

NOTICE 125 OF 2013**DEPARTMENT OF EDUCATION, NORTH WEST****SOUTH AFRICAN SCHOOLS ACT 1996 (ACT NO. 84 OF 1996)****PROCEDURE AND ADMINISTRATION OF APPLICATIONS FOR ADMISSION TO PUBLIC SCHOOLS**

The Head of Department of the Department of Education North West hereby determines in terms of section 5(7) of the South African Schools Act 1996 (Act No. 84 of 1996) the manner in which applications for the admission of learners to public schools under the administration of the Department of Education North West must be made and dealt with as set out in the schedule.

SCHEDULE**1 Definitions**

In this Determination any word or expression to which a meaning has been assigned in the South African Schools Act 1996 bears the meaning assigned to it and any word or expression to which a meaning has been assigned in the Regulations for the Admission of Learners to Public Schools 2013 published under notice number _____ of 2013 in Provincial Gazette of _____ 2013 shall bear the meaning assigned to it in the Regulations and unless the context of this Determination otherwise indicates -

"District Director" means the official in the employment of the Department of Education North West appointed as the District Director for the specific district under which a school resorts or any official acting in the position of District Director under the written authority of the Head of Department;

"the Regulations" means the Regulations for Admission of Learners to Public Schools 2013 published under notice number _____ of 2013 in Provincial Gazette of _____ 2013 and **"Regulation"** has a corresponding meaning.

2 Application Forms

- (1) All applications for admission to the entry phase of school shall be made on application forms as near as possible to the format of Annexure "A" to this Determination.
- (2) Application forms shall be distributed by a school from the commencement date of the application period prescribed in the Regulations.
- (3) No application forms may be distributed prior to the commencement date of the application period.
- (4) Application forms, once duly completed and signed by a parent of the learner where the learner has his or her primary residence, or by the lawfully appointed guardian of such learner if the learner has his or her primary residence with such lawfully appointed guardian, may be returned to a school on any working day from the fifth day after the commencement date of the application period until the last day of the application period.
- (5) No application forms may be accepted by a school prior to the lapse of a period of five days since the commencement of the application period.
- (6) A learner who applies for admission within the application period shall upon submission of a duly completed and signed application form and subject to paragraph (6) below:
 - (a) be placed on a waiting list in accordance with the applicable provisions of Regulation 6 of the Regulations; and
 - (b) be informed by the school of which waiting list the learner has been placed on as well as his or her position on that waiting list.
- (7) An application form that is returned to a school after the lapse of the application period must be forwarded by the school to the District Director for

placement of such learner in terms of Regulations (3) of the Regulations..

- (8) Each school shall within five (5) days from the expiry of the fourteen (14) day period within which available places must be filled in terms of Regulation 5(2) of the Regulations furnish the District Director with:
- (i) a list of the learners whose applications have been successful;
 - (ii) a list of the learners whose applications have been unsuccessful;
 - (iii) copies of the initial waiting lists for learners; and
 - (iv) copies of the revised waiting lists for learners after the filling of the available places within the school.

3 Documents Required for Admission as an Entry Phase Learner

- (1) An application form submitted by a parent or legal guardian applying for the registration and admission of his or her child as an entry phase learner to a school must be supported by the following documents:
- (a) a certified copy of the official birth certificate of the child;
 - (b) where the application form is submitted by someone else than the natural parent of the child, documentation supporting the legal relationship of the guardian with the learner;
 - (c) in the case of admission to a primary school, proof that the child has been immunised against polio, measles, tuberculosis, diphtheria, tetanus, hepatitis B, chickenpox and mumps;
 - (d) the transfer card and most recent school report of the child, if he or she is currently enrolled at another school;
 - (e) where the parents of the child are not citizens of the Republic of South Africa, a certified copy of a permit for temporary or permanent residence issued by the Department of Home Affairs;
 - (f) in the case of a learner who entered the Republic of South Africa on a study permit, a certified copy of the study permit.
- (2) No documentation other than that listed in sub-paragraph (1) above may be requested from a parent or legal guardian for the purposes of admission.
- (3) Where the required documentation referred to in sub-paragraph (1) is not available:
- (a) the learner's application must be accepted provisionally, subject thereto that the applicant produces proof to the school within fourteen (14) days that he or she has applied for the necessary documentation;
 - (b) the principal must advise the applicant of the need to produce proof to the school within fourteen (14) days that application had been made for the necessary documentation.
- (4) An application provisionally accepted in terms of sub-paragraph (3) above lapses if:
- (a) the applicant fails within fourteen (14) days of submitting the application to provide proof to the school that he or she has applied for the necessary documentation; or
 - (b) the necessary documentation is not submitted by the applicant within four (4) weeks of submitting the application, provided that the District Director may extend this period on good cause shown in writing by the applicant prior to the lapse of the period of four (4) weeks.

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Transfer Applications

- (1) A learner who is not an entry phase learner and desires to be transferred to another school, must complete and submit a form as near as possible to the format of Annexure "B" to this Determination.
- (2) The application form must be submitted to the specific school applied for and to the District Director.

5 Re-enrolment of learners

- (1) The written notice required in terms of Regulation 7(2), must be in form as near as possible to the format of Annexure "C" to this Determination.

6 Appeals

- (1) The written notice referred to in terms of Regulation 13(3), must be in form as near as possible to the format of Annexure "D" to this Determination.

7 Exemption Applications

- (1) The written application referred to in terms of Regulation 14(1), must be in form as near as possible to the format of Annexure "E" to this Determination.