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Enquiries: LR Abrahams

Circular: 0040/2016
Expiry date: 31 December 2018

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies

Short summary: *This serves to inform ordinary schools of the timeframes for applications for admission to the Western Cape Education Department (WCED) schools and the management of school admission information for **2017/18**.*

Subject: Dates and timeframes for applications for admission to ordinary Western Cape Education Department (WCED) schools and management of school admission information for 2017/18

1. The demand for learning places at schools in the Western Cape continues to grow annually. In order to manage admissions effectively schools are required to adhere to the following timeframes for admissions.
2. The measures outlined in this circular apply to applications received in **2017** for admission to ordinary public schools in **2018**.
 - 2.1 Common dates for admission allows the WCED to be able to plan more efficiently for the provision of classrooms, staff establishments, procurement of LTSM and all other systemic interventions required to ensure that schools are ready to start each year.
 - 2.2 This also serves to make the process more accessible to parents who wish to apply to Western Cape schools.
 - 2.3 Schools are required to adhere to the following WCED admission timeframes which will be **applicable to all ordinary public schools**:

Activity	Date
Schools capture planned enrolment on SAMI	30 January 2017
School admissions open (all ordinary public)	06 February 2017

schools)	
School admissions close (all ordinary public schools)	24 March 2017
Parents are informed of the outcome by letter	03 May 2017
Parents confirm acceptance	30 June 2017
Schools fill available places	3 rd Term 2017

3. **Capture of school's admission information for 2017 on the WCED School Admissions Management Information (SAMI) system**

3.1 Please be advised that in the case of an admissions appeal, dispute or a legal challenge, schools may be required to provide the details of the application such as when and how the application was processed. The details will then be taken from the SAMI system as the official WCED admissions information database.

3.2 Schools are therefore required to capture **ALL applications** received on the SAMI system.

3.3 Due dates for capturing admissions information on SAMI:

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| 3.3.1 SAMI opens for planned enrolment: | 20 January 2017 |
| 3.3.2 Schools sign off planned enrolment: | 30 January 2017 |
| 3.3.3 Schools capture all applications received on SAMI: | 06 February – until all places are filled |
| 3.3.4 Schools indicate the outcome of applications on SAMI: | 28 April 2017 |
| 3.3.5 Schools fill available places: | 3 rd Term 2017 |

3.4 The SAMI function generates a list of unplaced learners and indicates which schools have available places as the applications are processed.

3.5 It is therefore vital that schools capture and process the applications by the due dates to ensure that officials have accurate information which will be used to inform parents of available places.

4. **Resolving cases where a learner has not secured a place at a school**

The relevant district officials charged with admission administration will have access to the lists of unplaced learners and the available places at schools in the district. These officials will be required to assist in resolving the placement of learners by liaising with schools in their respective districts and circuits.

5. In the light of the increased demand for places at schools, the WCED trusts that these measures will assist schools and parents. We wish to thank principals, governing bodies and officials for their support in placing all learners in schools.

6. All queries in respect of the above can be directed to the relevant district official.
7. Kindly bring the content of this circular to the attention of all concerned.

SIGNED: BK SCHREUDER
ACTING HEAD: EDUCATION
DATE: 2016-09-28