



Enquiries: Mr. MJ Lushaba
Tel. 013 766 5864/03

Circular No. 20 of 2019

**TO: DISTRICT DIRECTORS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES**

**FROM: MR. JR NKOSI
ACTING HEAD: EDUCATION**

DATE: 13 MAY 2019

SUBJECT: REMINDER FOR ADMISSION OF LEARNERS IN 2020 ACADEMIC YEAR

1. Principals and School Governing Bodies are reminded to take note that admission of learners in terms of Circular No. 49 of 2018 for 2020 academic year has started as from 01st of May 2019 and will be closed on the last day of August 2019, as stipulated in the Admission Policy Document of Mpumalanga Department of Education.
2. Admission register
 - 2.1. Section (8.1.) of the policy indicates that, "All principals of public school must keep an admission register of the school and should also capture all learners' information in SA-SAMS for viewing in the Data Driven District electronic system.
 - 2.2. The policy further states in section (8.3.) that, "The register must contain the name, date of birth, age, identity number, if applicable, and address of the learner as well as the names of the learner's parents as defined in the South African Schools Act, 1996 and their addresses and telephone numbers, where applicable."
 - 2.3. This means that "Entries in the register of admission must be verified against the birth certificate or identity document of the learner concerned. It should be noted that officials of the Provincial Education Department must have access to the register of admission in all the schools.
3. All principals are reminded that "parents must present an official birth certificate of the learner to the principal of the ordinary public school".

4. The parents, who do not have **birth certificates** for their children, their children may be conditionally admitted (for three months only) until a copy of the **birth certificate** is obtained from the regional office of the Department of Home Affairs.
5. All principals should adhere to the directive that no learner should be admitted to public schools for 2020 academic year without proper documentation.
6. Learners who are currently in the school system should also submit **birth certificates** as required by the Admission Policy of Mpumalanga Department of Education.

7. PROCESS FOR ADMISSION OF LEARNERS IN ORDINARY PUBLIC SCHOOLS

- 7.1. The Mpumalanga Department of Education has developed a process for admission of learners in ordinary public schools for the **2020** academic year.
 - 7.2. This process intends to ensure that learner admission is done within the admission policy of the Department of Education to avoid disruption of teaching and learning in the beginning of the year.
 - 7.3. It seeks to sketch or map out a process that must be followed by officials of the Department, Circuits, Schools and parents when registering learners in the Mpumalanga Department of Education.
 - 7.4. Kindly note that the process will help officials of the department that are delegated by the Head of Education to perform admission activities within time frames set by the Mpumalanga Department of Education.
 - 7.5. Any information pertaining the scope; purpose; school admission policy; school admission regulations; admission registers; documents required for admission; school feeder zone; admission requirements; in relation to learner's age; special education needs; admission of foreign learners; obligation of parents and their rights; home education and repeating of learners can be obtained in the districts; circuits and schools.
 - 7.6. The management plan for admission of learners for 2020 academic year is attached.
8. Your cooperation will be highly appreciated.



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(A) HEAD: EDUCATION

DATE: 13/05/2019



PROCESS OF ADMISSION OF LEARNERS

NO	ACTIVITY	RESPONSIBILITY	DATE
1.	Re-enrolment of learners		
1.1	Learners currently enrolled at the school are re-registered	School Principal	02 May 2019
1.2	Statistics of learners that are currently enrolled at the school to be finalized and submitted to District	School Principal	03 June 2019
2	Registration process		
2.1	Head Office set up help desk	Head: Education	02 May 2019
2.2	Admission and application period		02 May 2019
2.3	<ul style="list-style-type: none"> • Return of application forms with all required documentations from parents. • All parents returning the application forms must be issued with a waiting list number. 	Parents	02 May to August 2019
3.	Management of Waiting lists		
3.1	<p>Schools submit copies of waiting list 'A and B' indicating the successful / unsuccessful applicants to Circuit and District</p> <ul style="list-style-type: none"> • Waiting list A is a list of learners that are on the waiting list but residing within the feeder zone • Waiting list B is a list of learners that are residing outside the feeder zone 	School Principal	09 September 2019
3.2.	Districts Directors check the waiting list from school in line with available spaces and approve the waiting lists.	District Director and Circuit Manager	25 September 2019
3.3	School receives approved waiting lists A for placement from the District Director.	District Director and Circuit Manager	21 October 2019
4.	Placement of learners by schools in the waiting list approved by the District Director		
4.1	Placement of learners in all available spaces within the school	School Principal and Circuit Manager	18 November 2019

NO	ACTIVITY	RESPONSIBILITY	DATE
4.2	Letters to parents on the waiting lists informing them successful / unsuccessful applications	School Principal and Circuit Manager	29 November 2018
5	Management of Late Registrations 2010 for learners who are new in the feeder zone		
5.1	Districts set up decentralised operational centres to manage all late application	Districts	07 January 2020
5.2	Late registration begins after the closing data of application period to parents who are new residents in the feeder zone	School and Districts	07 January 2020
5.3	School submit late registration Waiting lists to the District for new residents in the feeder zone	School Principal	09 January 2020
5.4	District manage the placement of all late registration and submit daily statistics to Head Office for learners that are new residents in the feeder zone	District Director	10 January 2020



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