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OFFICE OF THE HEAD OF DEPARTMENT Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: Mr. M.C. Sandi Tel: 040 608 4442. Cell No. 0605300672. Email: [mbuyiseli.sandi@ecdoe.gov.za](mailto:mbuyiseli.sandi@ecdoe.gov.za) Enquiries: M.C Sandi

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## CIRCULAR 5 OF 2022

**TO : DEPUTY- DIRECTOR GENERAL**

**CLUSTER CHIEF DIRECTORS**

**CHIEF DIRECTORS**

**HEAD OFFICE DIRECTORS**

**DISTRICT DIRECTORS**

**PRINCIPALS OF PUBLIC ORDINARY SCHOOLS**

**SCHOOL GOVERNING BODIES**

**SGB ASSOCIATIONS**

**FROM : HEAD OF DEPARTMENT- EDUCATION**

**SUBJECT : THE ADMINISTRATION OF LEARNER ADMISSIONS IN**

**PUBLIC ORDINARY SCHOOLS- SECTION 5 OF SASA (1996)**

**DATE : 14 MARCH 2022**

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### 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 2022 in preparation for January 2023. These processes must be in line with the following prescripts, inter alia

- 1.1. Constitution of the Republic of South Africa, Act No 108 of 1996
- 1.2. The South African Schools Act, Act no 84 of 1996 (SASA) as amended

- 1.3. National Education Policy Act, 1996, Act No 27 of 1996 published in Government Gazette No 19377, Notice 2432 of 1998 and
- 1.4. Eastern Cape Learner Admission Policy
- 1.5. Any other applicable provincial law

## **2.BACKGROUND AND CONTEXT**

2.1. Registration and admission of learners has become one of the biggest challenges in the sector/ Department of Education. The common problem, thus far, is the fact that the English Medium schools are currently faced with the problem of absorbing all applicants, and the informal settlement schools are over-populated whilst schools in the old settlements become under-populated. Demands for admission at performing schools remain a challenge in the sector/Department of Education.

2.2. 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 enrolment 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.

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

2.4. 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.

2.5 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.

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

2.7 School principals and their School Governing Bodies (SGBs) should ensure that learner admissions are conducted according to age qualification. Documents required are certified copy (ies) of Identity document, birth certificate, permit, Proof of Immunization card, School report and School transfer letter as per National Guidelines on Admission Policy for Ordinary Public Schools. Therefore, any other documentation required by schools for admission of learners outside the National Guidelines is not legitimate and should not be used to prevent learners from admission.

2.8. According to Circular 1 of 2020 (DBE), 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.**

2.9. It further states 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. LEGISLATION RELATING TO ADMISSION AND PLACEMENT OF LEARNERS IN SCHOOLS.**

3.1 According to section 5(7) of SASA, admission of learners to a public school must be made to the education department in a manner determined by the Head of Department.

3.1.1 The HOD is responsible for the administration of the admission of learners to a public school. The Head of Department may delegate the responsibility to a school and to officials of the department (NEPA).

3.1.2 The governing body of a public school must make a copy of the school's admission policy available to the Head of Department.

3.1.3 A public school must admit learners and serve their educational requirements without unfairly discriminating in any way [SASA 5(1)]

3.1.4 No learners may be refused admission to a public school on the grounds that his or her parent [SASA 5(3)]

a) Is unable to pay or has not paid the school fees determined by the governing body (Under section 39).

- a) Does not subscribe to the mission statement of the school
- b) Has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.

#### 4. DELIBERATIONS

- 4.1 A public school must admit learners and serve their educational requirements without unfairly discriminating in any way.
- 4.2 The principal of a public school represents the Head of Department (HoD), it is the Head of Department who has the 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.
- 4.3 School Governing Body of public schools must determine the school admission policy in compliance with the legislation.
- 4.4 The school must establish learner admission committees to administer learner admissions properly and liaise with the District Learner Admission committee (DLAC).
- 4.5 **ALL APPLICATIONS** of learners **MUST** be captured in SASAMS with their Identity Numbers clearly reflected taking note of Circular 1 of 2020 (DBE).
- 4.6 The schools must observe and comply with admission requirements and Management Plan as it has impact to resourcing aspects of the department.
- 4.7 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.

#### 5. ADMISSION PERIOD

- *The Issuing out of application forms* shall commence on 05 April 2022 and closes on 30 June 2022
- *The admission period* shall be from 22 March 2022 to 30 September 2022. All learners applying for admission for 2023 must be placed by 31 October 2022.
- *ONLY the exceptional cases e.g., relocations and work transfer of parents that will be accommodated outside of the admission period.*

#### 6. 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

## **7. DISTRICT LEARNER 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 CES/CMC Head**
- **SGB Coordinator**
- **Circuit Manager/s**
- **Customer Care**
- **SASAMS Coordinator**

Functions of the committee will include, inter alia the following:

1. To handle all learner admission queries referred to the district from schools, community, provincial and national offices.
2. To give timeous feedback to applicants regarding their admission queries.
3. To compile a district report on how each query was resolved
4. To maintain a database of queries for each year of application.
5. To identify trends related to learner admission queries and implement intervention strategies.
6. To manage possible emerging learner enrolment influx and resources appropriately.
7. 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.

## 8. CONCLUSION

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.

  
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Dr. N. MBUDE

2022/03/14

DATE

HEAD OF DEPARTMENT-EDUCATION

## ANNEXTURE A

### MANAGEMENT PLAN FOR LEARNER ADMISSIONS

No	ACTIVITY	RESPONSIBILITY	TIME FRAME
<b>1.</b>	<b>Re-enrolment of learners</b>		
1.1	Currently enrolled learners are re-registered	School principal	22 March- 25 March 2022
<b>2.</b>	<b>Registration process</b>		
2.1	Issuing out of application forms to parents	School principal	05 April – 30 June 2022
2.2	Capturing of applications in SASAMS	School principal	05 April - 30 September 2022
2.3	Return of application forms	Parents	05 April – 30 June 2022
2.4	Admission period	School principal	14 March – 30 September 2022
<b>3.</b>	<b>Placement of learners by the school</b>		
3.1	Placements of learners and inform parents of success and unsuccessful application in writing	School principal	25 July – 05 August 2022
3.2	Report on number applied, placed and unplaced learners	School principal	10 -12 August 2022
3.3	Parents accepts/rejects placement offers in writing	Parent	15 - 19 August 2022
<b>4.</b>	<b>Placement of learners by districts</b>		
4.1	Placement of unplaced learners who applied within the application period, in schools with available space	Districts	22 August- 30 September 2022

4.2	Districts submit weekly reports to Head Office with minutes of DLAC attached	District Directors	11 October – 31 October 2022
4.3	District Director finalize placement of all unplaced learners	Districts	11-14 October 2022
4.4	District Director submit to Head office a list of all learners who have been placed	Districts	17 - 21 October 2022
4.5	District Director manages the placement of late registration and submit to Head office	Districts	24 October -31 October 2022
4.6	Districts to submit management plan on the placement of unplaced learners weekly to Head Office	Districts	January 2023



REPORTING TEMPLATES

DISTRICT MONTHLY REPORTING TEMPLATE

Circuit	Placement	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Gr	Total
		R	1	2	3	4	5	6	7	8	9	10	11	12	
	Applied														
	Placed														
	Not Placed														
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DISTRICT :

DISTRICT DIRECTOR :

DATE :

SIGNATURE :



	Not Placed																
	Applied																

CIRCUIT :

CIRCUIT MANAGER :

DATE :

SIGNATURE :