



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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LEARNER ADMISSION MANAGEMENT PLAN – 2021/2022

	ACTIVITY	RESPONSIBILITY	DATE
A	ADMISSION TO SCHOOLS WITH BOARDING FACILITIES		
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 (7) (a) and (b)	School Principal	1 March 2021 - 23 April 2021
2	Head of Department respond to school's requests to admit a fixed number of learners into boarding facilities – Regulation 5 (7) (a) and (b)	HOD	23 April 2021 - 30 July 2021
3	Schools with Boarding facilities open for Applications to boarding facilities (Advocacy for admission to Boarding Facilities is the Responsibility of the School)	School Principal	15 March 2021 – 10 September 2021
4	Schools with Boarding facilities forward a database of boarders based on Permission from the Head of Department to admit a fixed number of boarders	School Principal	10 – 17 September 2021
B	LEARNER ENROLMENT VERIFICATION IN SCHOOLS		
1	Schools submit Capacity Audit reports to District Director (Regulation 4A (1))	School Principal	5 - 9 July 2021
2	Districts submit consolidated Capacity Audit Reports indicating infrastructure needs to Infrastructure Directorate	District Director	28 July 2021
C	RE-ENROLMENT		
	RE-ENROLMENT – INNER GRADES (2 AUGUST 2021 – 30 SEPTEMBER 2021)		
1	Learners currently enrolled at the school are re-enrolled (INNER GRADES)	School Principal	2 – 31 August 2021
2	Schools submit electronic re-enrolment statistical reports to Districts (INNER GRADES)	School Principal	14 September 2021
3	Districts submit electronic re-enrolment statistical reports to Province (ALL GRADES)	District Directors	15 - 30 September 2021
D	SCHOOLS OF SPECIALISATION ADMISSION PROCESS		
1	Schools of Specialisation recruitment of Learners with special aptitude	School Principals	6 April 2021- 10 September 2021
2	Schools of Specialisation conduct Admissions Tests / Trials / Auditions	School Principals	6 April 2021 - 10 September 2021
3	Schools of Specialisation inform applicants / candidates of the outcome of Admissions Tests / Trials / Auditions	School Principals	10 – 17 September 2021

	ACTIVITY	RESPONSIBILITY	DATE
E	ADMISSIONS PERIOD (10 AUGUST 2021 – 15 DECEMBER 2021)		
E1	PHASE 1: ONLINE ENROLMENT OF GRADE 7 LEARNERS (PUBLIC ORDINARY SCHOOLS) TO GRADE 8 (10 AUGUST 2021 – 10 SEPTEMBER 2021)		
1	Online enrolment of Grade 7 learners to Grade 8 for 2022 learner admission starts on 10 August 2021 at 8h00 – and ends on 3 September 2021 at 24:00	Parents	10 August 2021 – 3 September 2021
2	Parents upload or submit supporting documents to all schools applied to within 7 days after application	Parents	10 August 2021 – 10 September 2021
3	Schools verify documents, provide parents with proof of receipt of documents and update applicant's document status on the System	School Principals	10 August 2021 – 10 September 2021
	PHASE 1: DISTRICTS QUALITY ASSURE WAITING LISTS AND PREPARE PLACEMENT LISTS (13 SEPTEMBER 2021 – 13 OCTOBER 2021)		
4	Schools submit electronically signed off Online Waiting List indicating successful and unsuccessful applicants based on document verification to District Director for approval	School Principals	13 – 17 September 2021
5	District Directors quality assure School Waiting Lists in line with admissions criteria and available space and electronically signs off Waiting Lists	District Directors	13 September 2021 – 7 October 2021
6	Schools receive electronically signed off Waiting Lists from District Director for viewing before placement	School Principals	11 – 13 October 2021
7	Schools confirm Waiting Lists in consultation with Districts	School Principals	11 – 13 October 2021
	PHASE 1: PLACEMENT OF GRADE 7 LEARNERS TO GRADE 8 15 OCTOBER 2021 – 30 NOVEMBER 2021		
8	Parents receive and accept Offers of Placement	Parents	15 October 2021 - 5 November 2021
9	District Directors transfer and finalise placement of all unplaced learners	District Directors	5 - 30 November 2021
10	Grade 7 Enrolment and Placement Close		30 November 2021
E2	PHASE 2: GRADE 1 AND GRADE 8 APPLICATION PERIOD (13 SEPTEMBER 2021 – 20 OCTOBER 2021)		
1	Online Applications of Grade 1 and Grade 8 applicants for 2022 learner admission starts on 13 September 2021 at 8h00 – and ends on 8 October 2021 at 24:00	Parents	13 September 2021 - 8 October 2021
2	Parents upload or submit supporting documents to all schools applied to within 7 days after application	Parents	13 September 2021 - 15 October 2021
3	Schools verify documents, provide parents with proof of receipt of documents and update applicant's document status on the System	School Principal	13 September 2021 – 20 October 2021

	ACTIVITY	RESPONSIBILITY	DATE
E2	PHASE 2: GRADE 1 AND GRADE 8 WAITING LIST AND PLACEMENT LIST PREPARATION (13 SEPTEMBER 2021 – 11 NOVEMBER 2021)		
4	Schools submit electronically signed off Online Waiting List indicating successful and unsuccessful applicants based on document verification to District Director for approval	School Principal	18 October 2021 – 20 October 2021
5	District Directors quality assure School Waiting Lists in line with admissions criteria and available space and electronically signs off Waiting Lists	District Director	18 October 2021 – 8 November 2021
6	Schools receive electronically signed off Waiting Lists from District Director for viewing before placement	School Principal	9 – 11 November 2021
7	Schools confirm Waiting Lists in consultation with Districts	School Principal	9 – 11 November 2021
F	PLACEMENT OF LEARNERS BY THE SCHOOL (12 November 2021 – 15 December 2021)		
1	Electronic messages to parents (SMS) informing them of successful and unsuccessful applications - Regulation 5 (5) (a) and (c)	School Principals	12 - 30 November 2021
2	Parents accept/decline placement offers (Within 7 school days) - Regulation 5(5) (b)	Parents	15 - 30 November 2021
G	PLACEMENT OF LEARNERS BY DISTRICTS 1-15 DECEMBER 2021		
1	District Director places all unplaced applicants who applied within the application period in schools with available spaces - Regulation 5(6)	District Director	1-15 December 2021
2	All learners who applied during the application period must be placed - Regulation 5 (6)	Head of Department	15 December 2021
H	LATE APPLICATIONS JANUARY 2022		
	Late Applications: Parents apply to schools where there is still space available and submit documents	Parents	January 2022


MR EDWARD MOSUWE
HEAD OF DEPARTMENT

DATE: 20/07/2021



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NOTICE – GRADES 1 AND 8 LEARNER ADMISSIONS FOR 2022

I, Edward Mosuwe, Head of Department, Gauteng Department of Education, in terms of Regulation 5(1) of the amended Admission Regulations, (Provincial Gazette No.209 Dated 30 July 2018), hereby publish the Application Period when parents must commence with the online application for Grade 1 and Grade 8 for the **2022 Academic Year**.

The **Admissions Period** shall be the period from **Tuesday, 10 August 2021 to Wednesday, 15 December 2021**. All applications for Grade 1 and Grade 8 learners will be processed through the Gauteng Department of Education's Online Admissions Application System only. All learners with applications for admission to the **2022 Academic Year** must be placed by **15 December 2021**.

The **Application Period** shall run in two phases as follows:

- **Phase 1: Online Enrolment of Grade 7 Learners to Grade 8** to commence on **10 August 2021 and close on 3 September 2021**. During Phase 1, parents of learners that are currently in Grade 7 in public ordinary schools in Gauteng will enrol their children to Grade 8 for the 2022 Academic Year.
- **Phase 2: Online Application for Grade 1 and Grade 8** to commence on **13 September 2021 and close on 8 October 2021**. During Phase 2, parents of all learners who need admission to Grade 1 and the remaining Grade 7 learners from Independent Schools and other provinces will make applications to Grade 1 and Grade 8 for the 2022 Academic Year.

All parents with children that need to commence with Grade 1 and /or Grade 8 must apply Online for learners to be admitted to a school in the **2022 Academic Year**.

NOTICE – GRADES 1 AND 8 LEARNER ADMISSIONS FOR 2022

The application can be made from the comfort of the parent's home or at District Offices, Head Office, and / or decentralised walk-in centres identified as sites for learner admission across the province.

Upon successful submission of the Admissions 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). The written Waiting List number(s) of the school(s) applied to will be sent via sms to the cell phone number provided by the parent.

It is hoped that the above information will be in order.

Yours sincerely



**MR EDWARD MOSUWE
HEAD OF DEPARTMENT**

DATE: 20/07/2021