



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Ref No : 13/5/7/1 Email : RasethabaMR@edu.limpopo.gov.za 2020 July 31st
Enq : Rasethaba MR
Tel No : 0152909420 or 0828817439

CIRCULAR NO 71 OF 2020

TO: Deputy Director Generals
Chief Directors
Directors at Head Office
District Directors
Circuit Managers
School Principals
School Governing Bodies
All Parents and Guardians

SUBJECT: LEARNER ADMISSIONS IN PUBLIC SCHOOLS FOR 2021

1. This information is aimed at all parents, legal guardians and caregivers of Children of school going age.
2. **FUNDAMENTAL PRINCIPLES**
 - 2.1. The right of access to basic education and of equal access to educational institutions is not only enshrined in the Country's Constitution but further entrenched 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.**
 - 2.2. 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.
3. **FIRST TIME ADMISSION**

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 /

The Heartland of Southern Africa – Developing the People

- 3.1. 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,
 - within your 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.)
 - nearest to your work address [**parents working in the feeder zone / area**]
 - where your other children are attending [**learners with siblings within the schools**],
 - of your choice.
- 3.2. Completed forms must be returned to the school by not later than **23rd September 2020**. 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 as stated in paragraph 2 of **GUIDELINES FOR LEARNER ADMISSION IN PUBLIC SCHOOL FOR 2021** in the admission guidelines are met.
- 3.3. 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**
- 3.4. In order to comply with Covid-19 precautionary measures, the school must designate an area far away from classrooms, but within the school, where application forms will be collected and submitted so as to avoid interaction of parents or members of the public with learners and staff

Note: Forms will be collected and submitted at the designated area determined by the school.

- 3.5. The designated area may be at gate or an area wherein parents who are collecting and submitting application forms are not in contact with our learners and staff. Only the designated official administering the forms may have reasonable contact with parents, but such contact must be in compliance with Covid-19 precautionary measures..
- 3.6. Parents are urged to adhere to all Covid-19 protocols set at school in order to ensure that our learners and staff are safe

4. **AGE OF LEARNER**

- 4.1. Schools admit learners from **Grade R-to- 12**. 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 2021**.
- 4.2. Those who are **5 turning 6** on or before **30th June 2021** must be admitted into **Grade 1**

5. ADMISSION REQUIREMENTS

5.1. DOCUMENTS REQUIRED

- a. In order to register your child you must bring 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
- b. If you are **not** a South African **citizen**, you must also take the following **Documents: over and above the documents in paragraph 5.1a above:**
- Study/work** permit
 - Temporary or permanent **Residence Permit** from the **South African Department of Home Affairs (DHA)**.
 - Evidence** that you have **applied for permission** to stay in South Africa.
- c. 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.
- d. The school shall confirm registration of the child who has been provisionally admitted once all the outstanding documents have been obtained and submitted.
- e. **If your application is not successful the school will notify you and reasons for non-admission will be provided.**

6. ADMISSION PROCEDURE (WHICH SCHOOLS MAY FOLLOW)

- 6.1. 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 held accountable for damages arising during the education of your child.
 - Administer** a **test** before admitting your child.
- 6.2. You are **not obliged** to **agree** to any of these **conditions** for admission.
- 6.3. Your child **cannot** be **refused admission** at any public school as a result of your **inability** to meet any of the above stated conditions.
- 6.4. If you pay registration fees, you must insist that it be **credited** against your child's school fees.

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

The Heartland of Southern Africa – Development Is About People

- 6.5. 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.
- 6.6. The **administering** of tests for the sake of admission is illegal.
- 6.7. The use of **pre-school experience** as a requirement for admission into Grade R or 1 is against the law.

7. **MAIN STEPS FOR ADMISSION**

- i. Register your child at the school nearest to you from **Monday, the 03rd August to Wednesday, the 23rd of September 2020**
- ii. Submit all the required documentation.
- iii. Obtain a **waiting list number** from the school.
- iv. By **Monday, the 26th October 2020** the school should have informed you if the application was successful or not.
- v. If unsuccessful, you can lodge a complain to your nearest **Circuit Office**.

8. **WAITING REGISTER**

- 8.1. If you want your child to register 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 provide you a waiting list number or position on the waiting list.
- 8.2. The school must inform you by the 26th October 2020 **whether** your child is accepted at the school or not.
- 8.3. If you decide to decline the placement offered at the school, you **must notify** the school as soon as possible. This will allow the school to give the place to another child.

9. **RECOURSE IF NOT ADMITTED**

- 9.1. If your application is not successful the school is obliged to provide a written reasons why your child could not be admitted, as well as the address of the **Circuit Manager**, so that you can lodge an appeal in case you are not satisfied with reasons why your child could not be admitted or accepted. Your appeal will be attended to within a period of ten working day
- 9.2. If your appeal is not satisfactorily resolved, you may refer your appeal to the District Director, who must resolve your case within 10 working days.
- 9.3. If the **District Director** has not dealt with the appeal regarding an admission of your child to your **satisfaction** it is within your right to refer the matter to the office

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

The Heartland of Southern Africa – Development Is About People

of the **Head of Department (through Institutional Governance)**, who will attend to it within a period of twenty [20] working days

- 9.4. If you are **dissatisfied** with the response from the Head of Department, you are advised to lodge an **appeal** with the **MEC for Education**. The MEC will **respond** to your appeal within **21 working days**.
- 9.5. 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 therefor.
- 9.6. 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.
- 9.7. Parents who register for an appeal must provide details of their particulars, thus contact number and their residential address and work address.

10. PLACEMENT OF LEARNERS

- 10.1. The Department of Education has an **obligation** to **accommodate all** children of a **school-going age**.
- 10.2. As a way of ensuring that all learners of school going age are admitted the department will ensure that learners are placed where spaces are available.
- 10.3. Schools shall submit a list of all learners who are not admitted to circuit office, the circuit shall facilitate the process of placement based on criteria outlined in the admission requirement, within a reasonable period.
- 10.4. If the Circuit office fails or is unable to place learners within the reasonable period, the district office shall take over the activity and facilitate placement as a way of ensuring that all learners who are not admitted are placed
- 10.5. The Provincial Office of Institutional Governance and learner Support shall provide monitoring and support to the district on the process of placement.
- 10.6. Reasonable steps will be taken to place learners nearer to their residential area, where possible.
- 10.7. Placement of Learners will commence from 3rd November until the 21st November 2020 and implemented from circuit up to the level of Province.

11. PAYMENT OF SCHOOL FEES

- 11.1. 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.

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

The Heartland of Southern Africa – Development Is About People

11.2. The principal must advise you on how to apply for an exemption from payment of school fees and avail the necessary forms.

11.3. 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.

11.4. Please take note that a public school may by process of law enforce the payment of school fees by parents who are liable to pay

12. GRADE 12 REPEATERS and ADMISSIONS INTO GRADE 12

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

12.2. 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 UNLAWFUL.

13. SPECIAL ADMISSIONS DURING THE YEAR

13.1. 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.

14. OFFICIALS RESPONSIBLE OF LEARNER ADMISSION

14.1. If your child is not admitted or placed, kindly consult with Circuit Manager or Assistant Directors for Governance of the Circuit where the school belongs, who will do everything possible to ensure that your child is appropriately placed.

14.2. At District level Governance Managers officials are responsible to administer and manage learner admission

District	Name of the official	Contact Number
Capricorn North	Mr Mukoma	0828379698
Capricorn South	Mr Seima	0829543666
Mogalakwena	Mr Kgosana	0714760019
Mopani East	Ms Shikhibana	0829540325
Sekhukhune East	Mr Seema	0829531576
Sekhukhune South	Mr Nape	0829541688
Vhembe East	Mr Magugumela	0829532831
Vhembe West	Mr Ravele	0828682663
Waterberg	Mr Mphulo	0716746816

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

The Heartland of Southern Africa – Development Is About People

14.3. For any communication with the Provincial Office on any matter relating to learner admission, please contact Institutional Governance and Learner Support Sub-Directorate officials as follows:

Name of the official	Title	Contact Number	Postal Address
Dr Mulaudzi AM	Director	015 2909382 / 0795118494	Private Bag X 9489 Polokwane 0700
Mr Rasethaba MR	Chief Education Specialist	015 290 9420 / 0828817439	

15. CONCLUSION

15.1. 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.

15.2. 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**.


15.3. 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.

15.4. We are making a clarion call to all affected parents/guardians to respond timeously and carefully consider the stipulated timeframes in respect of registration of learners to avoid jumping onto the bandwagon of making accusations and counter accusations about things we could have avoided

15.5. We, **the Limpopo Department of Education**, will **monitor** the situation **very closely** to **minimize** the occurrence of unfair discrimination.

15.6. 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.

15.7. **Guidelines for admission for 2021** are attached



Dederen KO
Acting Superintendent General

03/08/2020
Date

LEARNER ADMISSIONS IN PUBLIC SCHOOLS FOR 2021