

STEP-BY-STEP ADMISSIONS ONLINE APPLICATION USER GUIDE FOR THE 2018 LEARNER INTAKE

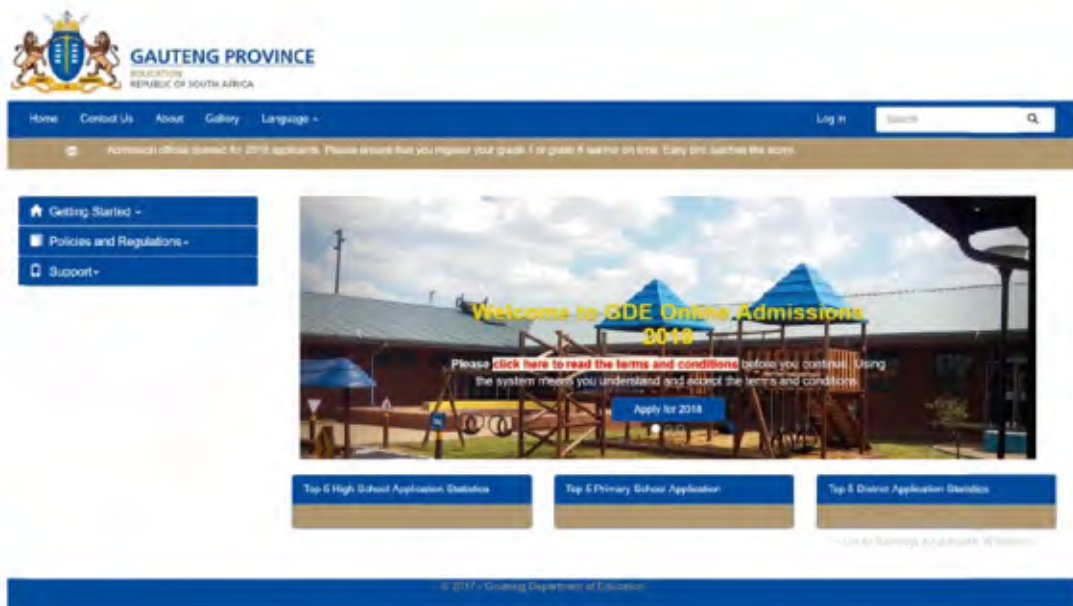
APPLICATION PROCESS

In terms of Section 9 of NEPA the Admission Policy of a Public School and the administration of admissions by an Education Department must not unfairly discriminate in any way against an applicant for admission. Section 34 provides the preference order of admissions as:

- (i) Learners whose parents live in the feeder area in their own or employers' domicile
- (ii) Learners whose parents work address is in the feeder area

The Provincial Admissions Regulations, General Notice No. 4138 of 2001 provides that the learner whose parents live or work in the area must apply to a school closest to the address or apply to a school where the learner has a sibling

Parents access the web address: <http://www.gdeadmissions.gov.za> to be on the "Welcome to Admissions Online Application for 2018" page



Regular updated news feeds will be displayed on the **notification bar** below to keep users informed

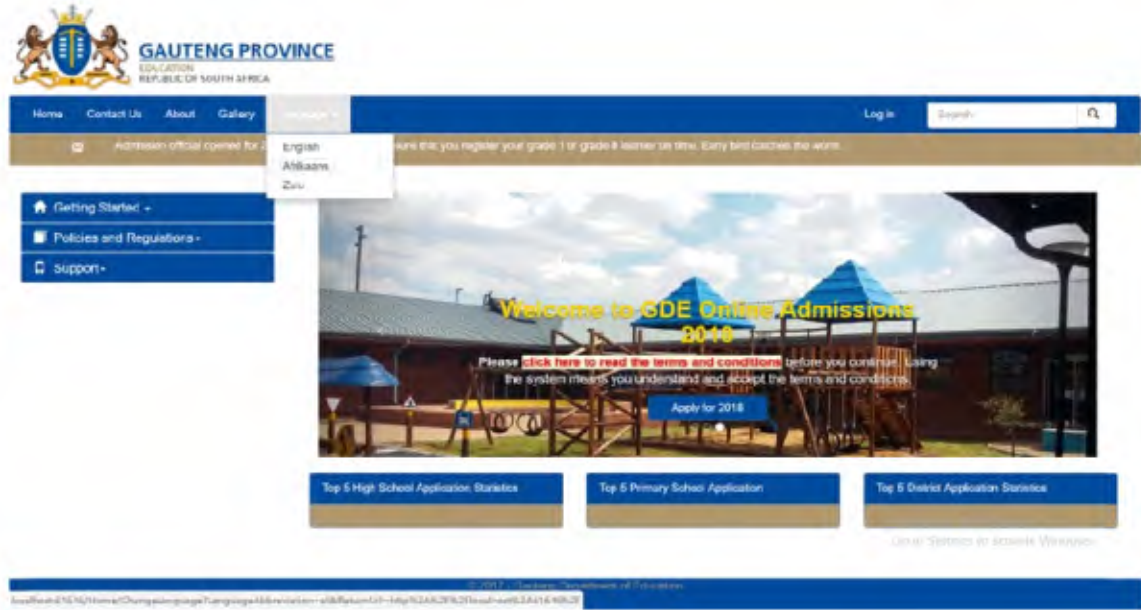


LANGUAGE PREFERENCE AND POLICY INFORMATION

Parents are required to read the information on the Welcome Page and click on the hyperlink for the Terms and Conditions.



Parents can also change the preferred language in which to complete the application form by clicking on **Language**



To proceed with the application click on **Apply for 2018**

STEP 1: ENTER PARENT DETAILS

1. First time user will be required to click the “**Apply for 2018**” button to enter parent information before making an application (**Users that registered last year must create new credentials**)
2. The entry form will pop-up and parent should complete all fields on the form. **The parent’s cell phone number is compulsory as this number will be used to communicate with the parents. (Landline number and Email fields are not compulsory)**

The screenshot displays a web application interface for entering parent details. The main content area is titled "Enter Parent Information" and contains the following fields:

- South African Class (dropdown)
- Non-South African Class (dropdown)
- ID Number/Passport (text input)
- Name (Surname and Given name)
- Gender (dropdown)
- Landline Number (text input)
- Cellphone Number (text input)
- Email (text input)
- Home Address (text input)
- Work Address (text input)
- Province (dropdown)
- District (dropdown)
- Password (text input)
- Confirm Password (text input)

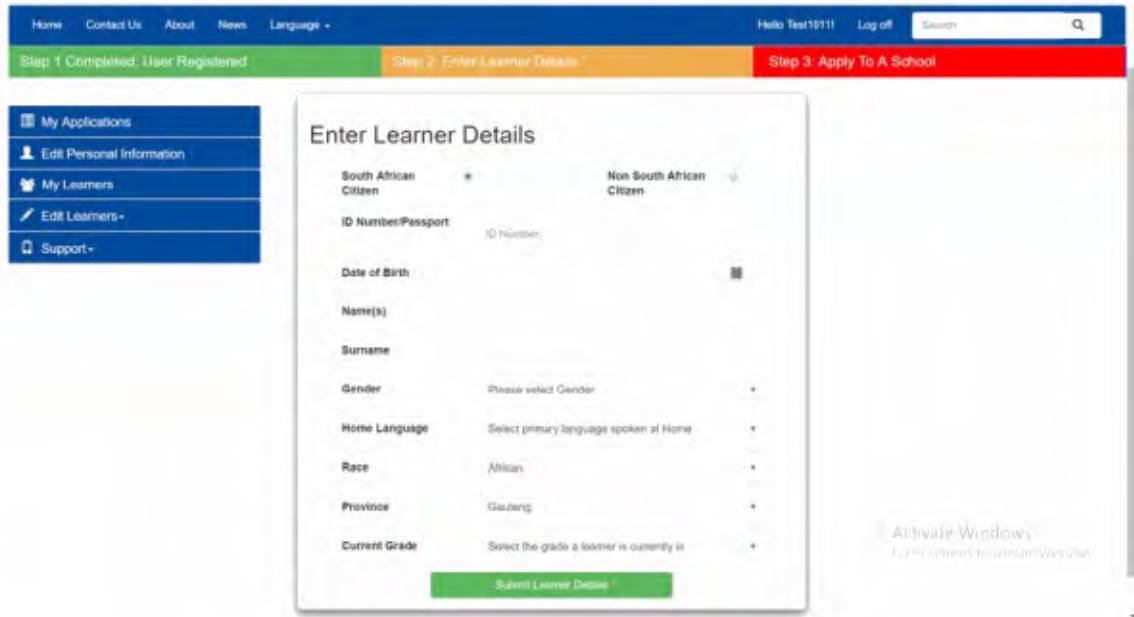
A green "Next Step" button is located at the bottom of the form. The top navigation bar indicates the current step is "Step 1: Enter Parent/Legal Guardian Details".

3. A **Username** and **Password** will be created by Parent to login and access the main application as a **User**. The **Password must be eight (8) characters long consisting of a Capital Letter, Small Letters, Numbers and a Special Character, for example, P@ss2018**
4. Parent must accept the **Terms and Conditions** before continuing with the application
5. A SMS is sent to the parent indicating login username and password
6. After completion of **STEP 1** the application will automatically proceed to **STEP 2 (ENTER LEARNER DETAILS)** and the colour of **STEP 1** will change to **GREEN**

STEP 2: ENTER LEARNER DETAILS

1. On this page a parent can:

- **Enter learner information (Application cannot be made unless a learner's details are entered)**



The screenshot shows a web application interface for entering learner details. At the top, there is a navigation bar with links for Home, Contact Us, About, News, and Language. A user is logged in as 'Hello Test10111'. Below the navigation bar, a progress indicator shows three steps: Step 1 (Completed: User Registered), Step 2 (Enter Learner Details - highlighted in orange), and Step 3 (Apply To A School - highlighted in red). On the left side, there is a sidebar menu with options: My Applications, Edit Personal Information, My Learners, Edit Learners, and Support. The main content area is titled 'Enter Learner Details' and contains a form with the following fields: Citizenship (South African Citizen / Non South African Citizen), ID Number/Passport (ID Number), Date of Birth, Name(s), Surname, Gender (Please select Gender), Home Language (Select primary language spoken at Home), Race (African), Province (Gauteng), and Current Grade (Select the grade a learner is currently in). A green 'Submit Learner Details' button is located at the bottom of the form. An 'Activate Windows' watermark is visible in the bottom right corner of the screenshot.

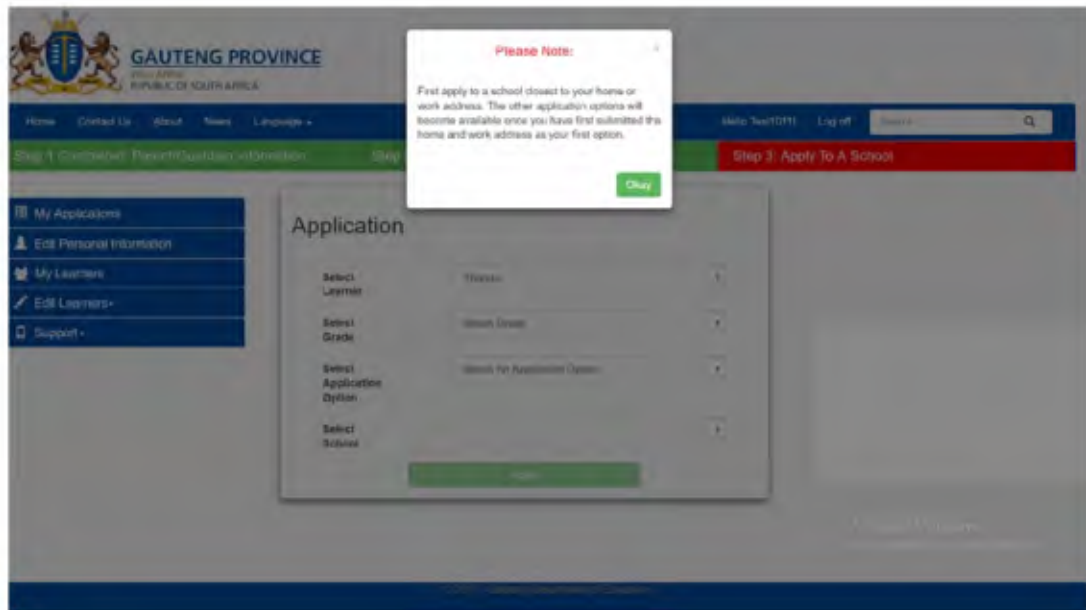
2. Click **Submit Learner Details** after completing the learner information page
3. After completion of **STEP 2** the application will automatically proceed to **STEP 3 (APPLY TO A SCHOOL)** and the colour of **STEP 2** will change to **GREEN**

STEP 3: APPLY TO A SCHOOL

A parent can apply using the following options:

1. **Home/Work address application- Applying to a school closest to your home or work address**
2. **School where there is a sibling - Applying to a school where your child has a sibling doing Grade 1-6 and/or Grade 8-11 presently**
3. **School of choice- Applying to any school that you prefer. (NOTE: If you do not meet the criteria your application will be placed on Waiting List B).**
4. **Application to a School of Specialisation**
5. **Application to a Technical School**
6. **Application to a School with Boarding Facility**
7. **Application using Previous School Option**

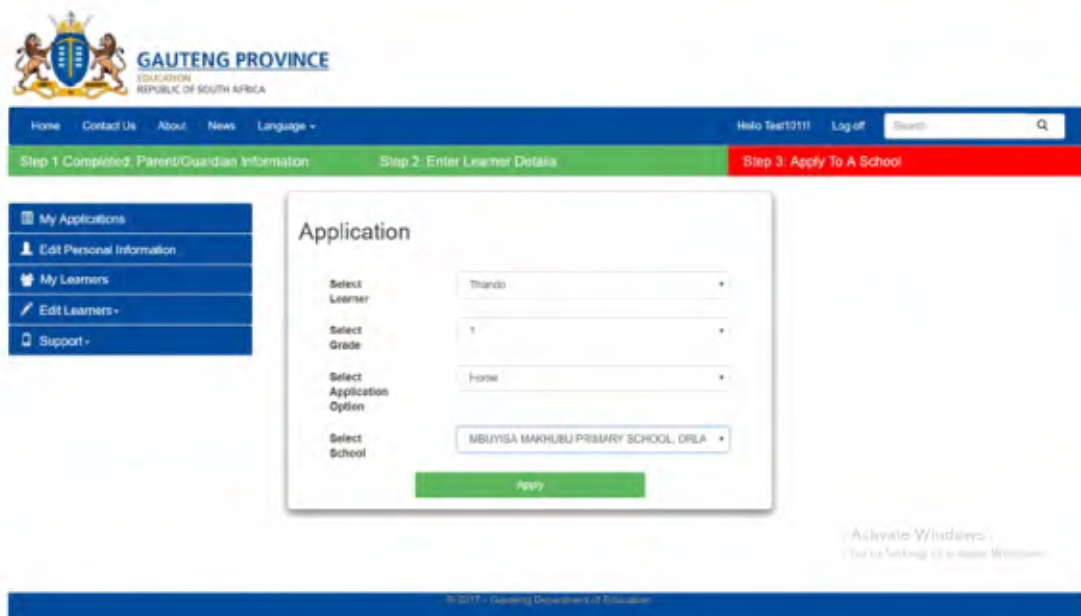
All applicants must apply using home or work address first



1. Parent to complete all the required fields on the page

1.1 Home/Work address Application

- select a learner
- select the grade applying for in 2018
- select the address(home or work) for the system to **provide a list of schools closest to the address you provided.**

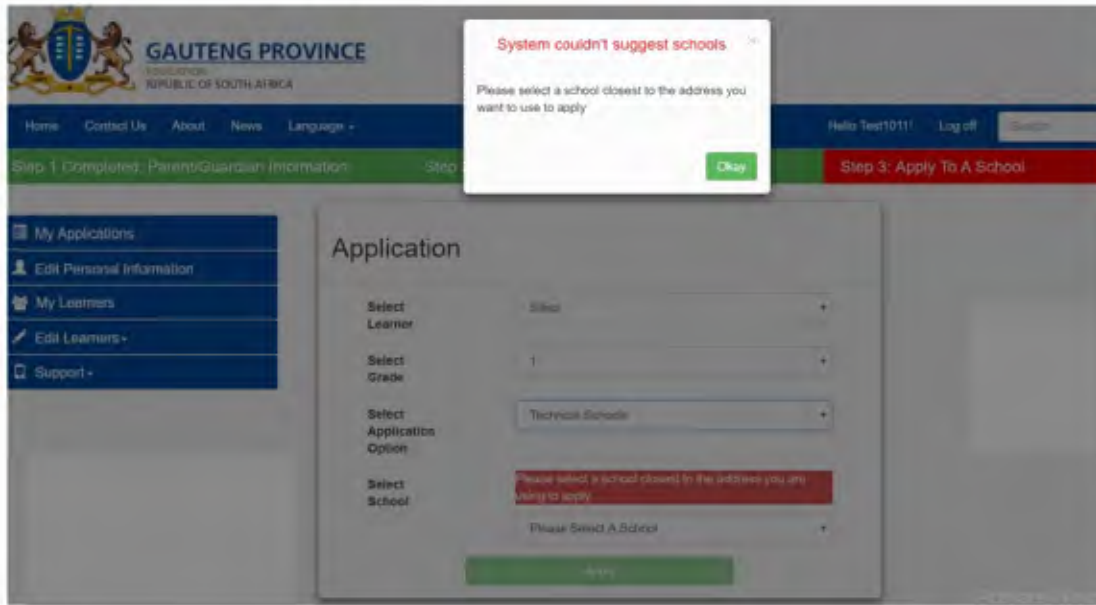


- applicant select a school on the list
- click "Apply" to submit your application

- an application reference number with a confirmation note will appear on the screen
- Parent can **“Apply again” (Make another application to another school)** or **“Apply for another learner” (Enter details of another learner to apply for 2018)**
- Parents must take note of the waiting list number
- **There are 3 types of waiting list numbers starting with:**
 - **WA – Parent qualify in terms of the Regulation**
 - **WB – Parent do not qualify and need to apply to a school where the waiting list will be WA**
 - **WAB – the system cannot identify the address**

If the waiting list number is WB and WAB the possibility is that the learner will not get a space at the school where the parent applied. It is therefore recommended that the parent apply where the waiting list number will be **WA**

If the system cannot locate the address provided with geographical coordinates, the following pop up message will appear:



Confirmation of Successful Submission

Your recent application has been received and will be processed soon.

Please take note of your Waiting List Number for any queries: **Waiting List No:**
WAB152009/8/170308/030609

Please make sure to submit the following documentation within 7 days to the School Applied to

Child Birth Certificate
Proof of Residences / Work Address
If you not the child's natural parent provide supporting documents to support legal relationship to child
Immunisation documents (against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B) for Grade 1
Most recent report of the child (if currently enrolled in another school)

[Apply again](#)

[Apply for another learner](#)

Thank you for Applying

NOTE: Documents must be submitted from 2 May 2017 to 12 June 2017

1.2 Application for a learner with a sibling at a school

- Select **Sibling** option on the ‘**Select Address Type**’ field
- Register sibling learner’s details by completing all field on the form

Application

Select Learner: Thando

Select Grade: 8

Select Application Option: Sibling

Add Sibling

Select School: Please Select A School

Submit

- click “Submit” to make an application to the sibling school
- **An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application**
- Parent can **“Apply again” (Make another application to another school)** or **“Apply for another learner” (Enter details of another learner to apply for 2018)**

Confirmation of Successful Submission

Your recent application has been received and will be processed soon.

Please take note of your Waiting List Number for any queries: **Waiting List No: WA131946/1/170406/024533**

Please make sure to submit the following documentation within 7 days to the School Applied to

Child Birth Certificate
Proof of Residences / Work Address
If you are not the child's natural parent provide supporting documents to support legal relationship to child
Immunisation documents (against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B) for Grade 1
Most recent report of the child (if currently enrolled in another school)

Apply again Apply for another learner

Thank you for Applying

Activate Windows
Go to Settings to activate Windows.

1.3 Application to a school of choice

- select a learner
- select the grade applying for in 2018
- Select **School of Choice** option on the ‘**Select Address Type**’ field
- click **“Apply”** to submit your application
- **An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application**

Home Contact Us About News Language - Hello Test10111 Log off Search

Step 1 Completed: Parent/Guardian Information Step 2: Enter Learner Details Step 3: Apply To A School

My Applications
 Edit Personal Information
 My Learners
 Edit Learners -
 Support -

Confirmation of Successful Submission

Your recent application has been received and will be processed soon.

Please take note of your Waiting List Number for any queries: **Waiting List No:**
WB110064/1/170406/025045

Please make sure to submit the following documentation within 7 days to the School Applied to

Child Birth Certificate
 Proof of Residence / Work Address
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 Most recent report of the child (if currently enrolled in another school)

Apply again Apply for another learner

Thank you for Applying

Activate Windows
 Go to Settings to activate Windows.

If an applicant should close the system before completing the application, the applicant can logon with her/his username and password to return to the page last used.