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Circular: 0035/2017
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 public schools of the timeframes for applications for admission to Western Cape Education Department (WCED) schools and the management of school admission information for **2018/19**.*

Subject: Dates and timeframes for applications for admission to ordinary public schools and the management of school admission information for 2018/19

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 **2018** for admission to ordinary public schools in **2019**.
 - 2.1 Common dates for admission allows the Western Cape Education Department (WCED) to plan more efficiently for the provision of classrooms, staff establishments, the procurement of Learning and Teaching Support Material (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	1–7 February 2018
School admissions open (all ordinary public schools)	12 February 2018
School admissions close (all ordinary public schools)	23 March 2018
Parents are informed of the outcome by letter	22 June 2018
Parents confirm acceptance	23 July 2018
Schools fill available places	3 rd Term 2018
Schools confirm enrolment	After progression and promotion is signed off.

3. If parents do not confirm acceptance by **23 July 2018**, schools may offer such places to learners on the waiting list or to other learners who still need places.
4. The school must however make a concerted effort to inform the parents of this decision before giving the place to another learner.
5. **The capturing of admission information for 2018 on the WCED School Admissions Management Information (SAMI) system**
- 5.1 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.
- 5.2 Schools are therefore required to capture **ALL applications** received on the SAMI system.
- 5.3 Due dates for capturing admissions information on SAMI:
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| 5.3.1 | SAMI opens for planned enrolment: | 01 February 2018 |
| 5.3.2 | Schools sign off planned enrolment: | 07 February 2018 |
| 5.3.3 | Circuit managers sign off planned enrolment: | 12 February 2018 |
| 5.3.4 | Schools capture <u>all applications</u> received: | 12 February–20 June |
| | Schools can capture late applications at any stage to assist parents | 2018 |
| 5.3.5 | Schools indicate the outcome of applications on SAMI by: | 22 June 2018 |
| 5.3.6 | Schools fill available places: | 3 rd Term 2018 |
| 5.3.7 | Schools confirm enrolment: | After progression and promotion is signed off. |

- 5.4 The SAMI function generates a list of unplaced learners and indicates which schools have places available as the applications are processed.
- 5.5 It is therefore vital that schools capture and process applications by the due dates to ensure that officials have accurate information which will be used to inform parents of the available places.

6. **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.

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

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2017-09-13