



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Circular 05/2016

Date: 13 April 2016

Topic

Implementation of the Admissions Application Online System in Public Ordinary Schools

Enclosures

- ✓ **Annexure A: Admissions Management Plan**
- ✓ **Annexure B: Online User Guide For Parents**
- ✓ **Annexure C: Online User Guide For Administrators**

Distribution

- ✓ All Chief Directors and Directors at Head Office
- ✓ District Directors
- ✓ Principals and staff of all Public Ordinary Schools
- ✓ Circuit Managers, Cluster Leaders and District Admissions Coordinators
- ✓ Teacher Unions and Organisations
- ✓ Members of School Governing Bodies
- ✓ Relevant Non-Governmental Organisations

Enquiries

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On request, this circular will be made available in isiZulu, Sepedi or Afrikaans within 21 days. It is also available on the GDE website: www.education.gpg.gov.za

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1. BACKGROUND

- 1.1 The Gauteng Department of Education introduced the online application system in 2015.
- 1.2 The Admissions Application Online System was introduced to ensure that the Department has all information relating to admissions in a central repository for planning and reporting purposes.

2. PURPOSE OF THE CIRCULAR

This Circular replaces Circular 5/2011 and serves to:

- 2.1 determine the process for the:
 - Online Registration or Verification of learner and parent information
 - Learner application;
 - Re-enrolment of learners in Grades 1 to 6 in primary schools and Grade 8 to 11 in secondary schools;
 - Online Placement to Public Schools;
 - Implementation of timeframes as outlined in the Management Plan.
- 2.2 provide directive regarding the management and administration of admissions in the Public Ordinary Schools.
- 2.3 ensure uniformity in the implementation of Admission processes.

3. LEGISLATIVE AND POLICY FRAMEWORK

- 3.1 The Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) as amended.
- 3.2 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 3.3 The South African Schools Act, 1996 (Act No 84 of 1996) as amended.

- 3.4 Regulations on Admissions of Learners to Public Schools, 2012 as amended by General Notice 1160 of 2012 (Provincial Gazette 127 of 9 May 2012).
- 3.5 Regulations Relating to Minimum Uniforms Norms and Standards for Public School Infrastructure, Government Gazette No. 37081 dated 29 November 2013.
- 3.6 Circular 3/2016: The Use the South African School Administration and Management System (SA SAMS) – 2016.
- 3.7 The Protection of Personal Information Act, No 4 of 2013.

4. THE ADMISSIONS APPLICATION ONLINE SYSTEM PROVIDES THE FOLLOWING FEATURES

- 4.1 An application form; Front-end for parents and Back-end for Schools, Districts and Head Office.
- 4.2 Track applications; Front-end and Back-end.
- 4.3 Placements; Front-end for parents to accept offers and Back-end for schools to confirm as well as transferring unplaced learners in Waiting List A to schools with available spaces (Placement Transfers).
- 4.4 Reports; Waiting List A and B, various statistical reports.

5 MANAGEMENT OF THE ADMISSION ONLINE PROCESS FOR ADMINISTRATORS (A detailed User Guide is attached as Annexure B)

- 5.1 The Admissions Application Online System can be accessed by:
 - 5.1.1 Logging onto www.gdeadmissions.gov.za.
 - 5.1.2 Registering and creating login credentials (Use Persal as Username).
 - 5.1.3 Selecting Administrator tab to access school applications “School Admin” option to select the level of administration.
- 5.2 The admission online processes are divided into the following:
 - Pre-Application Period
 - Admission Period

- Late Application Period

5.2.1 PRE - APPLICATION PERIOD

The Pre-Application Period includes verification and registration of learner and parent information on the system.

5.2.1.1 VERIFICATION

The Verification Process entails validating learner and parent information already loaded on the Application.

5.2.1.2 REGISTRATION

The Registration Process entails registering learner and parent information of new applicants online.

5.2.2 ADMISSION PERIOD

The Head of Department annually makes a pronouncement declaring the Admission Period open for Admissions of learners to Public Ordinary Schools.

The Admission Period includes the following phases:

- Re-enrolment
- Application
- Placement
- Late Application

5.2.2.1 RE-ENROLMENT

- a) The re-enrolment process entails the registration of learners already enrolled at a school (Grade 1 to 6 for Primary and Grade 8 to 11 for Secondary Schools) for the following year.
- b) A school must issue a re-enrolment form to learners currently enrolled in a school to complete and return to the school.
- c) The information on the completed form must be captured on SASAMS.

5.2.2.2 APPLICATION

- a) The Admissions Application Online System will go “LIVE” at the date and time determined by Head of Department annually.
- b) For 2017 learner intake, the system will go live at 8h00 on 19 April 2016.
- c) Only the GDE Admissions Application On Line will be acceptable.

5.2.2.3 PLACEMENT

- a) Learner Placement will take place after the Application Period closes.
- b) Schools with internet connectivity will be able to draw Waiting Lists to be signed off by District Directors.
- c) Schools without internet connectivity will receive Waiting Lists from identified centres at the District Office.
- d) The District Director will sign off Waiting Lists indicating successful and unsuccessful applicants in line with the number of spaces available in schools.
- e) Schools will capture placement of successful applicants according to the Signed off Waiting Lists in the system. All schools without internet connectivity will have to capture the placement at identified centres at the District Office.
- f) Once placement of successful applicants is captured on the system, an automated SMS will be sent to the parents to **ACCEPT OR REJECT** the offer of placement within seven days of receipt.
- g) Parents that accept an offer of placement will receive an SMS confirming placement. Where parents have confirmed placement, the system will automatically deactivate all applications linked to that applicant.
- h) Learner placement will remain pending until confirmation of acceptance is received from the parent. Failure to respond to the offer within 7 days will result in parents forfeiting the space provisionally offered.
- i) District Directors must verify available spaces at various schools and place all the unplaced Waiting List A learners in the system.

5.2.2.4 LATE APPLICATIONS

- a) The Late Application process will follow the same process as that of the application period.
- b) The system will issue a parent with a Late Application Waiting List number A or B upon submission of the Late Application Form.
- c) Only authentic relocations will be prioritised. The relocating parent must provide supporting documents informing the relocation.

6. ROLES AND RESPONSIBILITIES

6.1 The role of the Parent is to:-

- 6.1.1 Verify parent and learner information already in the system or register parent and learner information if not already in the system.
- 6.1.2 Apply and submit the completed application form online .
- 6.1.3 Submit the following required documents to the school within 14 working days:
 - Certified copy of Birth Certificate
 - Proof of the parent's / guardian's residential or work address
 - Immunisation Card for Grade 1
 - Latest Report Card
 - Parents' / Guardian's copy of Identity Document
 - Study Permit for legal immigrants
 - Proof of legal guardianship if not a biological parent
- 6.1.4 Accept or reject an offer of placement made by the school in writing.

6.2 The role of the School is to :-

- 6.2.1 Discourage parents from queuing/camping at the school (principals are barred from providing overnight facilities at schools).
- 6.2.2 Provide the necessary infrastructure to manage online applications.
- 6.2.3 Inform the District Office when experiencing infrastructure problems (for example, insufficient desktops/laptops and no or poor connectivity).

- 6.2.4 Ensure that manual applications are not distributed to parents.
- 6.2.5 Ensure that there is no Admissions Application Online System created by the school requesting parents to apply at the school.
- 6.2.6 Assist parents with verification, registration and application processes.
- 6.2.7 Verify supporting documents submitted by parents/ applicants.
- 6.2.8 Edit the status of the application.
- 6.2.9 Print online Waiting List A and B and indicate successful and unsuccessful learners.
- 6.2.10 Submit Waiting List A and B of successful and unsuccessful learners to the District Office for signing off by the District Director.
- 6.2.11 Provide parents with an offer of placement in writing.
- 6.2.12 Place learners in available spaces in the school according to the position on the Waiting List.
- 6.2.13 Provide parents with reasons if application is rejected.
- 6.2.14 **Schools with boarding facilities must:**
 - Make an application to the Head of Department to admit a fixed number of learners to the boarding facility outside the admission criteria as set out in the Admissions Regulations.

NB. The school will be able to view, print and edit the status of their applications only.

6.3 The role of the District is to:-

- 6.3.1 Plan for admissions by:
 - determining capacity of schools
 - identifying undersubscribed and oversubscribed schools
 - projecting number of learners that can be accommodated in available schools to determine the resourcing needs
 - ratifying Schools Admissions Policies
- 6.3.2 Monitor the implementation of the Admissions Management Plan.
- 6.3.3 Manage the challenges that arise from the online admissions process.
- 6.3.4 Set-up Help Desks / Support Centres that are manned continually during business hours to address challenges.
- 6.3.5 Ensure that schools do not distribute manual applications to parents.

- 6.3.6 Sign off the system generated Waiting Lists (A and B) in consultation with Principals of individual schools and Principals within each cluster.
- 6.3.7 Place all unplaced learners in available spaces in schools in the District.
- 6.3.8 Manage online placement transfers of all unplaced learners from one school to another.
- 6.3.9 View and print reports of all Schools in the District.

6.4 The role of Head Office is to:

- 6.4.1 Plan, organise and coordinate the admission processes in the Province.
- 6.4.2 Facilitate and mediate the admission processes and systems.
- 6.4.3 Monitor the implementation of policy and provide support to Districts and Schools.
- 6.4.4 View and print reports of all Schools and Districts.
- 6.4.5 Compile admission reports.

6.5 The role of the IT Support Team is to:

- 6.5.1 Provide schools without any form of connectivity with 3G cards for Internet connectivity.
- 6.5.2 Ensure that the IT infrastructure in schools and in the District is functional
- 6.5.3 Provide IT support when needed.
- 6.5.4 Resolve technical queries and problems arising from the Online Application System.

SIGNED: EDWARD MOSUWE

HEAD OF DEPARTMENT

DATE: 12.04.2016



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ANNEXURE A: ADMISSION MANAGEMENT PLAN - 2017

	ACTIVITY	RESPONSIBILITY	DATE
A	CERTIFICATION OF SCHOOLS ADMISSIONS POLICIES		
1.1	Districts certify Schools Admission Policies- Regulation 2(c)(4)	School Principals	31 May 2016
B	LEARNER ENROLMENT VERIFICATION IN SCHOOLS		
1.1	Districts verify 10 th day stats and conduct Capacity Audits in schools with significant decreased/increased learner numbers - Regulations 5(10)(b)	District Director	31 May 2016
1.2	Districts submit a consolidated report of the 10 th day stats and Capacity Audits in schools with significant decreased/increased learner numbers to Head Office	District Director	31 May 2016
C	ADMISSIONS PERIOD (11 April – 07 September 2016)		
1	Re-enrolment of learners		
1.1	Learners currently enrolled (ALL GRADES) at the school are re-enrolled – Regulations 10(1) to (4)	School Principal	11 – 29 April 2016
2	Admissions in schools with boarding facilities		
2.1	Schools apply for permission to admit a fixed number of boarders who would not qualify for admission to the school according to Regulations - Regulation 5(11)(a)	School Principal	11 – 15 April 2016
2.2	Head of Department respond to the schools' requests - Regulation 5(11)(a)	Head of Department	15 April - 20 May 2016
3	Application period (19 April – 01 June 2016)		

3.1	Parents to verify information Online/at Schools/District Offices/Teacher Centres or other identified sites (GDE uploaded parent and learner information from the SASAMS database to the online system)	Parents	11 – 18 April 2016
	Parents whose children are not in the system including those from outside the Province must register their information Online/at Schools/District Offices/Teacher Centres or other identified sites		
3.2	<ul style="list-style-type: none"> Online Application for 2017 learner admission starts on 19 April 2016 at 8h00 - Regulation 5(1) Parents must submit the supporting documents to all schools they applied at (within 2 weeks) 	Parents	19 April - 01 June 2016
3.3	Schools submit copies of Waiting List 'A and B' indicating successful and unsuccessful applicants to the District Director for approval and placement by the District Director - Regulation 5(7)(b)	School Principal	02 - 23 June 2016
3.4	Circuit Managers and IDSOs conduct cluster meetings with Principals to verify the duplication and spaces available	Circuit Manager IDSO	02 - 23 June 2016
3.5	District Director manages the Waiting Lists from schools in line with available spaces and signs off the Waiting Lists - Regulation 5(7)(b)	District Director	02 - 23 June 2016
3.6	Schools receive signed off Waiting Lists A from the District Director for placement - Regulation 5(7)(c)	District Director	23 June 2016
3.7	District Directors submit summary of the signed off Waiting Lists per school to Head Office (Public Ordinary Schools Directorate)	District Director	30 June 2016
4	Placement of learners by the School		
4.1	Placement of learners in all available spaces within the school - Regulation 5(7)	School Principal	24 June - 25 July 2016
4.2	Schools process learner placement online Parents receive an automated SMS indicating offer of placement	School Principal	24 June - 25 July 2016
	Letters to parents informing them of successful and unsuccessful applications - Regulation 5(7)	School Principal	13 June - 25 July 2016
4.3	Parents accept/reject placement offers (Within 7 days) - Regulation 5(7)	Parents	25 July 2016
5	Placement of learners by Districts		
5.1	District Director places all unplaced Waiting List A learners who applied within the application period in schools with available spaces - Regulation 5(8)	District Director	26 July – 07 September 2016
5.2	District Director finalises the placement of all unplaced learners - Regulation 5(8)	District Director	26 July – 07 September 2016

5.3	Districts provide Head Office with data and plans informing mitigations of managing unplaced learners in pressure areas	District Director	08 – 28 September 2016
5.4	All learners who applied during the application period must be placed - Regulation 5(9)	Head of Department	16 November 2016
D	LATE REGISTRATION		
1	Management of Late Registrations (24 June – 30 November 2016)		
1.1	Late registration begins after the closing date of the application period - Regulation 5(5)	Schools and Districts	02 June 2016
1.2	Parents continue to apply online - Regulation 5(5)	Parents	02 June – 16 November 2016
1.3	Districts manage the placement of all late registration through School Principals - Regulation 5(10)	District Director	Daily

Edward Mosuwe
Head of Department

Date: _____



Annexure B

ADMISSIONS APPLICATION ONLINE USER GUIDE FOR PARENTS

'BE AN EARLY BIRD'

REGISTER AND APPLY NOW FOR YOUR CHILD ONLINE FOR 2017 SCHOOL YEAR

Apply from home, work or at your own convenience. . . .

Use your internet connected laptop/ desktop / cell phone to access the Admission Online website through www.gdeadmissions.gov.za to register/verify information and apply for your child

OR

Visit the advertised helpdesk sites on www.education.gpg.gov.za / All Ordinary Public Schools /Internet Café/ Wi-Fi hotspots

WHY THE USE OF ONLINE APPLICATION SYSTEM?

The Online Application system is for convenience, easy access, accurate reporting and planning.

WHO SHOULD APPLY ONLINE?

First time Grade 1 and 8 applicants and those relocating from other areas for 2017 learner intake.

NOTE:

Re-enrolments: for learners who are currently in Grade 1 to 6 in primary schools and Grade 8 to 11 in Secondary schools applications will be processed by schools from 11 – 29 April 2016

No transfers between schools (school hopping): learners already registered at schools must remain in those schools

No applications for the in between grades must be processed on line unless the parents will be relocating in 2017

Parents who are relocating and would like to apply for the in between grades (Grades 2 to 7 and Grades 8 to 11) must consult with the school to verify availability of spaces. Spaces will be confirmed pending the current learner enrolment, learner retentions in each grade and in line with the capacity of the school.

WHEN IS THE SYSTEM GOING LIVE?

The **Admission Period** for 2017 commences on **11 April 2016** and ends on **7 September 2016** by which date all applicants should be placed.

Phase 1: Registration and verification of information

Parents should register or verify their details and learner details from **11 April 2016**.

Phase 2: Application

The application period commences on **19 April 2016** at **8H00** in the morning and will close midnight on **1 June 2016**

Phase 3: Placement

The placement period commences from 24 June until 07 September 2016

HOW DO I APPLY?**Step - by - step application process**

Parent access the web address: <http://www.gdeadmissions.gov.za> to be on the “Welcome to Admissions Online Application for 2017” page

ADMISSIONS ONLINE USER GUIDE FOR SCHOOL ADMINISTRATORS

1. Administrator access the web address: [http://: **www.gdeadmissions.gov.za**](http://www.gdeadmissions.gov.za) to land on the “**Application for Admission to a Public School**” page
2. Administrator clicks the “**GDE Admin**” link to be able to sign in the “**School Admin**” option to select the level of administration
3. After selecting the **School Admin** Options, the administrator is required to do the following:
 - Sign-In – For **Existing Users** who already have Sign-In credentials.
 - Password Reset – For **Existing Users** who have forgotten their password.
 - Sign-Up – For Admin Users who will be using the system for the **First time**.
4. **First time** Admin Users will sign up using Persal number as username and will need to create a password
5. Administrator provides username (**Persal number**) and password to sign in
6. The administrator will land on the “**Administration**” page after signing in
7. Under the “**School Office Menu**” there is a list of the following tasks that the administrator can perform:
 - **New Applications**
 - **Track Applications**
 - **Applications Per School**
 - **Applications Per Parent**
 - **Statistics Per School**
 - **Back-End/Front-End Applications Per School**
 - **Placement Process**
 - **Learner Transfer**
 - **Transfer Approval**
 - **Log-out**