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Enquiries: LR Abrahams

Circular: 0047/2021

Expiry date: 31 December 2021

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

Short summary: *Resolving unplaced learners before the end of the year 2021.*

Subject: Unplaced learners

1. The online applications by parents have been completed. The Western Cape Education Department (WCED) has now processed all applications received and informed parents of the outcome of their applications.
2. There are, however, still many learners on the system that have not yet secured a place for 2022 and the WCED intends to ensure that all such cases are resolved so that parents know which school the learner will attend before the end of this year.
3. Schools are therefore tasked with ensuring that the following is completed by the due dates as specified below:

3.1 Planned enrolment

- 3.1.1 Schools need to check their planned enrolment so that they can finalise the available spaces by **Monday, 16 August 2021**.
- 3.1.2 Please be advised that the WCED Head Office and districts officials will use this information to offer places to parents at schools which still show on CEMIS that they have available places.
- 3.1.3 Schools are therefore requested to fill ALL available spaces where applications have been withdrawn by **Friday, 20 August 2021**.

3.2 **In-between grades must be finalised**

3.2.1 The applications for ALL in-between grades must be assigned a status.

3.2.2 This must be completed by **Friday, 20 August 2021**.

4. **Placement of learners**

4.1 In terms of paragraph 3(1) of the Promotion of Administrative Justice Act, 2000, (Act 3 of 2000), schools MUST process applications received in a fair manner. Therefore, applications received during the admissions period must be processed first.

4.2 In line with paragraph 4.1, these applications should first be resolved before taking in late applications and resolving these.

4.3 Schools MUST ensure that learners earmarked by the school as filling in vacancies that may arise, have been marked as Unsuccessful - Waiting list on the system to ensure that the process is fair.

4.4 The waiting list should not be more than 10% of the number planned for the grade.

4.5 In addition, schools must follow up with parents to ensure that learners who are in an exit grade in a current school on CEMIS and are transitioning to another school, have an application for next year captured on the system.

4.6 A report is available on CEMIS for schools to be able to do so – **go to: [CEMIS/Admissions/No Online Applications](#)**.

4.7 As a collective, schools and districts must ensure that these learners have secured a place at a school for 2022.

4.8 Principals, governing body chairpersons and all WCED officials are requested to ensure that the principles outlined above are adhered to in dealing with unplaced learners.

4.9 It is the intention that ALL unplaced learner cases must be resolved before the end of the 2021 school year.

- 4.10 Furthermore, the WCED intends, through increased advocacy, to notify the public that admissions have closed and that there are risk mitigation plans to deal with any late entrants and further applications.
- 4.11 We request the support of all schools and officials to make this a priority and to reach this objective.
5. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2021-08-10