



File no.: 27/9
Reference: 20220323-920

Circular: 0018/2022

To: District Directors, Circuit Managers, Heads: Management and Governance,
Principals of ordinary public schools

Subject: Reminder: Online admissions system as the ONLY official system or form to be used by schools for admission to ordinary public schools in the Western Cape

1. The Western Cape Education Department (WCED) wishes to remind schools that as per Circular 63/2021, dated 08 October 2021, schools may NOT use their own admission forms or any other hard copy or online forms for admission purposes.
2. Section 5(7) of South African Schools Act (SASA), 1996 (Act 84 of 1996), states that an application for admission to a public school must be made to the Head of Department, and sections 5(7) and (8) make provision for reasons being given for a decision not to admit a learner as follows:
 - (7) *An application for the admission of a learner to a public school must be made to the education department in a manner determined by the Head of Department.*
 - (8) *If an application in terms of subsection (7) is refused, the Head of Department must inform the parent in writing of such refusal and the reason therefor.*
3. The SASA and the Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), are therefore clear that the administration of the admission of learners is the responsibility of the Head of the WCED in the manner prescribed by him.
4. The online system or a hard copy of the online application form is therefore the only valid application forms which may be used by schools.
5. Schools and governing bodies are reminded to study the following circulars which articulate the process and the reasons why schools may not use other forms or processes.

- 5.1. Circular 53/2021, dated 09 March 2022, articulates the policies and procedures with respect to the admission of undocumented South African and foreign learners.
- 5.2. Circular 59/2021, dated 08 October 2021, deals with unlawful practices and clearly indicates that schools **may not** request personal information about prospective learners and their parents for the purposes of admission, which is not in line with chapter 2, paragraph 5, of the SASA or the Protection of Personal Information Act, 2013 (Act 4 of 2013).
- 5.3. Circular 63/2021 stipulates that schools adhere to the official timeframes which have been published. Schools **may not** require that parents confirm acceptance before 17 June 2022. Parents have a right to wait until all schools have responded to their application before making a final decision. Parents have from the 27 May 2022 to 17 June 2022 to make their final decision.
6. Copies of these circulars were distributed to all schools and are available on the WCED online portal at <https://wcedonline.westerncape.gov.za/wced-circulars-and-minutes>.
7. Should you have any queries in this regard, please contact the relevant circuit manager.

SIGNED: HA LEWIS

DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT AND COORDINATION

DATE: 2022-03-30