URhulumente
weNtshona Koloni

ISebe lemfundo leNtshona Koloni
Patricia van Niekerk
ICandelo eliyiNtloko leZithili
Patricia.VanNiekerk@westerncape.gov.za | 021 467 2171

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ISetyhula: 0038/2024
Umhla wokuphelelwa: Awukho

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

Isishwankathelo esifutshane: *IMigaqo yoKusebenza eMiselweyo ukwenzela izicelo ezifike emva kwexesha kwizikolo zikarhulumente eziqhelekileyo.*

ISihloko: IMigaqo yoKusebenza eMiselweyo ukwenzela izicelo ezifike emva kwexesha kwizikolo zikarhulumente eziqhelekileyo.

1. Le Migaqo yoKusebenza iMiselweyo *(Standard Operating Procedure (SOP))* yenzelwe ukunika abazali/abagcini/abanonopheli babafundi, amagosa eSebe leMfundo leNtshona Koloni neenqununu, iingcebiso ezimalunga nolawulo lwezicelo zokwamkelwa kwabafundi ezifike emva kwexesha kwizikolo ezikwiPhondo leNtshona Koloni.

2. Icacisa uMgaqo-nkqubo wangoku weSebe leMfundo leNtshona Koloni (ISebe i-*WCED*) wokuLawulwa koKwamkelwa noKubhaliswa kwaBafundi kwiZikolo zikaRhulumente eziQhelekileyo (*Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools)* nothathwa njengokunyanzeliswa kwemiqathango enezithintelo (*restrictive conditions*) kwilungelo lemfundo esisiseko njengoko kucetywayo kwicandelo 29(1) loMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996 *(Constitution of the Republic of South Africa, 1996)*.

3. I-*SOP* isebenza kwizicelo ezifike emva kwexesha ngokubhekiselele kumaBakala R, 1, no-8 kwakunye nezicelo zokutshintshelwa kwezinye izikolo (*transfer applications*). (o.k.t. isicelo somzali/somgcini/somnonopheli somfundi ofuna indawo kumaBakala 2–7 okanye kumaBakala 9–12).

4. Injongo yayo kukufaka abafundi esikolweni ngexesha elisengqiqweni emva kokufakwa kwesicelo sokwamkelwa komfundi esikolweni emva komhla wokuvala opapashiweyo.

5. Abaphathi beesekethe namagosa ekubhekiswa kuwo kumhlathi 6.4 we-*SOP* (Inkxaso yesithili kwizicelo ezifike emva kwexesha), benza umsebenzi wokuqinisekisa ukufakwa kwabafundi ezikolweni nokunika inkxaso kubazali/kubagcini/kubanonopheli abafuna uncedo ngezicelo ezifakwe emva kwexesha.

6. I-*SOP* imele ukufundwa kunye nezi setyhula zilandelayo:
   (a) ISetyhula 0053/2021 yomhla we-09 Matshi 2022: Ukwamkelwa ezikolweni kwabafundi baseMzantsi okanye abangengabo abemi baseMzantsi Afrika abangenawo amaxwebhu asemthethweni.
   (b) ISetyhula 0059/2021 yomhla we-08 Oktobha 2021: Izenzo ezingekho mthethweni ezinxulumene nokwamkelwa kwabafundi ezikolweni.
   (c) ISetyhula 0018/2022 yomhla we-30 Matshi 2022: ISistim yoKwamkelwa kwaBafundi ezikolweni EKUPHELA kwayo esemthethweni.
   (d) Isetyhula yaqho ngonyaka ecacisa amaxesha amiselweyo okwamkelwa kwabafundi ezikolweni.

7. I-*SOP* imele ukufundwa noMgaqo-nkqubo i-*WCED's Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools* (umgaqo-nkqubo).

   (a) Umgaqo-nkqubo wokwamkelwa kwabafundi weSebe i-*WCED* uyaqwalaselwa kungokunje yaye ingcaciso engaphezulu iya kwaziswa ngexesha elifanelekileyo.
   (b) Ngokuxhomekeke ekuqukunjelweni kokuqalaselwa komgaqo-nkqubo, nakuphi na ukungqubana okukhoyo phakathi komgaqo-nkqubo ne-*SOP*, i-*SOP* neesetyhula ekubhekiselelwe kuzo apha ngentla, kuya kusonjululwa ngokuthi kuthathelwe ingqalelo okuqulethwe yi-*SOP*.

8. I-*SOP* icacisa iinkcukacha zenkqubo esemthethweni kubazali/kubagcini/kubanonopheli yokungenisa izicelo ezifakwa emva kwexesha yaye ikwacacisa inkqubo emayilandelwe ngamagosa eSebe i-WCED.

9. Ezi ziHlomelo (*Annexures A–F)* ziqhotyoshelweyo zezokunika inkxaso kule nkqubo nakulawulo lwezicelo zokwamkelwa kwabafundi ngendlela efanayo:
   (a) *Annexure A: Learner Admissions - Late Learner Application Form 2026.*
   (b) *Annexure B: Learner Admissions - Late Learner Application Form 2026.*
   (c) *Annexure C: Example - Affidavit declaring outstanding supporting documents.*
   (d) *Annexure D: Learner Transfer Request Form – Late 2026, Grades 2–6 and 9–12.*
   (e) *Annexure E: Proof of Hard Copy Application Submission Reply Slip.*
   (f) *Annexure F: Proof of Receipt of Learner Support Material.*

10. Bayakhunjuzwa bonke abachaphazelekayo ukuba iifom ezingamaphepha *(hardcopy forms)* zingqinelaniswa nenkqubo eyenziwa kwikhompyutha (*online process)* njengoko isistism yekhompyutha (*online system*) inamacandelo anyanzelekileyo amakazaliswe ngabazali/ngabagcini/ngabanonopheli.

11. Abazali/abagcini/abanonopheli ke ngoko bayacelwa ukuba bazizalise iifom ngokupheleleyo ukuthintela nakuphi na ukulibaziseka.

12. Yonke imibuzo emalunga nokwamkelwa kwabafundi inokuthunyelwa ngqo kulo: INtloko yeCandelo loLawulo noKuphathwa kwamaZiko okanye kumphathi wesekethe ochaphazelekayo kwisithili ngasinye.

13. Kucelwa wazise okuqulethwe kule setyhula bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-B WALTERS
INTLOKO: YESEBE LEMFUNDO
UMHLA: 2024-11-25