



Province of the
EASTERN CAPE
EDUCATION

INSTITUTIONAL MANAGEMENT, DEVELOPMENT AND GOVERNANCE

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CIRCULAR NO 6 OF 2014

TO : CHIEF FINANCE OFFICER
CLUSTER CHIEF DIRECTORS
ALL CHIEF DIRECTORS
ALL HEAD OFFICE DIRECTORS
DISTRICT DIRECTORS
PRINCIPALS OF PUBLIC SCHOOLS
CHAIRPERSONS OF SGBs

FROM : HEAD OF DEPARTMENT-EDUCATION

SUBJECT : THE ADMINISTRATION OF LEARNER ADMISSIONS IN ALL
PUBLIC ORDINARY SCHOOLS INCLUDING SPECIAL SCHOOLS

DATE : 02 April 2014

1. PURPOSE

The purpose is to give guidelines to all public ordinary schools on the administration of learner admissions during the academic year.

2. BACKGROUND AND CONTEXT

The Department of Education has noted with concern that most schools are not administering learner admissions properly and worth noting is the practice of admitting learners up to the end of the first term of the academic year. The consequence of late admission has a negative impact on quality teaching time, time on task and poor 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 the responsibility of Head of Department to administer admissions of learners to all public ordinary schools, however all school principals are legally delegated to perform this function. It is expected that, all eligible learners access admissions without any unfair discrimination.

School principals and their School Governing Bodies (SGBs) are expected to ensure that learner admissions are conducted according to age qualification, geographic proximity, feeder school and work place. Documents required are certified copy (ies) of Identity document, birth certificate, Proof of Immunization card; School report, School transfer letter and any other document relevant for such purpose. Parents classified as immigrants must, when they apply for admission to a school for their children or for themselves, show evidence of work permit or study permit from the Department of Home Affairs.

3. DELIBERATIONS

The learner admission policy for public ordinary schools enforces that the school principal and the School Governing Body of a public schools must determine the school admission policy in compliance with the legislation.

*The **admission period*** shall be from 7 April to 29 August of every year. All learners applying for admission must be placed by 29 August for the following year.

*The **application period*** shall commence from 7 April and close on 27 May every year.

Each district must 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 delegated official. Members of this committee will include:

- Chief Education Specialist (CES) : IDS & G
- Officer from the district who will serve as a secretary
- Two officials from each circuit including the circuit manager.

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.



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- Facilitate placement of learners with special cases for admission in schools.
- Create database of learner enrolment as per admission policy
- To give timeous feedback to applicants regarding their admission queries.
- To compile a district report on how each query was resolved
- To maintain a data base 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.

4. CONCLUSIONS

This circular applies with immediate effect and rescinds all other previous circulars related to learner admissions.

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


M.L. NGONZO
HEAD OF DEPARTMENT-EDUCATION

2014/05/19
DATE

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	7 April -14 May 2014
2.	Registration process		
2.1	Admission period		7 April-29 August 2014
2.2.	Application period		7 April- 27 May 2014
2.3	Distribution of application forms to parents	School principal and SGBs	7 April- 27 May 2014
2.4	Return of application forms with all required documentation from.....to	Parents	15 April- 27 May 2014
3.	Placement of learners by the school		
3.1	Placement of learners and inform parents of success and unsuccessful applications in writing	School principal and SGBs	24 June 2014
3.2	Parents accepts/rejects placement offers in writing	Parents	24 July 2014
4.	Placement of learners by districts		
4.1	Placement of unplanned learners who applied within the application period, in schools with available space	Districts	29 August -13 October 2014
4.2	District Director finalize placement of all unplaced learners.	Districts	29 August-03 November 2014
4.3	District Directors submit to Head Of Office a list of all learners who have not been placed	Districts	04-07 November 2014



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4.4.	District Director manage the placement of late registration and submit daily statics to Head Office		Daily
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building blocks for growth.



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