



LEARNER ADMISSION 2019

All public schools will be open for admission of learners for the 2019 academic year from **7 – 31 May 2018** on the day determined by the school

EACH PUBLIC SCHOOL WILL PUBLICISE THE DATE THAT THE SCHOOL WILL BE OPEN FOR REGISTRATIONS!!!

Applicants for admission to a public school will be considered in the following order:

1. If they have a sibling already attending that school (i.e. sibling means a learner who have 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);
2. If their parent is an employee at that school;
3. If their place of residence is within the same suburb as the school;
4. If their place of residence is in the adjacent suburbs' of the school;
5. If places remain after all the above-mentioned applicants have been offered places, other applicants will be considered in the order in which their applications were received by the school.

Please note the following: Admission to Grade R

- The compulsory age for admission to Grade R is age five (5) years turning six (6) years in the year of admission
- The minimum age of admission to Grade R is age four (4) years turning five (5) years by 30 June in the year of admission.
- Schools must only admit Grade R learners who are age five (5) years turning six (6) years in the year of admission.
- The Department will admit Grade R learners who are age four (4) years turning five (5) by 30 June in the year of admission after all the age five years turning six years have been admitted.

Admission to Grade 1

- The compulsory age for admission to Grade 1 is age six (6) years turning seven (7) years in the year of admission.
- 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
- Schools must only admit Grade 1 learners who are age six (6) years turning seven (7) years in the year of admission.
- Schools are allowed to deviate by admitting learners who are age five (5) years turning six (6) years by 30 June if they are currently in Grade R at the school.
- The Department will admit Grade 1 learners who are age five (5) years turning six (6) years by 30 June in the year of admission after all the age six years turning seven years have been admitted.
- Parents must insist on, and be provided with, a number indicating the sequence of their application.
- No school governing body or a school principal may authorize or administer any test, including an interview, related to admission of any learner.
- Schools may not use the academic performance, sport or cultural achievements, unpaid school fees, disciplinary record or process of interviewing of learners to determine admission to a school
- The school principal will inform parents or guardians in writing by 20-24 August 2018 that the learner has been admitted to the school, or has not been admitted to the school.

- Where the learner has been accepted, parents/guardians must inform the school principal in writing within 7 days after receipt of the notification that they will accept/decline the grade place at the school.

Documents required for admissions

1. Certified copy of learner's official birth certificate/identity Document
2. Recent School Report Card
3. Clinic/Immunisation card of learners
4. Certified copy of parents ID
5. Parents legal relationship with Learner
6. Proof of child's residence
7. Proof of sibling relationship
8. Study permit/residence permit (for Non-South African citizens)

PARENTS/GUARDIANS MUST PERSONALLY REGISTER HIS/HER CHILD. APPLICATION FORMS WILL BE HANDED OUT AT THE SCHOOL AS FROM 02 MAY 2018. ALL FORMS MUST BE RETURNED ON THE DATE AS ADVERTISED BY THE SCHOOL IN THE MEDIA.

DISPUTES AND APPEALS PROCESS

Note: It is important to note that a dispute or appeal is not a guarantee of placement at schools where applications were lodged.

1. Principals must inform parents and learners of their right to appeal against the decision of the school.
2. The parent must lodge an appeal within 7 days from receiving notification from the school directly with the office of the MEC.
3. The appeal letter (Form NCK - A5) must be accompanied by the following documents:
 - (a) Declination letter from School
 - (b) The sequence number, date and time that the application was submitted to the School
4. The District Director will provide alternative placement options to parents if their child cannot be placed at the preferred school.
5. Once a parent has been referred to a school that has space and provides the required curriculum, the case shall be deemed closed.
6. Late applications for admission shall be accommodated where school places exist, but not necessarily at the learners'school of choice.
7. Learners whose parents have been transferred into the province and or around the province shall apply directly to a school.
8. No special treatment shall be given to transferred learners.

Parents should obtain Learner Admission forms and other related documentation at the school where they intend to enroll their child from 2 May 2018