



# 2021 LEARNER ADMISSION ONLINE APPLICATION

Parents can apply from the comfort of their home.  
Curb the late Admission of Learners. Give a fair  
chance to timely applications that meets the criteria.

<http://www.ncdoeadmissions.org>



## 14 - 30 SEPTEMBER 2020

The Northern Cape Department of Education will be going Online with the 2021 Learner Admissions from 14-30 September 2020 for all Grades. We regard the early enrollment of Learners as a priority for the start of a successful academic year.

Parents must log on to the NCDOE Online Learner Admissions website at [www.ncdoeadmissions.org](http://www.ncdoeadmissions.org) to complete the application process which consists of 3 steps:

- Parent/Guardian Registration;
- Learner Profiling and;
- Application.

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

- 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 Immunisation (Gr R and 1);
- Current school Academic Report Card (Gr 7).

**All the applications will be considered and recommended as successful and unsuccessful applications in the following order:**

- Applicant learner(s) already has (have) a sibling attending the school of application (sibling means a learner who has at least one parent who is also the parent of the learner already attending that school and he or she resides in the same household as that child already attending the school);
- If applicant learner(s) do have parent/guardian working (an employee) at the school applied to;
- If the place of residence of the applicant learner(s) is in the same suburb with the school applied to;
- If the place of residence (residential suburb) of the applicant learner(s) is adjacent (immediately next to) to the suburbs of the school applied to;
- If places remain after all the above-mentioned applicants have been offered places, other applicants, in the order of the position of the applicant should be recommended.

In preparation for the 2021 Learner Admissions, the Department has issued Circular No 24 of 2020 to guide schools to manage the online learner admissions process in Public Ordinary Schools.

# STEP BY STEP GUIDELINE FOR ONLINE APPLICATIONS

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## THERE ARE THREE (3) STEPS IN THE APPLICATION PROCESS:

Step 1 - Enter Parent/Legal Guardian Details

Step 2 - Enter Learner Details (parent can register more than two learners simultaneously, e.g., twins and triplets)

Step 3 - Application Page

### STEP 1: ENTER PARENT/LEGAL GUARDIAN DETAILS

First time user will be required to click "Apply for 2021" button or click on Register to enter parent information before making an application (ALL users must create new credentials).

Enter Parent/Guardian Details

Please Note Fields marked with \* are compulsory

South African Citizen ☒ Non South African Citizen ☐

ID/Passport Number \*  ID Number

Name(s) \*

Enter Learner Details

One Child ☒ Twins ☐ Non South AI ☐

South African Citizen ☒ Non South AI ☐

ID/Passport Number \*  ID Number

Date of Birth \*  Date of Birth

Name(s) \*

### STEP 2: ENTER LEARNER DETAILS

Enter learner Details (Application cannot be made unless learner's details are captured)

### STEP 3: APPLICATION PAGE

A parent can apply using the following options:

1. Sibling (applying to a school where your child has a sibling);
2. One of the learner's parents is employed at the school to which application is made;
3. The learner's place of residence is in the same suburb as that of the school;
4. The learner's place of residence is in a suburb adjacent to the school applied to.

Application

Learner Name

Select Grade

Select An Application Option

A list of required documents will appear on the confirmation note of application for both SA citizens and Non-SA citizens.

**NOTE: Documents must be submitted within seven, school days after applying**