



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

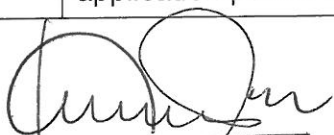
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SCHOOL ADMISSION MANAGEMENT PLAN – 2019/2020

	ACTIVITY	RESPONSIBILITY	DATE
A	RE-ENROLMENT		
	Re-enrolment (2 May – 31 May 2019)		
1.1	Learners currently enrolled (ALL GRADES) at the school are re-enrolled	School Principal	2 May 2019 – 17 May 2019
1.2	Schools submit Electronic enrolment statistical reports to Province	School Principal	7 June 2019
B	ADMISSIONS PERIOD (13 May 2019 – 30 October 2019)		
	APPLICATION PERIOD (13 May 2019 - 15 July 2019)		
1.1	Online Application for 2019 learner admission starts on 13 May 2019 at 8h00 – and ends on 15 July 2019 at 24:00. Parents must submit the supporting documents to all schools they applied to within 7 days after application	Parents	13 May 2019 – 15 July 2019
1.2	Submission of documents to schools	Parents	13 May 2019 – 24 July 2019
C	WAITING LIST MANAGEMENT (13 May 2019 - 23 August 2019)		
1.1	Schools submit Online Waiting Lists indicating successful and unsuccessful applicants (based on document verification) to the Department for approval	School Principal	5 August 2019 [7 Days]
1.2	The Department manages the Waiting Lists from schools in line with available spaces and approves Waiting Lists	Department	8 August 2019 to 23 August 2019 [13 Days]
1.3	Schools view electronically approved Waiting Lists	School Principal	26 August 2019 – 30 October 2019
D	PLACEMENT OF LEARNERS (27 August 2019 - 20 September 2019)		
1.1	Parents receive automated messages (SMSes); generated by the System and informing them of successful and unsuccessful applications	Department	27 August 2019
1.2	Parents accept/reject placement offers (Within 7 school days)	Parents	27 August 2019 – 5 September 2019

SCHOOL ADMISSION MANAGEMENT PLAN – 2019/2020

	ACTIVITY	RESPONSIBILITY	DATE
1.3	Parents receive automated SMSes confirming placement	School Principal	27 August 2019 – 20 September 2019
E	PLACEMENT OF UNPLACED LEARNERS BY DISTRICTS (1 October 2019 – 30 October 2019)		
1.1	District Director provides Head Office with data and plans informing management of mitigations to place unplaced learners in high pressure areas	District Director	1 - 7 October 2019
1.2	District Director facilitates placement of unplaced learners	District Director	1 October 2019 – 30 October 2019
1.3	All qualifying learners who applied during the application period must be placed.	Department	30 October 2019



EDWARD MOSUWE
HEAD OF DEPARTMENT

DATE: 21/03/2019