



SCHOOL ADMINISTRATION

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INTERNAL MEMORANDUM

TO: DEPUTY- DIRECTOR GENERAL
CLUSTER CHIEF DIRECTORS
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS
DISTRICT DIRECTORS
PRINCIPALS OF PUBLIC ORDINARY SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES

FROM : HEAD OF DEPARTMENT-EDUCATION

SUBJECT : THE ADMINISTRATION OF LEARNER ADMISSIONS IN
PUBLIC ORDINARY SCHOOLS- SECTION 5 OF SASA (1996)

DATE : 27 AUGUST 2020

1. PURPOSE

The purpose of this Circular is to outline processes to be followed in all public ordinary schools on the administration of learner admissions during the academic year 2020 in preparation for January 2021. These processes must be in line with the following prescripts:

- 1.1. Constitution of the Republic of South Africa, Act No 1 of 1996
- 1.2. The South African Schools Act, Act no 84 of 1996 (SASA) as amended
- 1.3. Admission policy for Ordinary Public Schools published in Government Gazette No 19377, Notice 2432 of 1998 and
- 1.4. Any other applicable provincial law

building blocks for growth



Ikamva eliqagambileyo!

2. BACKGROUND AND CONTEXT

The Department of Education has noted with concern that most schools are not administering learner admissions properly; admitting learners who are under age in Grade 1 and admitting learners up to the end of the first term of the academic year. Consequently; late learner admissions impact negatively on the quality of teaching and learning and affects contact time, task on time and learner performance. The proper administration of learner admissions will afford maximum contact time which will in turn improve the desired learner outcomes and learner performance.

It is further noted that, school principals are admitting learners that are more than the figures declared in the Post Provisioning Norms (PPN) distribution and that creates problems when it comes to allocation of learning areas/subjects. The school must make a written request to the Head of Department if there are valid reasons forcing them to admit more learners on top of the enrollment that has been used to calculate PPN via District Director for recommendation. No growth post will be considered for any school that has not been granted official approval to increase learner numbers after receiving the official staff establishment.

There are schools that have exceeded learner enrollment, the maximum number of 930 to a large Primary School and 1000 in the case of Secondary School.

The above-mentioned scenario is further complicated by a number of small schools that are offering diverse curriculum streams with limited human resources and thereby compromising quality teaching and learning.

It is the responsibility of Head of Department to administer admission of learners in all public ordinary schools and further approve curriculum streams to be offered, however all principals of schools are legally delegated to perform this function as proxy of the Head of Department.

The principals of public schools must ensure that, all eligible learners especially those of compulsory school going age access admission without any unfair discrimination.

School principals and their School Governing Bodies (SGBs) should ensure that learner admissions are conducted according to age qualification, work place etc.

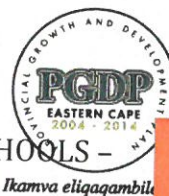
Documents required are certified copy (ies) of Identity document, birth certificate, Proof of Immunization card; School report and School transfer letter.

According to Circular 1 of 2019, the Head of Department is directed to admit all children not in possession of an official birth certificate into public schools in the Eastern Cape Province and where a learner cannot provide an official birth certificate, the principal of the relevant school is directed to **accept alternative proof of identity such as an affidavit or a sworn statement deposed to by the parent, care giver or guardian of the learner wherein the learner is fully identified.**

It is further stating that the head of department is restrained from, in any manner, whatsoever, removing or excluding from schools, children, including illegal foreign children, already admitted, purely by reason of the fact that the children have no identity document number, permit or passport, or have not produced any identification documents.

3. DELIBERATIONS

- 3.1. A public school must admit learners and serve their educational requirements without unfairly discriminating in any way.
- 3.2. The principal of a public school represents the Head of Department (HoD), it is the Head of Department who has prerogative to accept or decline requests on admission of learners. Hence, he/she will be expected to give update to the district director, periodically or when requested to do so, on all matters related to this delegated function.
- 3.3. School Governing Body of public schools must determine the school admission policy in compliance with the legislation.
- 3.4. The school must establish learner admission committees to administer learner admissions properly and liaise with the District Learner Admission committee.
- 3.5. **ALL APPLICATIONS** of learners **MUST** be captured in SASAMS with their Identity Numbers clearly reflected.



- 3.6. The schools must observe and comply with admission requirements and Management Plan as it has impact to resourcing aspects of the department.
- 3.7. Schools wishing to deviate from the contents of this circular should do that by submitting written correspondence to the Head of Department after consulting their District Directors for recommendation.

- **ADMISSION PERIOD**

Due to the National Lockdown as a result of Covid-19, learner admission processes have largely been affected causing unavoidable delays in some time-lines. Hence the admission period is allowed to commence as from 01 June until 30 October.

- **The Issuing out of application forms** shall commence on 01 June 2020 and close on 11 September 2020
- **The admission period shall be from 01 June 2020 to 30 October 2020. All learners applying for admission for 2020 must be placed by 30 November 2020.**
 - **ONLY** the exceptional cases e.g. relocations and work transfer of parents that will be accommodated

4. ADMISSION AGE OF A LEARNER IN A PUBLIC SCHOOL

- 4 years turning 5 by 30 June in the year of admission for Grade R
- 5 years turning 6 by 30 June in the year of admission for Grade 1

5. DISTRICT ADMISSION COMMITTEE

Each district will establish a District Learner Admissions Committee to effectively manage queries related to learner admissions in the district. The main objective for establishing such a committee is to assist the District Director in ensuring that admissions are finalized within the prescribed time frames in each district so that teaching and learning is utilized optimally from the first day of school in the academic year.

The District Learner Admissions Committee will be chaired by the District Director or a District delegated official. Members of this committee will include:

- IDS&G/ CMC Managers
- SGB Coordinator

- Circuit Manager/s
- Customer Care

The functions of the committee will include, inter alia the following:

- To handle all learner admission queries referred to the district from schools, community, provincial and national offices.
- To give timeous feedback to applicants regarding their admission queries.
- To compile a district report on how each query was resolved
- maintain a database of queries for each year of application.
- To identify trends related to learner admission queries and implement intervention strategies.
- To manage possible emerging learner enrollment influx and resource appropriately.
- To liaise with Circuit managers, school principals and SGBs on matters pertaining to learner admissions.

Attached hereto, as Annexure A is a Management Plan for learner admissions to be implemented by all schools and districts.

6. CONCLUSIONS

This circular applies with immediate effect and rescinds all other previous circulars related to learner admissions. You must further note that the Head of Department has a right to implement consequence management to an individual or structure that is violating the contents of this circular, using relevant legislation.

Your co-operation in this matter will be highly appreciated.

Mr. T. KOJANA

HEAD OF DEPARTMENT-EDUCATION

01/09/2020
DATE



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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 SGBs	01 June - 24 July 2020
2.	Registration process		
2.1.	Issuing out of application forms to parents	School principal and SGBs	01 June – 11 September 2020
2.2.	Capturing of applications in SASAMS	School principal and SGBs	01 June - 30 October 2020
2.3.	Return of application forms with all required documentation	Parents	11 September – 09 October 2020
2.4.	Admission period	School principal and SGBs	01 June - 30 October 2020
3.	Placement of learners by the school		
3.1.	Placements of learners and inform parents of success and unsuccessful application in writing	School principal and SGBs	10 November 2020
3.2.	Report on number applied, placed and unplaced learners	School principal and SGBs	17 November 2020 (See attached template)
3.3.	Parents accepts/rejects placement offers in writing	Parent	20 November 2020
4.	Placement of learners by districts		
4.1.	Placement of unplaced learners who applied within the application period, in schools with available space	Districts	23 - 27 November 2020
4.2.	District Director finalize placement of all unplaced learners	Districts	30 November 2020
4.3.	District Director submit to Head office a list of all learners who have been placed	Districts	04 December 2020
4.4.	District Director manages the placement of late registration to Head office		Daily