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File no.: 12/2/7/P
Enquiries: LR Abrahams

Circular: 0013/2020
Expiry date: 31 December 2020

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

Short summary: *Revised Admissions process dates.*

Subject: Revised Admissions process dates

1. The current COVID-19 pandemic has disrupted the 2021 admission process at many schools.
2. Please be advised of the amended admission process dates:

ACTIVITY	REVISED DATES
Schools process applications.	Extended until 7 June 2020
Principals finalise and sign off the status of all applications on CEMIS.	8 June 2020
System displays the outcome of all applications.	11 June 2020
Parents are informed of the outcome per email/SMS.	12 –22 June 2020
Parents confirm acceptance.	12 June to 03 July 2020
Schools fill available places.	6 July - 24 July 2020
Parents are informed of places. Parents must accept and confirm the place within 3 days.	6 July – September (End of 3 rd quarter)
The Western Cape Education Department resolves and places unplaced learners in consultation with schools.	All learners to be placed during the 4th quarter 2020
Schools confirm enrolment on CEMIS.	After progression and promotion is signed off

3. All queries in respect of the above can be directed to the relevant Circuit Manager in each circuit or the Head: Management and Governance in each district.
4. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-05-20