4 turning 5 by 30 June 2022 and for Grade 1 it is 5 turning 6 by 30 June 2022. All learners meeting the minimum age requirement can register on the system, but please note that capacity constraints require that preference for placement in schools be given to learners who are already 5 and turning 6 by 30 June 2022 for Grade R and those already 6 and turning 7 by 30 June 2022. A pop-up notice will inform users of this when registering a minimum age applicant on the system:

Attention:

In accordance with clause 10.2 of Admissions Circular 12 of 2021, the minimum age for an application to grade R in 2022 is 4 turning 5 by 30 June 2022. Please note that, due to capacity constraints, preference for placement will be given to learners who are 5 turning 6 by 30 June 2022. Younger learners will only be placed if there is surplus space available after learners who are 5 turning 6 by 30 June 2022 have all been placed.

I acknowledge

I acknowledge having been informed that my application is for a learner who meets the minimum age requirement for the grade applied to. I further acknowledge having been informed that preference for placement will be given to older learners and that minimum age applicants will only be placed after all older learners in this grade have been placed.

[Make another application](#)

[Log Out](#)

Note that this pop-up only appears if the learner falls in the minimum age group for applications to a certain Grade.

The user must select the tickbox at the bottom of the pop-up notice to acknowledge having been informed of this. Only once the tickbox has been selected can the user continue with the process. An orange “Continue” button will appear on the bottom right.

Attention:

In accordance with clause 10.2 of Admissions Circular 12 of 2021, the minimum age for an application to grade R in 2022 is 4 turning 5 by 30 June 2022. Please note that, due to capacity constraints, preference for placement will be given to learners who are 5 turning 6 by 30 June 2022. Younger learners will only be placed if there is surplus space available after learners who are 5 turning 6 by 30 June 2022 have all been placed.

I acknowledge

I acknowledge having been informed that my application is for a learner who meets the minimum age requirement for the grade applied to. I further acknowledge having been informed that preference for placement will be given to older learners and that minimum age applicants will only be placed after all older learners in this grade have been placed.

Make another application

Log Out

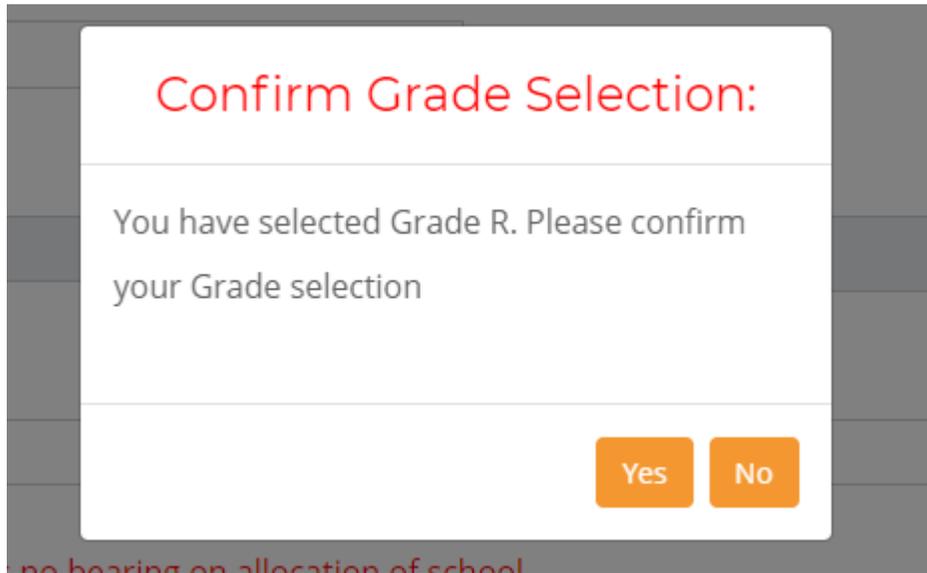
Continue

Language of Learning and Teaching (LoLT) *

Race *

After the user has clicked the “Continue” button, the process will continue.

A pop-up message will now display a notice confirming the Grade that the learner is applying to. Note that, if the learner is not in the minimum age group for an application to a particular grade, the previous pop-up message would not have appeared. For those learners not in the minimum age group, this pop-up message will appear immediately after selecting the Grade applied to:



The user must select the “Yes” button to continue, or the “No” button to choose a new grade to apply to.

Once the user has completed all the fields, there is a tickbox on the bottom left marked “Accept declaration” that must be selected:

Subject chosen as Home Language *

Afrikaans ▼

Preferred Language of Learning and Teaching(LoLT) *

English ▼

Race *

African ▼

Province *

Northern Cape ▼

Current Grade

Educare ▼

Grade Applying for *

Grade R ▼

Current School *

Private ▼

Accept declaration

Next

Note that the “Next” button is green and cannot be selected until all the compulsory fields are completed and the “Accept declaration” box has been ticked.

On ticking the “Accept declaration” box, a new pop-up message appears:

Gender *

Declaration

(Tick checkboxes below to accept the Declaration)

- I have provided accurate and correct information
- I have full knowledge that the placement process will be in line with the Admissions criteria as outlined in the Admission Circular
- Multiple Applications can be made using any of the options in no particular order

Accept

The user must accept all three declarations by ticking the checkboxes before the green “Accept” button will turn orange and be selectable.

Declaration

(Tick checkboxes below to accept the Declaration)



I have provided accurate and correct information



I have full knowledge that the placement process will be in line with the Admissions criteria as outlined in the Admission Circular



Multiple Applications can be made using any of the options in no particular order

Accept

The user must now click on the orange "Accept" button to return to the previous screen, but the green "Next" button will now have turned orange and can be selected. The user must click on the "Next" button to proceed to Step 3 of the process.

Province *

Northern Cape ▼

Current Grade

Educare ▼

Grade Applying for *

Grade R ▼

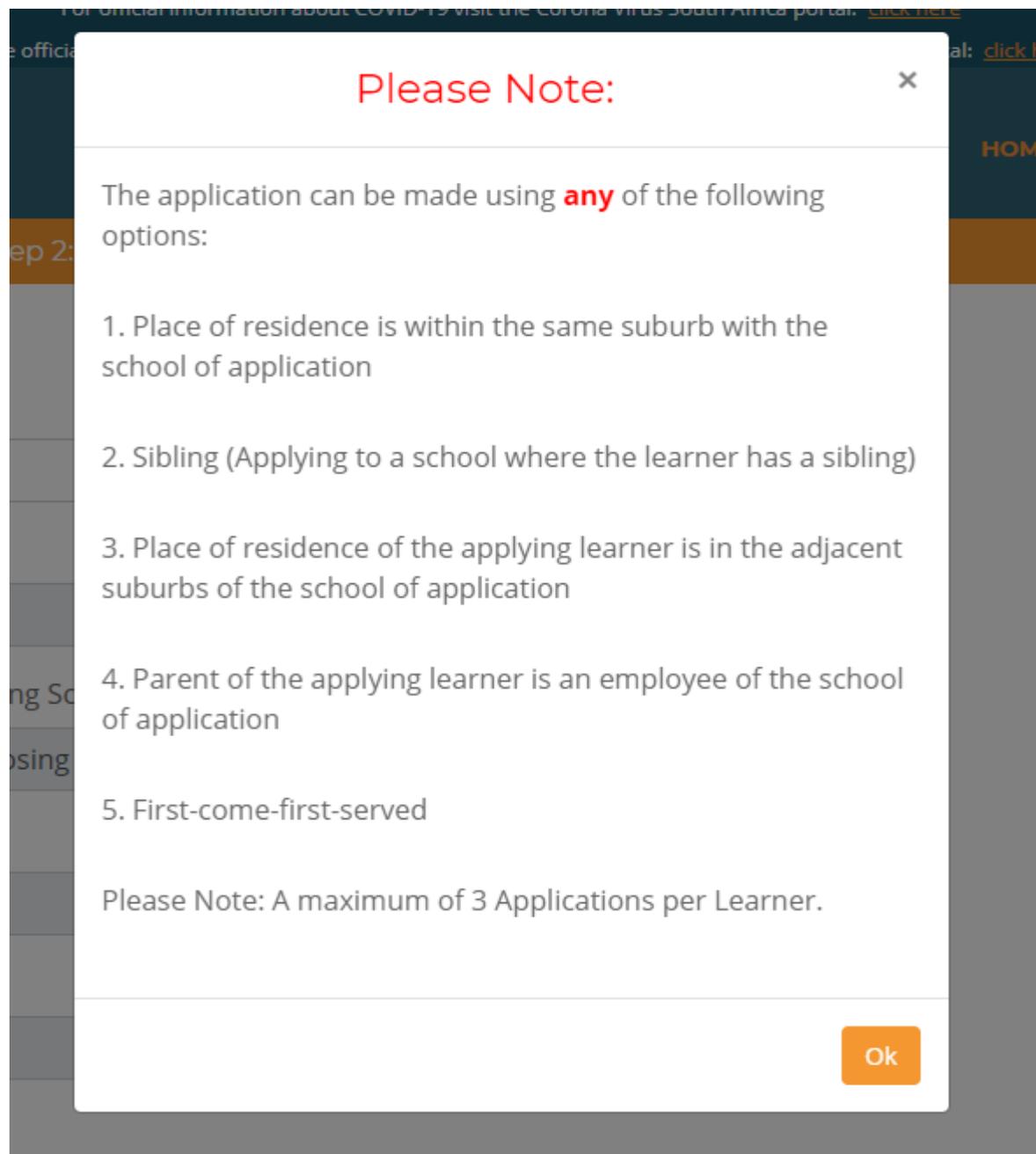
Current School *

Private ▼

Accept declaration

Next

Immediately upon clicking on the orange “Next” button, the following pop-up message will appear:



The user must take careful note of the various options available as this will determine the basis upon which the learner is selected for the school applied to. Also note that a user may only make a maximum of three applications per learner. Select the orange “Ok” button on the bottom right to proceed to the learner details page:

Learner Name *

Select Grade

Select Application Option for Choosing School

Select District applying to

Select School applying to

The user must select the down arrow next to “Select a Learner” to select the learner for whom an application will be made. The Grade applied for is pre-selected from the selection previously made.

Note that, once the learner has been selected, the “Select Application Option for Choosing School” is now selectable:

Learner Name *

Select Grade

Select Application Option for Choosing School

Select District applying to

Select School applying to

The user must now choose which one of the five placement criteria will be applicable to the application made:

Learner Name *

Test ▼

Select Grade

Grade R ▼

Select Application Option for Choosing School

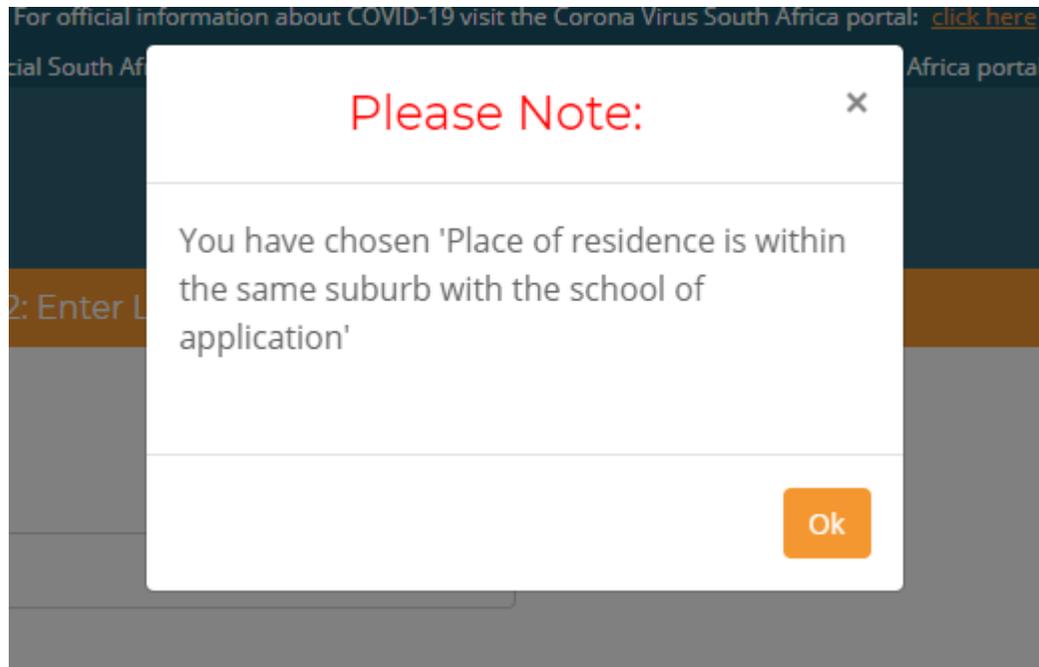
Place of residence is within the same suburb with the school of appl ▼

- Select Application Option for Choosing School
- Place of residence is within the same suburb with the school of application**
- Sibling (Applying to a school where the learner has a sibling)
- Place of residence of the applying learner is in the adjacent suburbs of the school of application
- Parent of the applying learner is an employee of the school of application
- First-come-first-served

Select a School applying to ▼

Submit Application

After having selected a criteria, the system will display a pop-up message confirming the choice made:



Select the orange "Ok" button to proceed.

Note that, once a placement criteria has been chosen, the “Select District applying to” button becomes active:

Learner Name *

Select Grade

Select Application Option for Choosing School

Select District applying to

Select School applying to

Submit Application

The user must now select the District in which the school he is applying to is located. There are five districts to choose from:

Learner Name *

Select Grade

Select Application Option for Choosing School

Select District applying to

- Select District applying to
- FRANCES BAARD
- JOHN TAOLO GAETSEWE
- NAMAQUA
- PIXLEY-KA-SEME
- ZF MGCAWU

Only once a district has been selected, will the “Select a school applying to” button become active:

Learner Name *

Select Grade

Select Application Option for Choosing School

Select District applying to

Select School applying to

Submit Application

Note that only schools in the chosen district and schools that offer the grade applied to will appear as options on the “Please Select A School” dropdown list:

Detail: Please Select A School

- IXUNKHWESA COMBINED SCHOOL
- BARKLY WES PRIMÊRE SKOOL
- BARKLY WEST HIGHER PRIMARY SCHOOL
- BEACON PRIMARY SCHOOL
- BOITSHOKO PRIMARY SCHOOL
- BONTLENG PRIMARY SCHOOL
- CW KIES INTERMEDIÊRE SKOOL
- DELPORTSHOOP GEKOMBINEERDE SKOOL
- DELPORTSHOOP INTERMEDIATE SCHOOL
- DL JANSEN PRIMÊRE SKOOL
- DU TOITSPAN LAERSKOOL
- ENDEAVOUR PRIMARY SCHOOL
- ER MOCWALEDI INTERMEDIATE SCHOOL
- FLAMINGO PRIMARY SCHOOL
- FLOORS NORTH PRIMARY SCHOOL
- FRANCIS MOHAPANELE PRIMARY SCHOOL
- GAOSHUPE MAKODI PRIMARY SCHOOL
- GN PRESSLY INTERMEDIÊRE SKOOL
- GROENPUNT PRIMÊRE SKOOL

Please Select A School

Submit Application

Note that, if the school chosen does not meet the requirements of the chosen placement criteria, an error message will be displayed to confirm this:

Select Application Option for Choosing School

Place of residence is within the same suburb with the school of appl ▼

Select District applying to

FRANCES BAARD ▼

Select School applying to

IXUNKHWESA COMBINED SCHOOL ▼

The school selected does not match the registered suburb. Please choose a different address option.

Submit Application

The user must now select a different application criteria or amend their address to match that of the school.

Once a selection has been made that complies with the placement criteria, the green "Submit Application" button will turn orange:

Learner Name *

Select Grade

Select Application Option for Choosing School

Select District applying to

Select School applying to

After having selected the orange “Submit Application” button, the user will be taken to the document upload page:

You have made an application, Please upload the supporting documents to the system within 7 school days:

- Legal birth certificate.
- Parent/Legal Guardian Identity document.
- Proof of Legal Guardianship if not the biological parent of the learner
- 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)
- Immunisation documents for Grade R and 1 (against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B)
- Current school Academic Report Card and Transfer (Grade 8)
- Proof of Sibling-relationship where Sibling option is used

Please use this Waiting List number for any enquiry:

Waiting List No: LA/16302/00/210521/145739_300016302

Apply to another school for the same learner

Apply for another learner

Upload Documents

Logout

Thank you for Applying

An SMS will be sent to the user with the Waiting List No. The user can now either upload the required documents, apply to another school for the same learner, apply for another learner or log out of the system.

We suggest that users proceed to upload their documents if they have those at hand. Selecting the orange “Upload Documents” button will display the following screen:

Upload Documents

Please upload the supporting documents

- Legal birth certificate.
- Parent/Legal Guardian Identity document.
- Proof of Legal Guardianship if not the biological parent of the learner
- 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)
- Immunisation documents for Grade R and 1 (against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B)
- Current school Academic Report Card and Transfer (Grade 8)
- Proof of Sibling-relationship where Sibling option is used

Filename *

 No file chosen

This file is for... *

 ▼

Upload

Supported File Types : .pdf, .doc, docx, .jpg,
.jpeg, .png, .bmp, .xls, .xlsx, .csv, .txt
File Size Limit : 10MB

Users can choose the file to be uploaded and for which learner.