

ANNEXURE A

MANAGEMENT PLAN FOR LEARNER ADMISSIONS

No	ACTIVITY	RESPONSIBILITY	TIME FRAME
1.	Re-enrolment of learners		
1.1.	Currently enrolled learners are re-registered	School principal and SGB's	10 April to 25 May 2018
2.	Registration process		
2.1.	Distribution of application forms to parents	School principal and SGB's	10 April to 25 May 2018
2.2.	Application period	Parents	10 April to 25 May 2018
2.3.	Return of application forms with all required documentation	Parents	10 April to 25 May 2018
2.4.	Admission period	School principal and SGB's	10 April to 30 August 2018
3.	Placement of learners by the school		
3.1.	Placements of learners and inform parents of successful and unsuccessful application in writing	School principals and SGBs	22 June 2018
3.2.	Parents accepts/rejects placement offers in writing	Parent	27 July 2018
4.	Placement of learners by districts		
4.1.	Placement of unplaced learners who applied within the application period, in schools with available spaces	Districts	30 September 2018
4.2.	District Director finalise placement of all unplaced learners	Districts	31 August to 09 November 2018
4.3.	District Director submit to Head office a detailed list of all unplaced learners.	Districts	30 October 2018
4.4.	District Director manages the placement of late registration and regularly reports to Head office.	Districts	Weekly