



education

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North West Department of Education
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TO: CHIEF DIRECTOR DISTRICT COORDINATION
DISTRICT DIRECTORS
DISTRICT CO-ORDINATORS
SUB-DISTRICT MANAGERS
CIRCUIT MANAGERS
IGSS OFFICIALS
PRINCIPALS
SCHOOL GOVERNING BODIES

FROM: Mrs SM SEMASWE
SUPERINTENDENT GENERAL

DATE: 02 JULY 2020

SUBJECT: DEPARTMENTAL CIRCULAR No. 30 OF 2020 ON LEARNER REGISTRATION FOR 2021

The South Africa Schools Act (SASA) 84 of 1996, Chapter 2, section 3 makes provision for compulsory attendance for learners. Section 3 (1) mandates that ***“every parent must cause every learner (of school going age) for whom he/she is responsible to attend school from the first day until the last day of school year in which such a learner reaches the age of 15 years or ninth grade, whichever occurs first”***. Thus the department has a constitutional mandate of ensuring that everyone’s right to basic education is responded to as enshrined in the Constitution of the Republic of South Africa, 1996.

The North West Department of Education deems it important that learner registration should be concluded before commencement of 2021 academic year to ensure that teaching takes place on the first day of the re-opening of schools at the beginning of the year. This will enable schools to be ready, resourced and have informed plans that will allow smooth operations at the beginning of the year. Children may be registered at any public school nearer to their homes if space exists at the school. Children residing near the school should be given first preference if applied within set timeframes. It should be noted that only the department will confirm and declare schools full to capacity.



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This commitment serves to inform school managements, governing bodies and departmental officials of early enrolment of learners for the year 2021 and it covers learners registering for the first time, learners changing schools and those starting their secondary schooling.

All schools should have their admission policies that are consistent with the Constitution of The Republic of South Africa, 1996 (No. 108 of 1996), the South African Schools Act, 1996 as amended and any applicable provincial law in place and correctly implemented to ensure that they serve the children's requirement without any unfair discrimination.

The School Governing Bodies are not allowed to administer any admission tests before admitting learners except in special cases where suitable placements are needed (SASA 108 of 1996. section 5(2)).

Departmental officials will be managing and monitoring learner admission process to ensure learners are admitted on first – come – first served principle. Reports of all queries registered and admission statistics submitted by the schools should be collated by the districts' Learner Admission Task Teams and forwarded to IDS office on monthly basis according to the management plan.

In addition to provincial and district learner advocacy initiatives, all schools should plan their admissions advocacy, advertisements and registrations information within these specified timeframes. Schools should use all means of communication available to advocate and inform parents about learner registration for 2021.

LEARNER ADMISSION PROCESS

1. Registration Timeframes: 08 July 2020 – 30 October 2020

Due to the COVID 19 lockdown, for 2021 learner registration of all grades will commence on the 08 July 2020 and ends on the 30th October 2020. Admission of learners will be on first – come – first served basis for all learners who meet the admission requirements as set out in the South African School's Act 84/1996 as amended, and any other law of South Africa.

It is the responsibility of all parents, guardians and children care givers to ensure that their children are registered on time before the closing date of registrations and they have evidence of submitted application forms. **Schools are not allowed to make learner registrations advertisement after October 2020 and all schools are expected to adhere to departmental registration timeframes.**

2. Application Period

Schools should make application forms for admission available to parents and learners from the start of the learner registration for 2021. Though the closing date for learner admission is October 2020, parents are encouraged to return completed application forms to schools earlier.



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All principals and SGBs must inform parents and/or guardians that enrolment for 2021 has started, that application forms are available and any other internal arrangements that will assist them in fast tracking learner registrations and ensuring that the process takes place timely and efficiently.

3. Waiting Lists

Schools should compile waiting lists for all learners who are not placed, each application or registration should be given a number and parents should be duly informed about that. All applicants in the waiting lists should be treated fairly to avoid queries. Waiting lists of learners who are not placed by schools should be submitted to the Circuit Managers at sub districts for alternative placements. The Circuit Managers should commence with the process of finding alternative placement for unplaced learners and finalise it in November 2020.

Lists of learners who are not placed by sub – districts should be forwarded to district directors for further placement as soon as there are learners identified to be not placed. Both sub – districts and districts should collate information on disputes, waiting lists and unplaced learners on monthly basis starting from October 2020 for those schools indicating that they are already full and forwarded it to province for DBE learner admission progress updates.

4. Age Requirements

The admission age of a learner in a public school as determined by Section 5(4)a) of the South African Schools Act 84/1996 is as follows:

- **Grade R:** 4 years turning 5 by 30 June 2021;
- **Grade 1:** 5 years turning 6 by 30 June 2021;
- **Other grades:** a learner who is still under the age of 15 years of age must be placed in suitable grade and those above 16 years of age be advised to register at an ABET centre, this clause about the age-grade norm does not apply to learners already enrolled at ordinary public school on 1 January [2000] except if it is deemed to be in the best interests of the learner; and
- **Learners with special needs:** should be admitted where it is reasonably practical in ordinary public schools, special schools and full service schools.

5. Documents required for learner registrations

a. South African Learners

- Certified copy of birth certificate
- Immunization card
- Last school academic report card
- Transfer letter or card from previous school



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b. Non – citizen learners

- Learner's study visa or work permits of parents for non-citizens from the Department of Home Affairs in addition to the documents stated above;
- Temporary or permanent residence permit / proof of application by non-citizens to the Department of Home Affairs to legalise their stay in the country (**The learners' residence status in the republic should comply with immigration Act and Refugees Act of South Africa**);
- Learners with permanent residence permit issued in terms of immigration act must submit a birth certificate issued by the relevant authority from his or her country of origin;
- Non-citizen learners should be admitted to public schools only if their residence status in the Republic complies with the Immigration Act and the Refugees Act;
- In the case of a refugee, a learner may be admitted only if he or she produces an asylum seeker permit or a certificate granting refugee status or provides evidence that they have applied to the Department of Home Affairs to legalise their stay in the Country; and
- Schools should not admit children of foreign nationals without proper residential documents. If a foreign national applies to a public school for admission of a child and submits an asylum seeker permit or a refugee status certificate on which the name of that particular child does not appear as a dependant of such adult, a school is not allowed to accept such permit or certificate. The same applies if the parental relationship with, or guardianship of, the child cannot be easily established. In such cases, the adults should be referred to the Department of Home Affairs and the Department of Social Development to obtain proper Documentation.

Undocumented children should be registered provisionally if these documents are not readily available and give parents a maximum of 12 months after registration to submit them. All admissions of learners must be recorded in the admission register or SASAMS system of the school after confirmation of all registered learners. The officials of the department must have access to the admission register or SASAMS information when necessary.

6. Administration of late applications

The department in its endeavour to ensure that schools stop dealing with admission during school hours has established teams and hubs at sub – districts to deal with late applications and registrations. This strategy will address the challenge of learners who apply for administration to schools at the beginning of an academic year.

Late registrations will be administered in January 2021 at sub – districts where late registration **hubs** and the **Late Admission Task Teams** will be based. All late admissions should be referred to sub – districts to direct applicants to identified schools that have vacancies with proximity and relevant curriculum.



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7. Appeals procedure

It is a national mandate to ensure that all learners of school going age are admitted in schools and their right to education are protected. Parents and/or guardians experiencing difficulty in enrolling their children for 2021 may approach Circuit Managers for assistance and contact details may be obtained from the schools or sub – districts.

Parents have a right to request reasons in writing for non-admission of a child and if not satisfied may lodge a written complaint with the sub – districts and or districts and ultimately the office of the Superintendent – General. If still not satisfied, the parent may appeal against the decision to the Member of the Executive Council.

REASONS FOR NON ADMISSION

The Admission, Language and Religion Policies including Code of Conduct for learners determined by governing bodies should not be used as tools to discriminate certain learners. All learners must be admitted to the total school programme and may not be suspended from classes, denied access to cultural, sporting or social activities of the school, denied a school report or transfer certificates, or victimised on the following grounds:

- Parents are unable to pay or has not paid the school fees determined by the school governing body under section 39 of the South African School Act
- Parents not subscribing to the mission statement of the school
- Parents have refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of a learner
- Language, culture, disability, race, religion and economic background
- HIV status of a learner, disability, or pregnancy
- COVID 19 Status

CONSIDERATION OF COVID 19

Given the outbreak of Corona Virus, SMTs and SGBs must ensure adherence to COVID 19 Regulations such as:

- Ensuring Social Distancing
- Wearing of masks
- Screening of everyone at entry points

Learners who applied for home learning due to comorbidities and other reasons stated should not be disadvantaged on re- registering.



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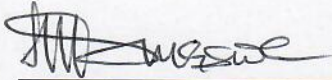
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DR KENNETH KAUNDA DISTRICT	Mr B. MONALE	018 299 8299	bmonale@nwpg.gov.za
DR RS MOMPATI DISTRICT	Ms M. DITHEJANE	053 928 0200	dithejanem@nwpg.gov.za
BOJANALA DISTRICT	Ms M. PALEDI	014 590 4800	mpaledi@nwpg.gov.za

The contents of this circular must be brought to the attention of concerned and all schools should adhere to the time frames indicated.



Mrs S. M. Semaswe
Superintendent General

03/07/2020

Date



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OFFICE OF THE SUPERINTENDENT-GENERAL

MANAGEMENT PLAN FOR 2021 LEARNER ADMISSION

1. PRIOR ADMISSION		
NO.	ACTIVITY	RESPONSIBILITY
1.1.	Advocacy on admission through various modes. Such includes media coverage, pamphlets, letters and physical interaction where possible	<ul style="list-style-type: none"> North West Education – Honourable MEC District Directors, Sub district Managers, Circuit Managers, QLTC, SGBs to cascade the MEC's pronouncement on admission process School admission committee SGB
	Review of admission policy	<ul style="list-style-type: none"> School admission committee SGB
	Determining school capacity	School admission committee
1.2.	Departmental Circular for 2021 Learner Admission is communicated to all affected stakeholders, departmental officials, School Management Teams and School Governing Bodies	<ul style="list-style-type: none"> Head of Department – North West Education Department
1.3.	Interaction of the school community with the directives as made in the Departmental Circular on admission. Drawing up understanding the contents of the circular in line with applicable legislation and policies	<ul style="list-style-type: none"> SMT and School Governing Bodies
1.4.	Communication letters indicating the opening and closing for admission dates are distributed to parents. That communication must reflect the admission requirements and the needed documentation. Develop the strategy to be utilised in relation to COVID 19	<ul style="list-style-type: none"> SMT

1.5.	Setting up of admission help desks – Admission hubs	July 2020	<ul style="list-style-type: none"> • Sub- district • SGB admission committee
2. ACTUAL PROCESS OF ADMISSION			
2.1.	Distribution of application forms for admission to parents.	July – August 2020	<ul style="list-style-type: none"> • School Admission Committee
2.2.	Submission of application forms	September- October 2020	<ul style="list-style-type: none"> • Parents • Legal guardians
2.3.	Schools communicate with parents and guardians on both successful and unsuccessful applications. Reasons for declined applications must fully be communicated to the parents. All declined applications should be brought for the attention of the district on time.	November 2020	<ul style="list-style-type: none"> • School Admission Committee
2.4.	Identify hotspots and generate a plan to address them	November – 2020	<ul style="list-style-type: none"> • District Admission Committee
2.5.	Monitoring of admission process	September 2020- January 2021	<ul style="list-style-type: none"> • Districts and Corporate
2.6.	Submission of monthly admission statistics and related reports to province. Complaints must as far as practicable be resolved at the level of School Admission Committee.	September until closure	<ul style="list-style-type: none"> • Sub- districts through districts
2.7.	Sub- district admission hubs attends to unresolved issues surrounding the admission process	September until closure	<ul style="list-style-type: none"> • Sub- district admission hubs
2.9.	Completion of the admission process. Details of placed and unplaced learners given for alternative placement	Monthly	<ul style="list-style-type: none"> • SMT
3. LATE APPLICATION			
3.1.	Mop- up process for placement in available spaces/schools	Dec 2020 until closure	<ul style="list-style-type: none"> • SMT and Sub- district admission hubs
4. APPEALS AND PROCEDURES/POST ADMISSION			
4.1.	All un- resolved cases of admission must be brought to the attention of the Head of Department for intervention	Jan 2021	<ul style="list-style-type: none"> • Districts

SCHOOL CAPACITY

Due to COVID 19 Regulations schools will be required to determine its capacity in advance to prevent unnecessary overcrowding. The following template need to be filled and submitted to districts.

TEMPLATE TO REPORT ON CAPACITY OF SCHOOLS

GRADES	NUMBER OF CLASSES	NUMBER OF LEARNERS (CURRENT)	MAXIMUM NUMBER THAT CAN BE ACCOMMODATED	ESTIMATED ENROLMENT FOR 2021
GRADE R				
GRADE 1				
GRADE 2				
GRADE 3				
GRADE 4				
GRADE 5				
GRADE 6				
GRADE 7				
TOTALS				
SECONDARY SCHOOLS				
GRADE 8				
GRADE 9				
GRADE 10				
GRADE 11				
GRADE 12				
TOTALS				