URhulumente weNtshona Koloni

ISebe leMfundo leNtshona Koloni
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Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kuBaphathi beeSekethe, kwiiNqununu nakooSihlalo bamabhunga olawulo

Isishwankathelo esifutshane: *Oku kukwazisa izikolo zikarhulumente eziqhelekileyo ngamaxesha amiselweyo ezicelo zokwamkelwa kwabafundi kwizikolo zeSebe leMfundo leNtshona Koloni nolawulo lwengcaciso engokwamkelwa kwabafundi ezikolweni ngo-2023/2024*

Isihloko: Imihla namaxesha amiselweyo ezicelo zokwamkelwa kwabafundi kwizikolo zikarhulumente eziqhelekileyo nolawulo lwengcaciso engokwamkelwa kwabafundi ezikolweni ngo-2023/2024

1. Iyaqhubeka ukukhula qho ngonyaka imfuno yokufakwa kwabafundi kwiindawo zokufunda ezikolweni eNtshona Koloni. Ukwenzela ukuba kulawulwe ngempumelelo ukwamkelwa kwabafundi ezikolweni, kucelwa izikolo zithobele la maxesha amiselweyo okwamkela abafundi adwelisiweyo kolu xwebhu.

2. Imimiselo ekhankanywe kule setyhula isebenza kwizicelo ezifunyenwe ngo-**2023** zokwamkelwa kwabafundi kwizikolo zikarhulumente eziqhelekileyo ngo-**2024**.

3. Le mihla imiselweyo kule setyhula inika ithuba iSebe leMfundo leNtshona Koloni (iSebe i*WCED*) lokucwangcisa ngobuchule obukhulu ukubonelela ngamagumbi okufundela, inani lezithuba ezabelwe izikolo (*staff establishments*), ukuthengwa kweZibonelelo eziXhasa ukuFunda nokuFundisa (*LTSM*) kunye nezinye iinkqubo zongenelelo ngoncedo eziyimfuneko ukuqinisekisa ukuba izikolo zikulungele ukuvulwa kwakhona ngosuku lokuqala.

4. **Isistim yekhompyutha yokwamkelwa kwabafundi eyi-*Online Admissions System***

4.1 Isistim eyi-*Online Admissions System* sele iphunyezwe ngokupheleleyo.

4.2 Abazali nemibutho emininzi bavakalise inkxalabo malunga nezikolo ezinyanzela abazali ukuba bagcwalise ezinye iikopi ezingamaphepha okanye ezinye iifom kwikhompyutha kunye/okanye zifune ukuba ukungeniswe iinkcukacha ezongezelelweyo, isenzo esingekho mthethweni okanye esikhabana ne-*Protection of Personal Information Act (POPI Act), 2013 (Act 4 of 2013)*. Oku kubandakanya iinkcukacha ezinxulumene nokukwazi komzali ukuhlawula iifizi zesikolo okanye iinkcukacha zobuqu nezokuziphatha.

4.3 Ngako oko le setyhula ingqina ukuba **ulawulo** lokwamkelwa kwabafundi ezikolweni ngo-2024, malwenziwe kwi-*School Admissions Management Information System (SAMI)* yeSebe iWCED yaye izikolo ke ngoko MAZINGASEBENZISI iifom zazo zamaphepha, iifom zekhompyutha okanye iisistim, okanye zicele naziphi na iinkcukacha ezongezelelweyo kubazali ezingangqinelaniyo ne-*South African Schools Act, (SASA), 1996 (Act 84 of 1996),* uMgaqo-nkqubo woKwamkelwa kwaBafundi kwiZikolo zikaRhulumente eziQhelekileyo opapashwe kwiGazethi kaRhulumente No. 19377 yowe-19 Oktobha 1998, okanye ne-*POPI Act*.

5. **Amaxesha amiselweyo okwamkelwa kwabafundi ezikolweni**

5.1 Kucelwa izikolo ukuba ziwathobele la maxesha amiselweyo alandelayo okwamkelwa kwabafundi ezikolweni eSebe i*WCED* **aya kusebenza kuzo zonke izikolo zikarhulumente eziqhelekileyo KUPHELA**:

IMIHLA KA-2023/2024	**UMSEBENZI**
14–16 Februwari 2023	Izikolo zizalisa yaye zisayinele kwikhompyutha amanani obhaliso acwangcisiweyo kwi-Sistim *i-Online Admissions System*
21-23 Februwari 2023	Abaphathi beesekethe baqinisekisa yaye basayinele kwikhompyutha amanani obhaliso acwangcisiweyo kwi-*EduInfoSearch*.
ISIGABA 1 – UKUFAKWA KWINDAWO YOKUFUNDA SISIKOLO	
13 Matshi 2023	Izikolo **zivula** inkqubo yokwamkelwa kwabafundi (zonke izikolo zikarhulumente eziqhelekileyo).
14 Apreli 2023	Izikolo **zivala** inkqubo yokwamkelwa kwabafundi (zonke izikolo zikarhulumente eziqhelekileyo).
17 Apreli – 19 Meyi 2023	Izikolo zisingatha izicelo.
24 Meyi 2023	**linqununu ziqukumbela yaye zisayinele zonke iimo zezicelo kwi-*Online Admissions System***
26 Meyi 2023	Abaphathi beesekethe basayina zonke iimo zezicelo kwi-*EduInfoSearch*.
29 Meyi 2023	Isistim ekwikhompyutha ibonisa isiphumo sazo zonke izicelo.
29 Meyi - 02 Juni 2023	Abazali baziswa ngesiphumo nge-imeyili/nge-*SMS*

29 Meyi – 19Juni 2023	**Abazali bangqina ukuba bayazamkela iindawo zokufunda.**
ISIGABA 2 – UKUFAKWA KWINDAWO YOKUFUNDA SISIKOLO/SISITHILI	
19 Juni – 31 Julayi 2023	Izikolo zizalisa iindawo ezifumanekayo zokufunda
20 Juni, kude kugqitywe ukufakwa kwabafundi kwiindawo zokufunda	Abazali baziswa ngeendawo zokufunda. Abazali bamkela yaye bangqinisisa iindawo zokufunda zingadlulanga **iintsuku ezintathu**.
ISIGABA 3 – UKUFAKWA KWINDAWO YOKUFUNDA SISITHILI	
31 Julayi 2023 – Ukuqukunjelwa kokwamkelwa kwabafundi	ISebe iWCED lisombulula yaye lifaka abafundi abangafakwanga kwiindawo zokufunda ngokubonisana nezikolo.
Emva kokusayinelwa kwenkqubo yokudlulela kwesinye isigaba nokupasa.	Izikolo zingqinisisa amanani obhaliso.

5.2 Inkqubo yokwenza isicelo iqhubeka ngezigaba ezithathu.

5.2.1 Kwisigaba sokuqala, ngokwetheyibhile ekwiphepha 2, abazali bafaka izicelo, zona izikolo zisombulula umba wokufakwa kwabafundi kwiindawo zokufunda.

5.2.2 Kwisigaba sesibini, amagosa ezithili zemfundo nezikolo asombulula umba wokufakwa kwabafundi kwiindawo zokufunda.

5.2.3 Kwisigaba sesithathu, amagosa ezithili zemfundo asombulula umba wokufakwa kwabafundi kwiindawo zokufunda.

5.3 Njengegosa elijongene nalo msebenzi, **inqununu** mayisayinele imo yezicelo (*status*) kwi-*Online Admissions System* **ngowe-24 Meyi 2023**, **njengoko imo yesicelo esiphumeleleyo ingenakurhoxiswa emva kokuba isiphumo sipapashiwe (ngowe-29 Meyi 2023.) nabazali bazisiwe ngokunjalo.**

5.4 **Izikolo azinako ukutenxa kumaxesha amiselweyo.**

5.5 **Izikolo ezingawalandeli ngqo amaxesha amiselweyo, kuya kujongwana nazo ngokwenkqubo yeSebe iWCED.**

5.6 Izikolo **MAZINGABACHAZELI** abazali iziphumo zemo yezicelo (*status*) zabo phambi kokuba zipapashwe kwi-*Online Admissions System*.

5.7 Izikolo azinako ukucela abazali ukuba bangqine ukuyamkela kwabo indawo phambi komhla omiselweyo njengoko abazali benelungelo lokulinda de zibe zonke izikolo zazise ngesiphumo sesicelo.

5.8 Ukuba abazali abakuqinisekisi ukuyamkelwa kwabo indawo okokugqibela ungadlulanga umhla nexesha elimiselweyo, i-*Online Admissions System* iya kumfaka umfundi ngokuzenzekelayo kwisikolo sokuqala esikuluhlu esinendawo yokufunda.

5.9 Ukuba abazali abakuqinisekisi ukuyamkelwa kwabo indawo ungadlulanga owe-**19 Juni 2023**, izikolo zinako ukubanika ezo ndawo abafundi abakuluhlu lokulinda okanye abanye abafundi abasafuna ukufakwa kwiindawo zokufunda.

5.10 Njengokuba kusingathwa izicelo, i-*Online Admissions System* ivelisa uluhlu lwabafundi abangafumananga ndawo yaye ibonisa ukuba zeziphi na izikolo ezineendawo ezikhoyo.

5.11 Kubalulekile ke ngoko ukuba kuqinisekiswe ukuba amanani obhaliso acwangcisiweyo achanekile yaye ziyaqwalaselwa izicelo ingadlulanga imihla emiselweyo ukuqinisekisa ukuba amagosa aneenkcukacha ezichanekileyo eziza kusetyenziselwa ukwazisa abazali ngeendawo zokufunda ezifumanekayo.

6. Inkqubo yokwenza isicelo

6.1 Kuphela ngabafundi abakubudala obunyanzelekileyo bokuhamba isikolo abanabazali abenza isicelo sokufunda kwiBakala 1 nakwiBakala 8 abahlelwa njengezicelo ezitsha esikolweni.

6.2 Zonke ezinye izicelo mazifakwe ekhompyutheni njengezicelo zokutshintshelwa kwesinye isikolo.

6.3 Luxanduva lwabazali ukuqinisekisa ukuba bamfumanele indawo umfundi kwesinye isikolo phambi kokuba bamtshintshele kwesinye isikolo.

6.4 Kucelwa izikolo zenze konke okusemandleni ukuxhobisa abazali ukuba bafake izicelo kwikhompyutha kwi-*Online Admissions System* ngokubanceda ngezi ndlela zilandelayo:

6.4.1 Amabhunga olawulo anokubavumela abazali bafikelele yaye basebenzise ilebhu yekhompyutha yaye babekwe esweni ngokwemiqathango ebekiweyo apho ikwiqondo eliphantsi kakhulu imingcipheko engayilahleko enokubakho.

6.4.2 Abazali, ootitshala, abasebenzi bezolawulo, abafundi abazii-*interns* okanye abanolwazi ngekhompyutha bamaBakala 7 ukuya ku-12, banokuvolontiya ukuncedisa abazali kwinkqubo yokufaka isicelo kwikhompyutha.

6.5 Kwiimeko apho kungekho intanethi, abazali banokungena ku-intananethi kwiilayibrari zomntu wonke, bafake izicelo zabo ngqo ezikolweni okanye bacele uncedo kwi-ofisi yesithili.

6.6 Abazali abeza ngqo ezikolweni becela uncedo mabangaze bajikiswe. Kubekho izityholo ezenziwa enkundleni zokuba abazali bayajikiswa ngabasebenzi abanika inkxaso. Kuyimfuneko ukuba izikolo zincede bonke abazali ngemibuzo emalunga nokwamkelwa kwabafundi. Yonke imibuzo (ifowuni, i-imeyili, abantu abazizela ngokwabo) enxulumene nokwamkelwa kwabafundi mayifakwe ekhompyutheni kwisistim yokwamkelwa

kwabafundi. Isikolo masirekhode igama, ifani, neenkcukacha zoqhagamshelwano zomzali negama, ifani nenombolo ye-CEMIS/yeSazisi yomfundi.

6.7 Izikolo mazinike abazali **ifom yokwamkelwa kwabafundi** nekufuneka ifakwe kwisistim egameni lomzali. Abazali mabaxelelwe ukuba ifom yokwamkelwa ezaliswe ngokupheleleyo ayiniki siqinisekiso ngokuzenzekelayo ukuba kukho indawo esikolweni ukuba isikolo asinazo iindawo ezifumanekayo ngokwamanani obhaliso acwangcisiweyo.

6.8 Izikolo namagosa ezithili zemfundo zicetyiswa ngamandla ukuba ziyamkele imbalelwano eziyifumene kubazali yaye ziyiphendule nayiphi na imibuzo zingadlulanga iintsuku ezili-10 zesikolo.

6.9 Zonke iingxoxo nembalelwano mazifakwe kwi-*SAMI system.*

6.10 Kucetyiswa abazali ngokungqongqo ukuba benze izicelo kwizikolo ezininzi. Oku kuya kuqinisekisa ukuba abazali bangakhetha enye indawo enokufumaneka ukuba ayifumaneki indawo kweso sikolo bebesikhethile.

6.11 Abazali kufuneka bazichaze ngokulandelelana kwazo izikolo abazikhethayo kwi-*Online Admissions System*. Oku kuphelisa ukuvalwa kweendawo (*blocking of places*) okulibazisa ukuqukunjelwa kokwamkelwa kwabafundi iminyaka ngeminyaka. Izikolo azinako ukubona izikolo abazikhethayo kuqala abafundi.

6.12 Abazali mabasebenzise le dilesi yeziko lewebhu ilandelayo, https://wcedonline.westerncape.gov.za ukuchaza indawo yokugqibela abayikhethayo. Eli ziko lewebhu linokufikelelwa nangesiphi na isixhobo esikwaziyo ukufikelela ku-intanethi, esinjengeekhompyutha eziziilephutophu, iithablethi kunye neeselula ezizii-*smartphones*

6.13 Zonke izicelo, nokuba zifakwe kwikhompyutha ngumzali okanye ziziswe ngesandla esikolweni, **KUFUNEKA** zifakwe kwikhompyutha yaye mazisingathwe kwi-*Online Admissions System*.

6.14 Izikolo maziqale ziqwalasele izicelo ezifakwe ngexesha elisemthethweni lokwamkelwa kwezicelo.

6.15 Kucetyiswa ukuba kwimeko yokufakwa kwesibheno esimalunga nokwamkelwa komfundi, imbambano okanye umngeni ngokumalunga nomthetho, zinokucelwa izikolo zinikezele ngeenkcukacha ezingesicelo eso, ezifana nokuba sasiqwalaselwe nini yaye ngayiphi indlela isicelo eso. Naziphi na iinkcukacha ezifunekayo ukusombulula ukungavisisani, ziya kuthi emva koko zithathwe kwiziko ledatha elisemthethweni leSebe i*WCED* ekufumaneka kulo ingcaciso yokwamkela abafundi.

6.16 Kukhunjuzwa izikolo ukuba abazali bangayitshekisha imo yesicelo sabo kwi-*Online Admissions System* ngalo naliphi na ixesha. Kubaluleke gqitha ke ngoko ukuba izikolo ziqinisekise ukuba isiphumo esichanekileyo siyaboniswa kwisistim ekwikhompyutha.

6.17 Izikolo nezithili MAZIFAKE zonke izicelo ezifike emva kwexesha ezifunyenweyo.

7. Abazali baqinisekisa ukuyamkela indawo yokufunda nokungenisa amaxwebhu axhasayo

7.1 Abazali mabakungqine ukuyamkela indawo abayikhethayo yokugqibela yabo phambi ko-**00:00** ngowe-**19 Juni 2023**. Ukuba abazali abakungqini ukuyamkela kwabo indawo okokugqibela ungadlulanga lo mhla nexesha, i-*Online Admissions System* iya kuyinikezela ngokuzenzekelayo indawo yokuqala ebe yimpumelelo kwisikolo esikuluhlu.

7.2 Abazali bangakungqina ukuyamkela indawo ngezi ndlela zilandelayo:

(a) ngokungqina ngqo kwi-*Online Admissions System*;
(b) bangasayina yaye bangenise ileta yokungqina/iphetshana lokuphendula ngqo kwisikolo; okanye
(c) banokuqhagamshelana ne-ofisi yesithili ekufutshane nabo.

7.3 Izikolo mazifake (*upload)* emva koko iileta/iziliphu zempendulo, ezazingeniswe kuzo ezibubungqina bokuyamkela indawo (*confirmations of the acceptance*) kwi-*Online Admissions System* phambi ko-00:00 ngowe-19 Juni 2023.

7.4 Abazali mabafake iikopi zamaxwebhu axhasayo afunekayo kwi-*Online Admissions* System xa befaka izicelo.

7.5 Emva komhla we-19 Juni 2023, abazali mabangenise iikopi eziqinisekisiweyo zamaxwebhu axhasayo esikolweni apho kwakungeniswe okanye kwaqinisekiswa ubungqina bokwamkelwa kwesicelo somfundi sango-2024. Oku kufuneka kwenziwe zingaphelanga **iintsuku ezisixhenxe** zesikolo emva kokuqinisekiswa kokwamkelwa komfundi.

7.6 Amabhunga olawulo anelungelo lokuzikhaba izicelo ukuba abazali bangenisa iinkcukacha okanye amaxwebhu abubuxoki/amaxwebhu angeyonyani okanye obuqhopholo.

7.7 Emva kwengqinisekiso yokuyamkela indawo yokufunda ngabazali, izikolo zinokuqhubeka ukunika abafundi iindawo ezivulekileyo abakuluhlu lokulinda okanye abanye abafundi abasafuna ukufakwa ezindaweni.

8. **Ukusombululula iimeko apho abafundi bengayifumananga indawo esikolweni**

8.1.1 Abafundi abafaka izicelo zonyaka olandelayo kwesinye isikolo abasele besesikolweni ayingobafundi abangafakwanga ezindaweni.

8.1.2 Kwimeko apho abafundi basadinga indawo yokufunda mababoniswe ngo-: "***placement in progress".***

8.1.3 Amagosa ezithili achaphazelekayo anoxanduva lokulawula ukwamkelwa kwabafundi ezikolweni, aya kukwazi ukufumana izintlu zabafundi abangafakwanga ezindaweni zokufunda nezo ndawo zifumanekayo kwizikolo kwisithili eso. La magosa aya kucelwa ukuba ancedise ekusombululeni iingxaki zokufakwa kwabafundi ezikolweni ngokuthethathethana nezikolo kwizithili nakwiisekethe ezichaphazelekayo.

8.2 **Inkqubo esemthethweni yomzali ocela uncedo lokufakwa komfundi esikolweni**

8.2.1 Izikolo zisenethuba kude kube yikota yesithathu yokuvala zonke iindawo ezikhoyo. Amagosa eSebe iWCED nawo athatha inxaxheba yokujongana nenkqubo yokukhangela nokuqinisekisa ukufumaneka kweendawo zabafundi. ISebe iWCED liya kungenelela lifake abafundi abaseleyo, ngokubonisana nezikolo kwikota yesi-4, ukuba abakafakwa.

8.2.2 Okwangoku, kucetyiswa ukuba abazali benze oku kulandelayo:

a) Baqhubeke nokubhalela okanye ukuqhagamshelana nezikolo ezi-2 okanye ezi-4 eziphezulu kuluhlu lwabo.

b) Banike izizathu zokuba kutheni na isikolo kufuneka sisithathele ingqalelo kwakhona isicelo sabo.

c) Bagcine irekhodi yayo yonke imbalelwano.

d) Bahlale benxibelelana ne-ofisi yethu ukuze sazi ukuba basafuna uncedo. Kwakhona basazise ukuba imeko yabo isonjululwe.

e) Inyathelo labo lokugqibela kwinkqubo kukubhala ileta yesibheno eya kwiLungu leSigqeba soLawulo (MEC) lezeMfundo, nelilungelo labo, ngokoMthetho we-*SASA*.

f) Ukuba kuyacaca ukuba kubekho naluphi na ucalucalulo okanye kubekho impazamo enkulu kwezolawulo, bangafaka isicelo sesibheno ku-MEC.

g) ISebe iWCED alinako ukuqinisekisa ngeendawo kwizikolo ezikhethiweyo.

8.3 **Abazali abangafakanga zicelo kwisistim**

8.3.1 Abazali abangafakanga zicelo kwisistim kufuneka baqhagamshelane ne-ofisi yesithili ekufutshane.

8.3.2 Abazali mabazalise baze bangenise ifom yesicelo yeSebe iWCED, kubandakanywa onke amaxwebhu afunekayo kwi-ofisi yesithili semfundo.

8.3.3 Ngaphezu koko, iSebe iWCED lichonge izikolo kwingingqi ezisedolophini okanye kwidolophu nganye eziya kuba nako ukuncedisa umzali kwimeko apho umzali engenako ukungena kwi-intanethi okanye ukufikelela kwi-ofisi yesithili.

8.3.4 Abazali banokuwafumana amagama ezi zikolo zichongiweyo kwizikolo ezikufutshane nalapho bahlala khona.

9. **Inkqubo yokupapasha ingcaciso engokwamkelwa kwabafundi**

9.1 ISebe i*WCED* liya kuqalisa inkqubo yokupapasha ingcaciso engokwamkelwa kwabafundi epheleleyo eya kuquka iintlobo ngeentlobo zopapasho namaqonga okwazisa uluntu.

9.2 Oku kuya kuquka amaphephandaba, iiphowusta, amaphetshana, izibhengezo zentengiso kwakunye nerediyo namaqonga onxibelelwano oluntu achaphazelekayo.

9.3 Iiseshoni zengcaciso noqeqesho ezongezelelweyo kwi-*SAMI system* ziya kuqhutywa kuwo onke amagosa nabasebenzi abajongene nokwamkelwa kwabafundi ezikolweni ngo-Oktobha ukuya kuNovemba 2023. Iinkcukacha ngezi seshoni ziya kulandela.

10. Ngenxa yokwanda kwemfuno yeendawo zokufunda ezikolweni, iSebe *WCED* liyathemba ukuba le mimiselo iya kuzinceda izikolo nabazali. Sinqwenela ukubulela iinqununu, amabhunga olawulo namagosa ngenkxaso yawo ekufakeni bonke abafundi ezikolweni.

11. Yonke imibuzo ngokwamkelwa kwabafundi mayibhekiswe kwiNtloko yoLawulo nokuPhathwa kwamaZiko (*Head: Management and Governance*) okanye kumphathi wesekethe ochaphazelekayo kwisithili ngasinye.

12. Kucelwa wazise okukule setyhula bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-HA LEWIS
INTLOKO EBAMBELEYO YESEBE LEMFUNDO
UMHLA: 2022-09-14