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Enquiries: P Van Niekerk

Institution Development and Coordination Minute: 0005/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Heads: Management and Governance, Chief Education Specialists of schools, Principals of ordinary public schools and Chairpersons of governing bodies

**Subject: Processing of late applications for enrolment at ordinary public schools in the Western Cape**

1. Please be advised that the online admissions system for parents closed on 12 July 2019 and parents can no longer capture applications on the system.
2. All further applications received after this point should be treated as unplaced.
3. It therefore means that the parent has not secured a place for the learner at ANY school.
4. The online admission system generates a list of unplaced learners and assists officials by indicating which learners still need places. It helps to improve access to basic education, particularly for learners of compulsory school-going age.
5. The system also indicates which schools have places available. This will allow officials to help parents who still need places.
6. Schools are requested to capture late applications on the system to ensure that the learner is placed on the Western Cape Education Department's (WCED's) database of unplaced learners.
7. If the school has a place available, it can process the application and if applicable, accept the learner and mark the application as successful on the system.
8. If schools do not have any places available, the school can still assist the parent to get onto the list by giving them the attached **unplaced learner** form to complete and by capturing the details on the system to ensure that the learner's details become

visible to the WCED for a placement option that could become available at any school.

9. WCED officials in conjunction with schools will work to resolve the issues and place all learners on the list by the end of 2019 as far as possible.
10. **Please note:** Schools are still able to capture late applications on the system for 2020 and can still change the status of an application to successful.
11. Parents who have registered or wish to register to use the system will still be able to access the website, but can only track their applications.
12. Please bring the contents of this minute to the attention of all staff and members of governing bodies.

**SIGNED:** HA LEWIS

**DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION**

**DATE:** 2019-09-06



## UNPLACED LEARNER INFORMATION WCED ADMISSIONS 2020

This is not an application form to a school. The information on this form will be captured on the system to assist the parent and the WCED to help find available places at schools that still have places available.

### School Applying At

School Name:

### Primary Parent / Legal Guardian Information

Parent / Legal Guardian Type (Please Tick)	Biological	Adoptive	Legal Guardian	Step	Other		
Title: (Please Tick)	Mr	Miss	Mrs	Ms	Prof	Dr	Rev
Surname:				Name:			
Date of Birth:				SA Citizen	YES	NO	
ID / Passport Number:				Gender:	Male	Female	
Marital Status: (Please Tick)	Married	Single	Widow/Widower	Divorced	Never Married		

### Home Address

Address Type:(Please Tick)	Street	Flat	Farm	Plot
Address No.	Street Name:			
Building/Complex/Block/Apartment Name:				
Town:	Suburb			

**IMPORTANT!!! Please Complete**

### SMS - Contact Information are Compulsory fields

Cellphone No:	Tel (home):
Tel (work):	Alternative No:
Email address:	

### Secondary Parent / Legal Guardian Information

Parent / Legal Guardian Type (Please Tick)	Biological	Adoptive	Legal Guardian	Step	Other		
Title: (Please Tick)	Mr	Miss	Mrs	Ms	Prof	Dr	Rev
Surname:				Name:			
Date of Birth:				SA Citizen	YES	NO	
ID / Passport Number:				Gender:	Male	Female	
Marital Status: (Please Tick)	Married	Single	Widow/Widower	Divorced	Never Married		

### Home Address

Address Type:	Street	Flat	Farm	Plot
Address No.	Street Name:			
Building/Complex/Block/Apartment Name:				
Town:	Suburb			

**IMPORTANT!!! Please Complete**

### SMS - Contact Information Compulsory fields

Cellphone No:	Tel (home):
Tel (work):	Alternative No:
Email address:	

*Please complete and sign page 2*

Learner Information									
Surname:					Name (1st):				
Date of Birth:					Name (2nd):				
Learner's ID Number:					Gender:	Male	Female		
Population Group		Black/African		Coloured		Indian / Asian		White	
SA Citizen (Y/N)		YES		NO	Undocumented SA / Foreign Learner	YES	NO		
Home Address (where learner live currently):					Is the address the same as the Primary Parent?			YES	NO
Address Type:		Street		Flat		Farm		Plot	
Address No.		Street Name:			Building/Complex/Apartment Name:				
Town:				Suburb					
Academic Information									
Name of last school attended:							Year:		
Are you re-locating to the WC		YES		NO					
If yes, please indicate Which Province?						Required grade:			
Of please indicate Which country?									
Required Language (LOLT)	AFR		ENG		XHO		SOTHO		
First Time Registration in WC		YES		NO					
Date of Application	(YYYY/MM/DD)								
Participation in School Programmes									
Participation in Sport (Please provide the name - Optional)					YES		NO		
Participation in cultural programmes (Optional)					YES		NO		
Has the learner held any leadership position at school? (Optional)					YES		NO		
Declaration by legal parent / guardian									
I the undersigned declare that the above information is correct.									
Signed by legal parent / guardian: _____									
Date: _____									
For Office Use									
<b>Please check that the following documentation is attached:</b>							<b>Please Tick</b>		
1. Certified copy of ID / Birth Certificate (learner)							YES	NO	
2. A study permit issued by Dept of Home Affairs or proof of application (If the learner is a foreign learner)							YES	NO	
3. Copy of Immunisation card / Road To Health Chart (Primary schools Only)							YES	NO	
4. Latest official school academic report of the learner/							YES	NO	
5. Proof of residence (This could be: Rates Account / Lease Agreement / An affidavit confirming residence)							YES	NO	
Checked and signed by: _____							Date: _____		