



DEPARTMENT OF EDUCATION

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DEPARTMENTAL CIRCULAR NO: 47 OF 2018

TO: DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES
ALL PARENTS AND GUARDIANS OF SCHOOL GOING
CHILDREN

ADMISSION IN PUBLIC SCHOOLS FOR 2019

This information is aimed at all parents, guardians and caregivers of
Children of school going age.

FUNDAMENTAL PRINCIPLES

The right of access to basic education and of equal access to educational institutions is not only enshrined in the Country's Constitution but has been taken forward in the **South African Schools Act (Act no 84 of 1996) as amended** and the **Northern Province School Education Act No. 9 of 1995, Gazette No. 19377 of October 1998**. This presents to all of us in the Province with enormous challenges, particularly in the context of our limited resources and vast needs. We have to rely on the commitment of

all the role-players and stakeholders so that, together, we are effective in minimizing difficulties and speeding up transformation.

FIRST TIME ADMISSION

If your child is going to school for the first time, or moving to a new school, you must immediately collect registration forms from the school:

- nearest to your home,
- nearest to your work address,
- where your other children are attending,
- of your choice.

Completed forms must be returned to the school by not later than **31 May 2018**. It is advisable to return the forms within a day or two because admissions will be treated on *a first- come-first-served basis*, assuming that all other criteria are met.

All parents must insist on completing their details, in their own hand writing, in the **admission register** used to control new admissions. The register will be used to determine who gets *first* preference, after other criteria have been used or considered.

NB: Parents must insist on being given the number of their Application

AGE OF LEARNER

In terms of the South African Schools Act, (**Act no 84 of 1996**) as amended you can register your child at school in **Grade R** if the child is **4 turning 5** on or before **30 June 2019**. Those who are **5 turning 6** on or before **30 June 2019** must be admitted into **Grade 1**



ADMISSION REQUIREMENTS

1. DOCUMENTS REQUIRED

In order to register your child you must take the following documents with you:

- **Birth certificate** or acceptable proof of birth date (do **not** take a **baptismal** certificate as proof)
- **Immunization** card
- **Transfer** card, and/or
- **Last report** card

If you are **not** a South African **citizen**, you must also take the following

Documents:

- **Study/work** permit
- **Temporary or permanent** Residence Permit from the **South African Department of Home Affairs**.
- **Evidence** that you have ***applied for permission*** to stay in South Africa.

If you do **not** have all the above documents, you **may still** register your child **provisionally** at the school and the principal of the school **must advise** you where to get the required documents. Should you **succeed** to obtain the necessary documents your child's registration will be **confirmed**.

2. ADMISSION PROCEDURE (WHICH SCHOOLS MAY FOLLOW)

The school at which you are registering your child may **not** ask you to:

- Pay a **registration/admission** fee
- **Sign** an undertaking that you will pay the school fees as indicated.
- **Pay** some of the **school fees** straight away.
- **Sign** that you subscribe to the mission statement of the school.



- Agree to the **Learner's Code of Conduct**.
- Enter into a **contract** in terms of which the school will **not** be added accountable for damages arising during the education of your child.
- **Administer a test** before admitting your child.

You are not obliged to agree to any of these conditions for admission. Your child cannot be refused admission at any public school as a result of your inability to meet any of the above stated conditions. If you pay registration fees, you must insist that it be credited against your child's school fees.

It should also be noted that admission fee is outlawed. The Department SHALL take serious action against those who act outside the provisions of the Act. The administering of tests for the sake of admission is illegal. The use of pre-school experience as a requirement for admission into Grade R or 1 is against the law.

3. MAIN STEPS FOR ADMISSION

- Register your child at the school nearest to you from **18 April to 31 May 2019**.
- Submit all the required documentation.
- Obtain a **waiting list number** from the school.
- By **30th June 2018** the school should have informed you if the application was successful or not.
- If **unsuccessful**, you can lodge a **complaint** to your nearest **Circuit Office**.

4. WAITING REGISTER

If you want your child to go to a school away from where you live, you may register your child at the school of your choice, BUT the school must put your child's name on a **waiting list**. The school must give you a letter to say that you are on the waiting list, and what your position on the waiting



list is. The school must inform you by the **30 June 2018** whether your child is accepted at the school or not. If you decide to **decline** the place offered at the school, you **must inform** the school as soon as possible. This will allow the school to give the place to another child.

5. RECOURSE IF NOT ADMITTED

If the school refuses or is unable to accept your child, you must be given a **letter** to tell you **why** she/he has not been accepted at the school, as well as the address of the **Circuit Manager**. Please visit the Circuit Office to present your case.

If the **Circuit Manager** has **not** resolved your matter within **10 working days**, please refer the matter to the **District Director**, who must resolve your case within **10 working days**.

If the **District Director** has **not** dealt with the admission of your child to your satisfaction please refer the matter to the office of the **Head of Department**. The **Head of Department** will address the matter within **20 working days**. If you are dissatisfied with the response from the Head of Department please **Appeal** to the **MEC for Education**. The MEC will respond to your appeal within **21 working days**.

In all instances where you are taking your grievances to a higher office, it will be because the lower office has not dealt with the matter within the specified number of days or you are not satisfied with the response and the reasons given therefore. While interacting with the Offices mentioned in the previous paragraphs, it is advisable to continue your search for admission at other schools in the area.

The Department of Education has an obligation to accommodate all children of a school going age. Should your child not be accommodated at the schools in your area, contact the Department at (015) 290 9382 so that we can arrange to place your child at a school as near as possible to your home.



6. PAYMENT OF SCHOOL FEES

Schools may charge school fees **except in No Fee Schools** (Quintiles 1, 2, &3) and parents/guardians are required to pay such fees. If you cannot afford to pay school fee, or can only pay part of the school fees, the school must still admit your child to the school. ***The principal must advise you on how to apply for an exemption from payment of school fees and avail the necessary forms.*** The onus to demonstrate an inability or limited ability to pay school fees lies with the parent and it is the responsibility of the SGB to verify whether the parent qualifies for a partial or total exemption. Please take note that **you may be taken to court** for amounts owed in respect of school fees.

7. GRADE 12 REPEATERS

Please note that learners who **failed grade 12** are allowed to **repeat twice** i.e. they can do Matric **three** times.

8. ADMISSIONS INTO GRADE 12

The practice by some public secondary schools whereby learners who passed **Grade 11** at another school are **refused** admission into **Grade 12** or are admitted into **Grade 11** is **DISCRIMINATORY** and is hereby outlawed.

9. SPECIAL ADMISSIONS DURING THE YEAR

Principals must please take note that from time to time during the year the Department will place learners in their schools. These are learners who due to circumstances beyond their control and their parents' control or even beyond the control of the Department had to relocate from one place of abode to another.



10. CONCLUSION

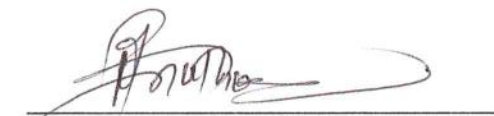
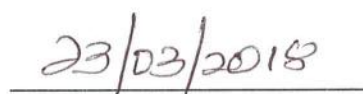
To this end, we have to **work together** and do everything within our means to **avoid the unfortunate exclusion** of children from both public and independent schools, particularly those in urban areas. This tendency speaks very badly about the people of Limpopo and our commitment to transformation, to an extent that some even attach **racial connotations** if their children are **not admitted**.

While this might be true in some instances, we must be very careful before we jump onto the bandwagon of making unfounded accusations of discrimination when, in fact, we have **not responded** in time to register our children.

We, **the Department of Education**, will **monitor** the situation **very closely** to minimize the occurrence of unfair discrimination. We call on all the parents to immediately go and register their children for admission in terms of the procedure alluded to above in order to reduce the probability of conflict.

Guidelines for admission for 2019 are attached

PLEASE WRITE TO THE DEPARTMENT AT THE FOLLOWING POSTAL ADDRESS: PRIVATE BAG X9489 PIETERSBURG, 0700 OR TEL: (015) 290-9382 FOR ATTENTION AM MOLAUDZI. ENSURE THAT YOU PROVIDE YOUR CONTACT NUMBERS.


MUTHEIWANA NB
SUPERITENDENT GENERAL
DATE

GUIDELINES FOR ADMISSIONS: 2018

1. ACTIVITIES AND DATES

1.1. Schools must set up admission committees and organize workshops to refresh their memories about admission policies.	26 to 28 March 2018
1.2. Schools must conduct a vigorous advocacy campaign for 2019 admissions , where applicable, by • Issuing letters to parents, churches, burial societies, football clubs and any other organized group with the ability to mobilize people. • Addressing parents' meetings and other meetings such as those of the Senior Traditional Leaders and headmen, churches, burial societies etc. • Displaying posters at public places e.g. clinics, hospitals etc. • Distributing pamphlets in taxis and buses etc. • Addressing the public through electronic media e.g. local radio stations. • Using any other method that will inform the public.	09 to 17 April 2018
1.3. Schools must distribute application forms to all applicants on a first come-and- first - served basis. Parents/applicants themselves will, using their own hands , make entries into a register and be given a number.	18 April–to-31 May 2018



1.4. Receipt of completed application forms (as returned by parents) should be recorded in the register . Parents will themselves make such entries in the admission register in their own handwriting.	18 May –to- 31 May 2018
1.5. Closing date for submission of completed application forms	31 May 2018
1.6. Admissions must be conducted/ processed by all schools simultaneously	01 –to-30 June 2018
1.7. Schools inform applicants of whether they were admitted or not . Letters are issued to those admitted and those not admitted	01 –to-30 June 2018
1.8. Late applications are recorded	01 July to 30 September 2018
1.9. Unsuccessful applicants submitted to circuit offices for placement	02 to 09 July 2018
1.10. Placement by Circuit Office.	10 to 24 July 2018
1.11. Submission of Circuit Admission Reports to Districts	25-to-27 July 2018
1.12. Placement by District	06 to 10 August 2018
1.13. Submission of Districts Reports to Institutional Governance Directorate	20-to-24 August 2018
1.14. Placement by HoD through the Director for Institutional Governance	27-to-31 August 2018
1.15. Submission of Provincial Report on 1.16. Learner Admissions to both HoD and DBE	12 September 2018
1.17. Special admission cases continue	Throughout 2018



2. Criteria for Admission:

- **Firstly**, a school must admit learners residing in its **feeder zone**.
- **Secondly**, it must admit children of parents **working** in the feeder zone.
- **Thirdly**, the school must admit children whose **siblings** are already in the school
- **Fourthly**, children who have applied to the school because it is their **school of choice**. They are admitted on the basis of **first- come – first- served**.

3. Age requirements

- Grade R :four **(4)** years turning five **(5)** on **30 June 2019**
- Grade 1 : five **(5)** years turning six **(6)** on **30 June 2019**

4. Principles:

- All forms of **discriminatory practices** are **prohibited** and should be done away with.
- No **upfront fees** will be charged by schools as a **condition** for admission.
- All **complaints** about admissions should be captured on a **prescribed forms** and be **referred** to the **Circuit Offices**.
- The **Circuit Manager**, will as a **matter of urgency** resolve the issue. **No complaint** should take more than 10 working days being unresolved at the Circuit Office. After 10 days, it must be referred to the District Office. If unresolved **within 10 working days** it should be referred to Head Office. The Head of Department will address the matter within **20 working days**.
- Once the Head of Department has taken a decision, the parent can appeal to the M.E.C for Education. The MEC will attend and resolve the matter within **21 working days**.
- **No admission tests** should be administered by the school, except with the approval of the H.O.D.



- Preference in admissions must be given to children of and resident in the Province. The practice by some schools to fill schools with learners from outside the province and thereafter deny learners of the Province admission is hereby outlawed.
- The **Authority** to declare a school **oversubscribed** is with the **Head of Department**.

5. Documents to be submitted:

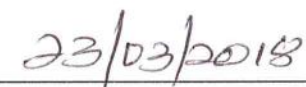
5.1. South African citizens

- **birth certificate** or acceptable proof of birth date (do not take a baptismal certificate as proof)
- **Immunization** card
- **transfer** card
- last **report** card

5.2. People who are not citizens of South Africa in addition to documents in 5.1,must submit also documents listed below:

- **Study/work** permit
- **Temporary or permanent** residence permit from South African Department of Home Affairs.
- **Evidence** that they have applied for permission to stay in South Africa.


MUTHEIWANA N.B.
SUPERITENDENT GENERAL


DATE