



## **Education and Sport Development**

Department of Education and Sport Development  
Departement van Onderwys en Sportontwikkeling  
Lefapha la Thuto le Tihabololo ya Metshameko  
**NORTH WEST PROVINCE**

Garona Building, Mmabatho  
1st Floor, East Wing,  
Private Bag X2044,  
Mmabatho 2735  
Tel.: (018) 388-3433  
Fax.: 086-514-0126  
e-mail: [molhabanej@nwpg.gov.za](mailto:molhabanej@nwpg.gov.za)

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### **OFFICE OF THE SUPERINTENDENT-GENERAL**

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Enquiries: Dr M.C. Teu  
Tel No.: (018) 389 8102  
Cell No.: 079 515 6269  
e-mail: [MTeu@nwpg.gov.za](mailto:MTeu@nwpg.gov.za)

To: Chief Director District Coordination  
District Directors  
District Co-ordinators  
Sub-district Managers  
Circuit Managers  
IGSS Officials  
Principals  
School Governing Bodies

**SUBJECT: DEPARTMENTAL CIRCULAR No. 11 OF 2019 ON LEARNER REGISTRATION FOR 2020**

The South Africa Schools Act (SASA) 84 of 1996, Chapter 2, section 3 makes provision for compulsory attendance, 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. 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.

Hence the North West Department of Education and Sport Development deems it important that learner registration should be concluded before commencement of 2020 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 convenient 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.

This commitment serves to inform school managements, governing bodies and departmental officials of early enrolment of learners for the year 2020 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 Dr. Matlhodi Teu's office on monthly basis starting from end of July 2019. 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 2019.

## LEARNER ADMISSION PROCESS

### 1. Registration Timeframes: 08 April 2019 – 30 August 2019

Learner registration of all grades will commence on the 08 April 2019 and ends on the 30<sup>th</sup> August 2019. 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 September 2019 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 2019. Though the closing date for learner admission is August 2019, parents are encouraged to return completed application forms to schools earlier.

All principals and SGBs must inform parents and/or guardians that enrolment for 2020 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 between October and November 2019.

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 July 2019 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 2020;
- **Grade 1:** 5 years turning 6 by 30 June 2020;
- **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



## **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 weeks 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 2020 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.

## 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 2020 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.

## ADMISSION REFUSAL REASONS

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:

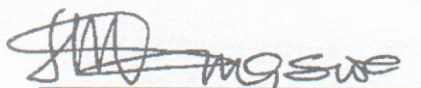
- Parents are unable to pay or has not paid the school fees determined by the school governing body under section 39 of the South African School Act
- Parents not subscribing to the mission statement of the school
- Parents have refused to enter into a contract in terms of which the parent waives any 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



### CONTACT DETAILS OF PROVINCIAL & DISTRICT DIRECTORS

OFFICE	OFFICIAL	TELEPHONE NO	E-MAIL ADDRESS
PROVINCE	Dr M.C. TEU	018 389 8102	<a href="mailto:mteu@nwpg.gov.za">mteu@nwpg.gov.za</a>
NGAKA MODIRI MOLEMA DISTRICT	Mr B. MABATI	018 388 1960	<a href="mailto:bmabati@nwpg.gov.za">bmabati@nwpg.gov.za</a>
DR KENNETH KAUNDA DISTRICT	Mr B. MONALE	018 299 8299	<a href="mailto:bmonale@nwpg.gov.za">bmonale@nwpg.gov.za</a>
DR RS MOMPATI DISTRICT	Ms M. DITHEJANE	053 928 0200	<a href="mailto:dithejanem@nwpg.gov.za">dithejanem@nwpg.gov.za</a>
BOJANALA DISTRICT	Mr N. THEMA	014 590 4800	<a href="mailto:nthema@nwpg.gov.za">nthema@nwpg.gov.za</a>

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**

09/04/2019  
Date

