



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

NOTICE – ADMISSIONS FOR 2018

I, Edward Mosuwe, Head of Department – Gauteng Department of Education, in terms of Regulation 5(1) of the amended Admission Regulations, (Provincial Gazette No.127 Dated 9 May 2012), hereby publish the Application Period when parents must commence with the online application for the **2018** academic year.

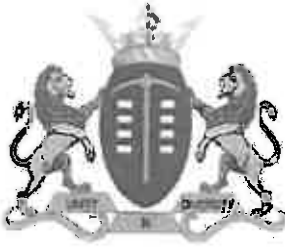
The **Admission Period** shall be the period from **Tuesday, 2 May 2017 to Friday 20 October 2017**. All learners applying for admission for **2018** must be placed by **20 October 2017**.

The **Application Period** shall commence on **Tuesday, 2 May 2017** and close on **Monday, 12 June 2017**. From **2 May 2017**, parents must apply online at Schools, District Offices, Teacher Centres or other identified sites for learner admission to school for 2018.

Upon successful submission of the Admission Application Form online, the parent shall be provided with a Waiting List number in writing in terms of Regulation 5(3) and Regulation 5 (5)

Mr Edward Mosuwe
Head of Department

Date: 28/3/2017



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ADMISSION MANAGEMENT PLAN – 2017/18

	ACTIVITY	RESPONSIBILITY	DATE
A	CERTIFICATION OF SCHOOLS ADMISSIONS POLICIES		
1.1	Districts ratify Schools Admission Policies-Regulation 2(c)(4)	School Principals	28 April 2017
B	LEARNER ENROLMENT VERIFICATION IN SCHOOLS		
1.1	Districts verify and conduct Capacity Audits in schools with significant decreased/increased learner numbers - Regulations 5(10)(b)	District Director	28 April 2017
1.2	Districts submit consolidated Capacity Audit reports indicating infrastructure needs to Head Office	District Director	28 April 2017
C	RE-ENROLMENT AND ADMISSIONS TO SCHOOLS WITH BOARDING FACILITIES		
1	Re-enrolment		
1.1	Learners currently enrolled (ALL GRADES) at the school are re-enrolled – Regulations 10(1) to (4)	School Principal	18 April - 19 May 2017
2	Admissions to 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	31 March 2017
2.2	Head of Department respond to the schools' requests - Regulation 5(11)(a)	Head of Department	28 April 2017

HEAD OF DEPARTMENT: EDWARD MOSUWE

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	ACTIVITY	RESPONSIBILITY	DATE
0	ADMISSIONS PERIOD (2 May – 20 October 2017)		
3	Application period (2 May – 12 June 2017)		
3.1	<ul style="list-style-type: none"> • Online Application for 2018 learner admission starts on 02 May 2017 at 8h00 - Regulation 5(1) ◦ Parents must submit the supporting documents to all schools they applied at on or before 12 June 2017 	Parents	02 May - 12 June 2017 (30 days)
3.2	Schools submit electronically signed off Online Waiting Lists "A and B" <i>indicating successful and unsuccessful applicants</i> to the District Director for approval - Regulation 5(7)(b)	School Principal	13 - 30 June 2017
3.3	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	13 - 30 June 2017
3.4	Schools receive electronically signed off Waiting Lists from the District Director for placement - Regulation 5(7)(c)	District Director	24 July 2017
4	Placement of learners by the School		
4.1	Schools process learner placement online Parents receive an automated SMS indicating offer of placement - Regulation 5(7)	School Principal	24 - 28 July 2017
	Letters to parents informing them of successful and unsuccessful applications - Regulation 5(7)	School Principal	24 - 28 July 2017
4.2	Parents accept/reject placement offers (Within 7 school days) - Regulation 5(7)	Parents	1 - 10 August 2017
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	10 August - 20 September 2017
5.2	District Director finalises the placement of all unplaced learners - Regulation 5(8)	District Director	10 August - 20 September 2017
5.3	District Director provides Head Office with data and plans informing mitigations of managing unplaced learners in pressure areas	District Director	21 - 29 September 2017

5.4	All learners who applied during the application period must be placed - Regulation 5(9) ACTIVITY	Head of Department RESPONSIBILITY	20 October 2017 DATE
D	LATE REGISTRATION		
1	Management of Late Registrations		
1.1	Late registration begins after the closing date of the application period - Regulation 5(5)	Schools and Districts	13 June 2017
1.2	Parents continue to apply online - Regulation 5(5)	Parents	13 June – 20 October 2017
1.3	Districts manage the placement of all late registration through School Principals - Regulation 5(10)	District Director	Daily


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Head of Department

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