



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

GUIDELINES FOR LEARNER ADMISSION IN PUBLIC SCHOOL FOR 2021

1. MANAGEMENT PLAN

NO	ACTIVITIES	DATES
1.1	Schools must set up Admission Committees and organize workshops to refresh their memories about admission policies.	3 rd to 7 th August 2020
1.2	Schools must conduct a vigorous advocacy campaign for 2020 admissions , where applicable, by <ul style="list-style-type: none"> • 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. SABC Combo & local community radio stations. • Using any other method that will inform the public. 	10 th August to 28 th 2020
1.3	Circuits must ensure that schools distribute application forms to all applicants on a first-come and first-served basis. The distribution by schools must comply with COVID 19 protocols ..	01 September to 23 rd September 2020
1.4	The targeted dates for issuing and receipt of applications per grade: (a) Grade R & 1 (b) Grade 8 only	1 st to 23 rd September 2020 (a) 1 ST to 4 TH September

GUIDELINE FOR LEARNER ADMISSIONS IN PUBLIC SCHOOLS FOR 2021

Cnr 113 Biccard & 24 Excelsior Street, POLOKWANE. 0700, Private Bag X 9489, Polokwane, 0700 Institutional Governance and
Learner Support Sub-directorate Tel: 015 290 9420 / 015 290 7601

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NO	ACTIVITIES	DATES
	(c) <u>Grade 2,3,4, 9 & 10</u> (d) <u>Grade 5,6,7,11 & 12</u>	(b) 7 th to 11 th September (c) 14 th to 18 th September (d) 21 st to 23 rd September
1.5	<u>Receipt of completed application forms (as returned by parents) should be recorded in the register.</u> (a) <u>Grade R & 1</u> (b) <u>Grade 8 only</u> (c) <u>Grade 2,3,4,9 &10</u> (d) <u>Grade 5,6,7,11 & 12</u>	Grades applications Submissions dates: (a) 4 th September 2020 (b) 11 th September 2020 (c) 18 th September 2020 (d) 23 rd September 2020
1.6	<u>Parents will themselves make such entries in the applications receipt admission register in their own handwriting and be given a number</u>	1 st to 23 rd September 2020
1.7	<u>Closing date for submission of completed application forms</u>	23 rd September 2020
1.8	Admissions must be <u>conducted/ processed</u> by all schools simultaneously	1 st -to-26 th October 2020
1.9	Schools <u>inform applicants</u> of whether they were <u>admitted or not</u> . Letters are issued to those admitted and those not admitted	1 st -to-26 th October 2020
1.10	Late applications are <u>recorded</u>	28 th September to 30 th November 2020
1.11	Unsuccessful applicants submitted to circuit offices for <u>placement</u>	26 th -to-30 th October 2020
1.12	Placement by Circuit Office.	3 rd -to-21 st November 2020
1.13	Submission of <u>Circuit Admission Reports</u> to Districts	24 th -to-31 st November 2020
1.14	Placement by District	1 st to 11 th December 2020
1.15	Submission of <u>Districts Reports</u> to Institutional Governance Directorate	14 th -to-18 th September 2020
1.16	Placement by HoD through the Director for Institutional Governance	11 th -to-15 th January 2021
1.17	Submission of <u>Provincial Report</u> on Learner Admissions to both HoD and DBE	29 th January 2021
1.18	Special admission cases continue	Throughout 2021

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2. Criteria for Admission:

- a. **Firstly**, a school must admit learners residing in its **feeder zone**. (Feeder zone refers to the geographical area from which the school admits learners. Learners attending in a primary school that falls within the feeder zone shall be considered to be coming from the feeder zone.)
- b. **Secondly**, it must admit children of parents **working** in the feeder zone.
- c. **Thirdly**, the school must admit children whose **siblings** are already in the school
- d. **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

- i. Grade R: four (4) years turning five (5) on 30th June 2021
- ii. Grade 1 : five (5) years turning six (6) on 30th June 2021

4. Principles:

- a. All forms of **discriminatory practices** are **prohibited** and should be **done away** with.
- b. **No upfront fees** will be charged by schools as a **condition** for admission.
- c. All **complaints** about admissions should be captured on a **prescribed forms** and be **referred** to the **Circuit Offices**.
- d. 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**.
- e. Once the Head of Department has taken a decision, the parent can **appeal** to the **MEC** for Education. The MEC will attend and **resolve** the matter within **21 working days**.
- f. **No admission tests** should be administered by the school, **except** with the **approval** of the H.O.D.
- g. **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**.
- h. The **Authority/power** to **declare** a school **oversubscribed** rest with the **Head of Department**.

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5. Documents to be submitted:

5.1. South African citizens

- a. **birth certificate** or acceptable proof of birth date (do not take a baptismal certificate as proof)
- b. **Immunization** card
- c. **transfer** card
- d. 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:

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



Dederen K.O.
Acting Superintendent General

08/08/2020
Date