



File no.: 27/9
Reference: 20220902-6219

Institution Development and Coordination Minute: 0004/2022

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Chief Education Specialists, Circuit Managers and all district officials

Subject: Procedure for dealing with school admission queries

1. The purpose of this minute is to provide the procedure for dealing with school admission queries.
2. Admission queries can be divided into the following two categories:
 - a) **Legal admission queries** – Queries received from a lawyer, the Legal Resources Centre, Equal Education Law Centre or any Chapter 9 institution (e.g. the South African Human Rights Commission).
 - b) **Standard admission queries** – General requests for assistance received from a parent/caregiver.
3. **Procedure for legal admission queries**
 - a) On receipt of the query, it must immediately be referred to: Patricia.VanNiekerk@westerncape.gov.za
 - b) Ms Patricia van Niekerk will acknowledge receipt within 72 hours.
 - c) If necessary, the matter will be referred to Legal Services for a legal opinion or advice.
 - d) Thereafter the matter will be referred to the relevant district director.
 - e) The query must be logged on the School Admissions Management Information (SAMI) system and the case assigned to a district official who must deal with and resolve the case.
 - f) The procedure set out in paragraph 4 must then be followed.
 - g) A formal report must be submitted to the relevant district director and Ms Patricia van Niekerk.

4. **Procedure for standard admission queries**
- a) On receipt of the query, district officials must acknowledge receipt within 72 hours.
 - b) The query must be logged on the SAMI system and the case assigned to a district official who must deal with and resolve the case.
 - c) If the learner is placed, a formal placement letter (on a Western Cape Education Department letterhead) must be sent to the school.
 - d) The school must confirm acceptance by signing, dating and stamping the placement letter, and scanning and emailing it back to the district official. The original placement letter must be filed at the school for record purposes.
 - e) The scanned placement letter and all correspondence must be uploaded onto the SAMI system.
 - f) Thereafter a copy of the scanned placement letter must be issued to the parent/caregiver.
 - g) The case must be marked as resolved on the SAMI system.
5. Kindly bring the contents of this minute to the attention of all concerned.

SIGNED: HA LEWIS

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2022-09-08