



Reference: 20200203-3929
File no.: 12/5/P
Enquiries: R Manuel

Circular: 0006/2020
Expiry date: None

To: District Directors, Circuit Managers, Heads: Specialised Learner and Educator Support (SLES), Specialised Support Services, Principals and Educators at special public schools

Short summary: *Introduction of an online function to assist in tracking applications for admission to special public schools on the School Admissions Management Information (SAMI) system.*

Subject: Introduction of an online function to track applications for admission to special public schools

1. This circular serves to inform schools of the introduction of an online function that will support the process of tracking applications to special public schools.
2. The School Admissions Management Information (SAMI) system for special schools is a module on CEMIS that must be accessed by the school's CEMIS administrator to capture all applications received at the school from the district.
3. Applications for special school placement are not referred directly to the school but via the district office.
4. All applications for special school placement follow the current Learner Support Pathway and must be submitted to the District Based Support Team (DBST) as outlined in the Department of Basic Education's *Policy on Screening, Identification, Assessment and Support (SIAS)*, 2014.
5. Applications received by the DBST will be recorded on a database at the district office. The DBST will forward the applications to the special school at which placement is sought.

6. The special school's CEMIS administrator must do the following to access SAMI on CEMIS:
 - a) Log on to CEMIS
 - b) Navigate to "Administration"
 - c) Select "School Admissions (SAMI)".

7. The SAMI system will allow special schools to:
 - a) Capture planned enrolment
 - b) Capture learner applications
 - c) Sign off on planned enrolment
 - d) View multiple acceptance reports.

8. The "learner application status" on the application form should be captured as "Pending" until a sifting/placement meeting has been conducted and the application has been approved by the Director: Inclusive and Specialised Education Support.

9. Should special schools need any guidance or support, they may contact the provincial programme manager assigned to their school.

10. Principals and Heads: SLES are requested to bring the contents of this circular to the attention of all relevant stakeholders.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2019-12-19