



## CIRCULAR NO. 16 OF 2024

**TO: DISTRICT DIRECTORS  
CIRCUIT MANAGERS  
PRINCIPALS OF PUBLIC SCHOOLS  
SCHOOL GOVERNING BODIES (SGBs)**

### CIRCULAR NO. 16 OF 2024 ON LEARNERS ADMISSION FOR THE 2025 ACADEMIC YEAR

#### **1. Admission Policy Thrust**

- 1.1. The Regulations Relating to the Admission of learners in Public Schools (published in the Provincial Gazette No. 3149 on the 3<sup>rd</sup> of April 2020 referred as Official Notice No.1 of 2020, prescribes the admission of learners in public ordinary schools that fall under the jurisdiction of the Mpumalanga Department of Education.
- 1.2. Every Public School should comply with the school's admission policy in line with the school's circumstances and context.

#### **2. Duration of the admission period**

- 2.1. Admissions commences 02 May 2024 and will close on 30 August 2024.
- 2.2. Grades 01 and 8 learners seeking admission for 2025 need to apply while learners confirming their return or applying to a different school should also do so by 30 Aug 2024.

#### **3. Learner Admission Data and Accountability**

- 3.1. Principals of public schools must capture all learners' information on learner admission registers.
- 3.2. The learner data must be verified for accuracy, authenticity, reliability and validity.

#### **4. Required Documents for Admission and Handling undocumented learners**

- 4.1. Prospective learners require documents like birth certificates, identity documents, study permits, passports, proof of residence etc. for admission at school, however children without the required documents must not be denied admission given their constitutional right to education.
- 4.2. In the event a parent, guardian or caregiver is unable to provide the required documentation like birth certificates, identity documents, study permits, passports, proof of residence etc, the principal must accept alternative proof of such in an affidavit or a sworn statement signed by the parent, care giver or guardian of the learner concerned wherein the learner's required details are fully identified and indicated.

**4.3. Basic information to be captured**

- 4.4. During the process of admission of learners, schools must capture relevant information such as:
- 4.4.1. The name of parent, guardians or caregiver.
  - 4.4.2. The Identity number of parent, guardian or caregiver.
  - 4.4.3. The residential address of parent, guardian or caregiver.
  - 4.4.4. The contact details work, (postal and residential or physical addresses, home and work telephone and cellphone numbers, next of kin etc.) of parents, guardians or caregivers.
  - 4.4.5. A relative of the parent or guardian or caregiver who can be contacted or reached by the school in case the parent, guardian or caregiver cannot be traced or are unavailable at the time of need or during an emergency.
- 4.5. The above information should be compiled and submitted to the Circuit Office for the attention of the District Director for further handling.

**5. Admission in Special Schools**

- 5.1. Learners admitted in Special Schools are those who experience barriers to learning and require moderate to high levels of support in respect of highly-specialised support resources, personnel, programmes and facilities.
- 5.2. The protocols of the policy on screening, identification, assessment and support must be followed to ensure appropriate placement.
- 5.3. Parents are urged to submit all relevant supporting documents (like medical report, therapist report, etc.

**6. Admissions in ECD Centres**

- 6.1. The child must be 4½ years old, turning 5 years by 30 June of the same year of admission.
- 6.2. **Applications for admission in Grade R should be accompanied by the following documents:**
  - 6.2.1. Birth Certificate,
  - 6.2.2. Road to health card (Clinic Card) and
  - 6.2.3. ID Copies of parents

**7. Admissions of learners in Grade 1**

- 7.1. The child must be 5½ years old, turning 6 years by 30 June of the same year of admission.
- 7.2. **Grade 1 applications should be accompanied by the following documents:**
  - 7.2.1. Birth Certificate,
  - 7.2.2. Road to health card (Clinic Card) and
  - 7.2.3. ID Copies of parents

**8. Health and Safety Measures**

Schools are expected to implement safe and hygienic measures for processing admissions that include issuing and receiving of application forms.



**9. Learner Admission Committees**

- 9.1. Schools must constitute admission committees and ensure that they are functional and active in implementing programs that is in line with the attached 2024 Learner Admissions Management Plan for Public Schools.
- 9.2. Circuit admission committees chaired by the Circuit Manager will be constituted by a minimum of four (4) of Primary School Principals and half the number of Secondary School principals and representatives of SGB associations existing within the circuit.
- 9.3. Extended meeting may be attended by all principals of Secondary Schools

**10. 2025 Learner Admission Management Plan for the Public Schools**

- 10.1. Learner Admission Management Plan for 2025 is outlined hereunder and schools must customise their admission plan in line with the determined time frames:

**11. MANAGEMENT PLAN FOR 2025 ADMISSIONS OF LEARNERS IN PUBLIC SCHOOLS**

NO	ACTIVITY	RESPONSIBILITY	DATE
<b>Admission of current learners / Early Registration</b>			
11.1.	Learners currently enrolled schools start with re-registration	School Principal	02 May 2024
11.2.	Statistics of current learners re-enrolled to be finalized and submitted to District	School Principal	31 May 2024
<b>Admission of new learners</b>			
11.3.	Head Office, District and Circuit Offices set-up help desks and Admission Committees	Head: Education	02 May 2024
11.4.	Distribution of applications for admission forms	School Principal	02 May 2022
11.5.	Submission of application forms with all required documentation.	Parents / Guardians / Caregivers	02 May to 31 Aug 2024
<b>Management of Admission Waiting Lists</b>			
11.6.	<ul style="list-style-type: none"> <li>▪ Schools submit copies of <b>Admission Waiting List A</b> (those from the feeder zone) and <b>Admission Waiting List B</b> (those from outside the feeder zone) to the <b>Circuit and District</b>.</li> <li>▪ Those on the waiting lists must be issued with an <b>Admission Waiting List Number</b> on the principle of "first come first served."</li> </ul>	School Principal	16 Sept 2024
11.7.	District Directors check waiting list from schools in line with available spaces and approve the waiting lists.	<ul style="list-style-type: none"> <li>○ District Director</li> <li>○ Circuit Manager</li> </ul>	23 Sept 2024
11.8.	Schools receive approved admission waiting lists A for placement from the District Director.	<ul style="list-style-type: none"> <li>○ District Director</li> <li>○ Circuit Manager</li> </ul>	14 Oct 2024
<b>Placement of learners by schools in the waiting list approved by the District Director</b>			
11.9.	Schools receive approved admission waiting lists B for placement from the District Director.	School Principal and Circuit Manager	14 Nov 2024
11.10.	Placement letters send to parents on the admission waiting lists.	School Principal and Circuit Manager	29 Nov 2024
<b>Management of late Registrations 2025 for new learners</b>			
11.11.	Districts and circuits set up decentralized operational centres to manage late applications.	<ul style="list-style-type: none"> <li>○ Districts</li> <li>○ Circuits</li> </ul>	08 Jan 2025



NO	ACTIVITY	RESPONSIBILITY	DATE
11.12.	Handling of late applications for admissions commences.	<ul style="list-style-type: none"> <li>○ Schools</li> <li>○ Circuits</li> <li>○ Districts</li> </ul>	13 Jan 2025
11.13.	Schools submit late applications for admissions and related waiting lists to the circuits and districts.	School Principal	17 Jan 2025
11.14.	Districts manage the placement of all late applications for admissions and submit daily statistics to Head Office	District Director	20 Jan 2025

Your cooperation and compliance to determined time frames is highly appreciated.

MS MM MASHITENG  
(A)HEAD: EDUCATION

DATE: 26 Jan 2025