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Circular: 0021/2024
Expiry date: 31 December 2024

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

Short summary: *Procedure for submitting an appeal to overturn the decision of an ordinary public school not to admit a learner.*

Subject: Admission appeals to the Minister: procedure for admission in the 2025 school year

1. The circular serves to inform all stakeholders of the procedure for submitting an appeal to overturn the decision of an ordinary public school not to admit a learner in 2024 for the 2025 academic year.
2. In terms of section 5(9) of the South African Schools Act, 1996 (Act 84 of 1996), any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the Provincial Minister of Education.
3. **Appeal timeframes**
 - 3.1 Grades 1 and 8 applications: open **01 August 2024**.
 - 3.2 Grade R applications and transfer requests: open **01 October 2024**.
4. Admission appeals must be submitted using the Western Cape Education Department (WCED) School Admissions Management Information (SAMI) system and parents should use the following website address: <https://wcedonline.westerncape.gov.za> to submit their appeal.
5. Parents must use their current login details to access their profile on the SAMI system. Click on the "Admissions Appeal" tab and follow the instruction prompts accordingly.
6. **Parents are advised to**
 - 6.1 Provide detailed reasons why they believe the school's decision not to admit their child should be overturned.
 - 6.2 Submit any supporting documents or evidence relevant to the appeal.

7. Circuit managers and principals will have to respond during the appeals process and must ensure that they have valid and functional access to the SAMI system. This will expedite concluding appeals speedily and reduce unnecessary delays.
8. Principals will have seven working days from the time they are notified via the SAMI system by email, to respond to the appeal.
9. Circuit managers and principals are reminded that this responsibility cannot be delegated or transferred given the legal implications for the WCED and the school. Exceptional cases, when the principal is unable to perform this function, will be managed at district level in consultation with the SAMI system administrator at Head Office.
10. Training sessions have been scheduled for district officials to expose District Management Teams and relevant support staff to the new appeals function on the SAMI system and to facilitate an understanding of the appeals procedure.
11. Training sessions for principals and governing body members will also be scheduled during the year. Details will be communicated in due course.
12. Parents, learners, appellants, and stakeholders will find support and other related information on the WCED website (refer to paragraph 4) and the SAMI system.
13. If a parent, learner, appellant or stakeholder is unable to access the SAMI system, the appeal may still be submitted (during the appeals period) via email to: edumin.edumin@westerncape.gov.za or a letter may be posted to Private Bag X9161, Cape Town 8000.
14. All queries in respect of admissions can be directed to the Head: Management and Governance or the relevant circuit manager in each district.
15. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2024-07-30