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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 schools and the management of school admission information for 2019/20.*

Subject: Dates and timeframes for applications for admission to ordinary public schools and the management of school admission information for 2019/20

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 **2019** for admission to ordinary public schools in **2020**.
 - 2.1 The following common dates for admission allow the 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 Schools are required to adhere to the following WCED admission timeframes which will be **applicable to all ordinary public schools**:

MONTH	2019/20 DATES	ACTIVITY
FEBRUARY	01–08 February 2019	Schools capture planned enrolment on the School Admissions Management Information System (SAMI)
FEBRUARY	15 February 2019	School admissions open (all ordinary public schools) Compulsory: Parents will be required to rank schools in order of preference
MARCH	15 March 2019	School admissions close (all ordinary public schools) Compulsory: Parents will be required to rank schools in order of preference
JUNE	07 June 2019	Parents are informed of the outcome online
JULY	12 July 2019	Parents confirm final acceptance online
TERM 3	Third term 2019	Schools fill available places
TERM 4	After progression and promotion is signed off	Schools confirm enrolment

3. It is compulsory for parents who apply to more than one school to indicate their order of preference on the system. Thousands of places were blocked this year and in the past where parents did not indicate their final choice on the system. This delays the finalisation of admissions on an annual basis.
4. Parents must use the following URL, <https://www.admissions.westerncape.gov.za>, to make their final choice or they can contact the relevant district office to inform the WCED of their final decision.
5. If parents do not **confirm final acceptance** by **12 July 2019** or submit certified copies of the documents required, schools may offer such places to learners on the waiting list or to other learners who still need places.
6. The school must, however, make a concerted effort to inform the parents of this decision before giving the place to another learner.
7. 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 official WCED admissions information database.

8. Schools are reminded that parents can check the status of their application on SAMI at all times, as per the current system and it is therefore very important that schools ensure that the system correctly displays the outcome of applications at all times and that schools adhere to the timeframes.

9. Due dates for online administration of admissions on WCED Admissions system:

9.1	System opens for schools to capture planned enrolment:	01 February 2019
9.2	Principal signs off planned enrolment:	08 February 2019
9.3	Circuit manager signs off planned enrolment:	12 February 2019
9.4	Schools process and capture applications:	15 February– 03 June 2019
9.5	System displays outcome of applications for parents:	07 June 2019
9.6	Schools fill available places:	Third term 2019
9.7	Schools confirm enrolment:	After progression and promotion is signed off

10. The admissions system generates a list of unplaced learners and indicates which schools have places available as the applications are processed.

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

12. **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.

13. 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.

14. **Advocacy programme**

14.1 The WCED will engage on a full advocacy programme which will include various media formats and platforms to inform the general public.

14.2 This will include print media, posters, pamphlets and print adverts as well as radio and applicable social media platforms.

15. All queries in respect of the above can be directed to the Head: Management and Governance or the relevant circuit manager in each district.
16. Kindly bring the content of this circular to the attention of all concerned.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2018-12-06