






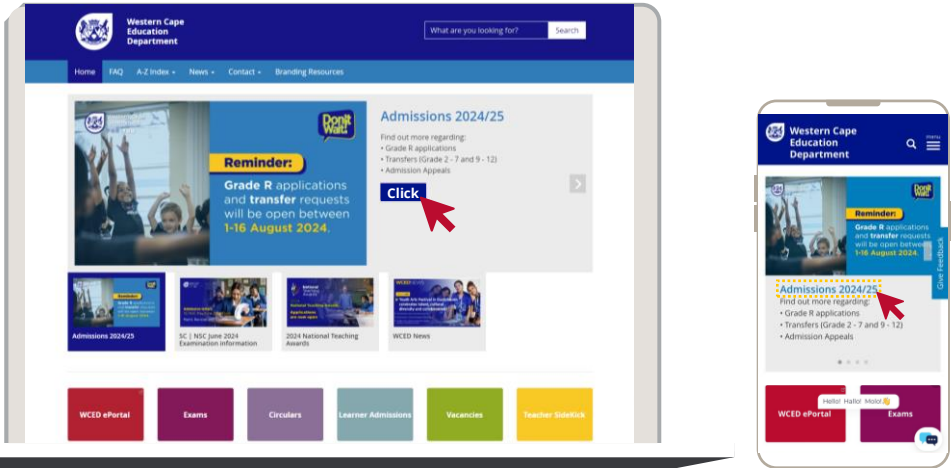




Step-by-step Guide | Admission Appeals

Before you begin, have the following at hand to make the process easier:

- Your ID number
- Your Password

Consider reading the following documents to help you formulate your arguments:

- Relevant school's admission policy;
- the [SA Schools Act](#);
- the [National Education Policy Act](#); and
- the [Western Cape Provincial School Education Act](#).

	<p>Go to Google. Type WCED in the search bar. Click on Western Cape Education Department.</p> 
	<p>Select Admissions 2024/25.</p> 
	<p>Click on Admission Appeals.</p>  <p>WCED Call Centre: 0861 819 919 Hours: 07h30 - 17h00 Admission Walk-in Centre (Head Office) Hours: 07h30 - 16h00 If you are experiencing issues with receiving your reset password - please contact the Admissions Call Centre on 0861 819 919</p> <p>Grade R applications: Parents can apply ONLINE from 1 – 16 August 2024.</p> <p>Scroll down.  Click on Admission Appeals.</p> <p>Admission Appeals </p> <p>Admission Appeals Before logging an appeal, please familiarise yourself with the following: FAQ Important information Recommendations Video Tutorial</p> <p>Appeals open for Grade 1 and 8 applications on 1 August 2024, and for the remaining grades, including Grade R, on 1 October 2024.</p>

1

Log in using the same login details used for Admissions Applications. Click on **Parent Login**.

2

Read the **Privacy and Confidentiality of EMIS Information notification**. Click **I accept**.

PRIVACY AND CONFIDENTIALITY OF EMIS INFORMATION NOTIFICATION

In terms of the Protection of Personal Information (POPI) Act 2013 (Act No. 4 of 2013) & Protection of Information Act, 1982 (Act No 84 of 1982).


- The WCED confirms that it will abide with the conditions set out in the Protection of Personal Information Act, 2013 and all policies on privacy and security issued by the WCED.
- The information will be used by schools to process the application on the system and to place the information of the learner and the parent on WCED and DBE databases as a permanent record of the learner's enrolment at a school in the Western Cape.
- The information will be used for reporting and support purposes by the education district, province and national as mandated by the National Education Policy Act, 1996 (Act No. 27 of 1996), South African Schools Act, 1996 (Act No 84 of 1996), National Education Information Policy and other legal institutions such as but not limited to UMALUSI and SACE.
- Officials will only access (view / use) the personal information for which they have a need to know or perform their legitimate duties in connection with the duties they are providing for and to the WCED.
- Officials will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorised within the scope of their duties. Failure to do so, may result in disciplinary action being taken against the official concerned.
- The WCED undertakes to use ID's, access cards, keys or other codes or devices assigned or created by the user that allows access confidential information. The WCED accepts responsibility for all activities undertaken using such codes and devices.

I ACCEPT

3

This will take you to your Parent Profile. Click on **Appeal Section**.


Before submitting an appeal, read the **Recommendations**, **Important Information** and **FAQ**.










**Western Cape
Education
Department**

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Welcome



Logged on:

-  My Profile
-  Learner Application
-  Upload Documents
-  Track Application Status
-  Appeal Section
-  Enquiries
-  Log out

ADMISSION APPEALS

Recommendations

It is recommended that you first contact the school and request that they reconsider your application should any vacancies become available.

Thousands of learners have been accepted into more than one school – which means that spaces will become available in the coming weeks and months. In the meantime, you may also:

1. Write to the schools you have applied to and ask them to place your child onto their waiting list;
2. You can also engage the School Governing Body to request that the school reconsider their decision;
3. Speak to your WCED district office about other placement options available to your child;

If you feel that the school made a mistake or acted unfairly in any way you may appeal to the Provincial Minister.

Appeals open for Grade 1 and 8 applications on 1 August 2024, and for the remaining grades, including Grade R, on 1 October 2024.

Admission appeals may be submitted to the Ministry using the online Admission Appeals Portal: <https://wcedonline.westerncape.gov.za/admissions>.

Please attach the evidence or documents in support of your claim.

Important information

1. By now you have received the outcome of your online admission application for 2025.
2. To avoid disappointment, parents are required to confirm a successful placement on the WCED's School Admissions Management Information (SAMI) system.
3. Please confirm at least ONE of your successful admissions (if any) to avoid disappointment that could result in the learner not being admitted to any school for 2025.
4. Confirmation of a successful admission application does not prevent you from submitting an admission appeal to the Ministry against another school where your application was unsuccessful (please see FAQs for more information).
5. The WCED cannot guarantee placements at schools of choice.
6. Schools determine their admission policies and parents/guardians must study the policy of the relevant school, which is available on the school's website, before applying and when considering submitting an admission appeal to the Ministry.
7. The most recent and updated school admission policies are also available on the SAMI system.
8. The online application is subject to the school exercising and applying its admission policy.
9. The school makes the final decision on whether the application is successful or not.
10. The WCED is not involved in this decision-making process.
11. If ALL the applications have been unsuccessful and the learner has not been accepted at ANY school where they have applied, the WCED may be contacted to assist parents/guardians in finding an available placement.
12. Section 5(9) of the South African Schools Act, 1996 (Act 84 of 1996), provides for a learner or the parent of a learner who has been refused admission to a public school to appeal against the decision to the Member of the Executive Council ("the Minister").
13. Admission appeals may be submitted to the Ministry using the online Admission Appeals Portal: <https://wcedonline.westerncape.gov.za/admissions>

Frequently Asked Questions (FAQ)

What is an admission appeal?

A plea or request to the Provincial Minister of Education (hereinafter "the Minister") to overturn a decision taken by a school to refuse admission to a learner.

Who can submit an admission appeal to the office of the Minister?

- a) A parent/guardian.
- b) The learner; or
- c) Someone appointed or designated by the parent and/or learner, to act on their behalf.

When can an admission appeal be submitted to the office of the Minister?

- a) Grades 1 and 8 open online on 1 August 2024.
- b) Grades R and all other grades open online on 1 October 2024.

Where can I submit an admission appeal?

- a) Engage with the school to make sure you have explored all internal options and understand the school's reasons for refusing the learner's admission.
- b) Submit your appeal by:
 - using the Western Cape Education Department (WCED) online admissions platform, click on "Admission Appeal" and follow the prompts; or
 - directing an email to edumin.edumin@westerncape.gov.za; or
 - posting or hand-delivering a hard copy appeal to the office of the Minister.

What information should I include in my admission appeal?

- a) Name and CEMIS number of the learner;
- b) Name of the school whose decision is being appealed, and the grade applied to;
- c) Reasons why you feel the school's decision should be overturned by the Minister;
- d) Any sections in the school's admission policy that support your appeal; and
- e) Any evidence you want to submit.

Where do I find a copy of the school's admission policy?

All school admission policies are available on the online admission platform of the WCED; select the link "school profile" to locate a particular policy.

How soon can I expect the outcome of my admission appeal?

The time period will differ from appeal to appeal, depending on the complexity of the matter and responsiveness of parties involved. The process is also subject to an investigation, which may take some time.

What do I do if my admission appeal is upheld?

Contact the school and make admission arrangements as soon as possible. Present the school with a copy of the signed outcome of your admission appeal.

What do I do if my admission appeal is dismissed?

Check with your local WCED district office for assistance with alternative placement at a suitable school where spaces are still available.

What can I do if I do not agree with the Minister's decision regarding the outcome of my admission appeal?

The Minister's decision on an admission appeal is final and can only be overturned by a competent court in review proceedings.

Who do I contact if I have questions regarding the progress of my appeal?

Use one of the following options:
Tel. no.: 021 483 6574; or
Email: Edumin.edumin@westerncape.gov.za

Click **I accept**.

I have read and understand the Recommendations, Important Information and FAQ.

I ACCEPT

Appeals period:

Appeals open for Grade 1 and 8 applications on 1 August 2024, and for the remaining grades, including **Grade R, on 1 October 2024**.

Read the relevant **school's admission policy**.

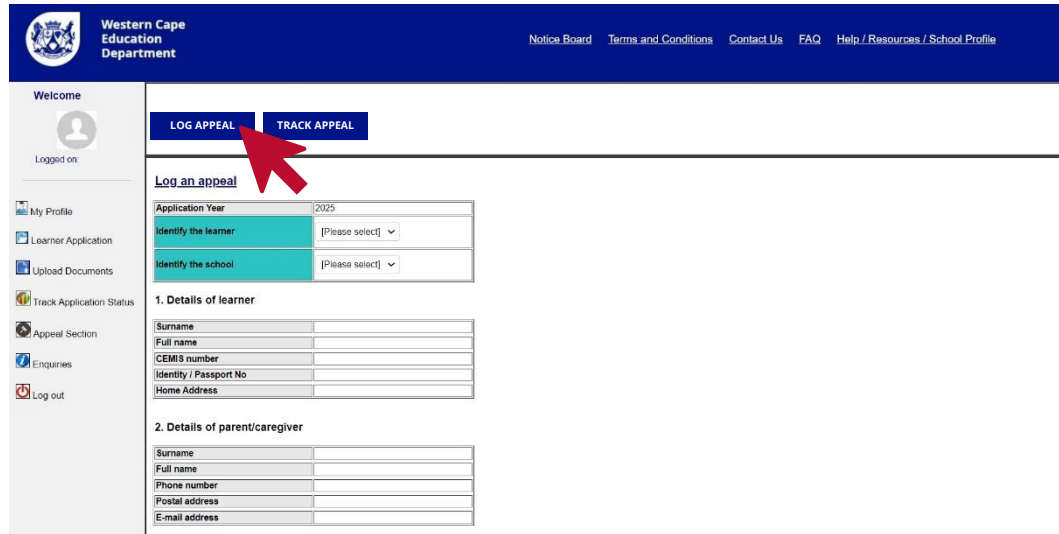
See page 6 of the step-by-step guide on how to find the school's admission policy on the portal.

5

Click **Log Appeal**.

Use the **dropdown menus** to select the learner and the school against which you wish to submit your appeal.

The page will be populated with the details of the learner, parent and school.



Read the important notice below that will help you to formulate your arguments.

Please note that your grounds of appeal need to stipulate all the reasons why you think the decision should be overturned. This forms the basis of your case and can't be added to later.

Please think carefully about your grounds: was the school unfair, did they make a mistake, did they disregard their own admission policy, or did they do something else wrong (and if so, what)?

Please explain IN FULL why you believe so and attach any proof that you have (such as emails or messages).

Reading the relevant [school's admission policy](#), the [SA Schools Act](#), the [National Education Policy Act](#) and [Western Cape Provincial School Education Act](#), will also help you formulate your arguments.

Answer the questions using the dropdown menu.

Please answer the following questions before completing the GROUNDS OF YOUR APPEAL.

Did you speak to the school about the reasons why your child's application was turned down?	▼
Does the school have an internal appeal process?	▼
If so - did you appeal to the school?	▼
Have you received an outcome on your internal appeal? If YES, please upload details in Section 5	▼
If you had any successful applications, have you accepted one? (It is critical that you do so)	▼
If you had not had any successful applications, are you also talking to your Diristrict Office about placement options?	▼
Click YES to proceed with an appeal if you are sure that it will be the most efficient method of addressing your concerns.	▼

6

Enter your grounds for appeal in the space provided.

4. Grounds for appeal (Reasons)

(type your grounds for appeal in this block)

7

Upload supporting documents. Now click **Submit**.

PLEASE NOTE:

- The Ministry has access to all previously uploaded documents.
- The uploading of these document in Part 5 is optional.

5. Additional supporting documents (Optional)

Supporting document 1 Choose File No file chosen

Supporting document 2 Choose File No file chosen

SUBMIT

8

Confirmation of the submission of your appeal will appear onscreen along with the case file number. You will receive a system generated message confirming the receipt of your appeal. Click **OK**.

admissions.westerncape.gov.za says

Appeal submitted successfully. CASE NO: 2025-0002

OK

9

To track your appeal, click on **Track Appeal**.

Western Cape Education Department

Welcome

Logged on

LOG APPEAL TRACK APPEAL

My Profile
Learner Application
Upload Documents
Track Application Status
Enquiries
Appeals Section

Western Cape Education Department

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Welcome

Logged on

LOG APPEAL TRACK APPEAL

TRACK APPEALS

CASE NO	APPEAL TYPE	APPLICANT NAME	SCHOOL	APPEAL LOGGED	APPEAL STATUS	APPEAL OUTCOME	APPEAL LETTER
2025-0002		learner's details	Brackenfell Hoërskool		13%		



What happens now?

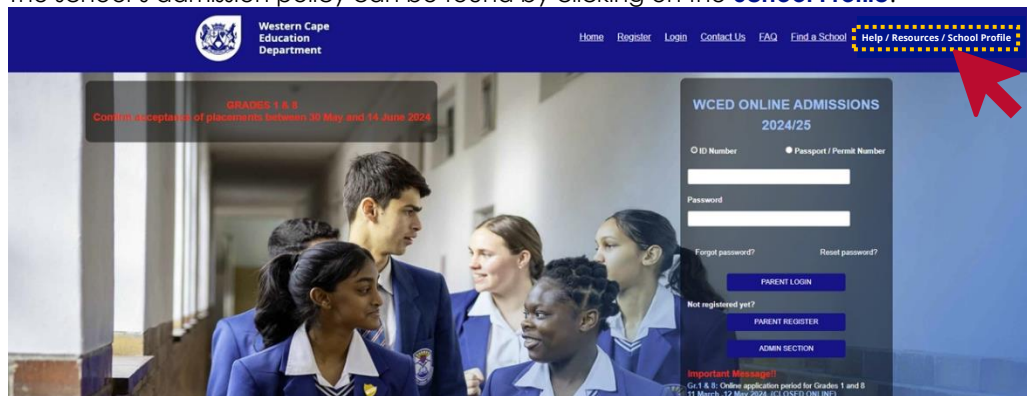
- The minister will afford the school an opportunity to respond to the appeal.
- An e-mail will be sent to you when a response is available on the portal.
- Following this communication you may provide a final response within 7 working days if deemed necessary. Provide additional documentation where relevant; this is optional.
- Should the Minister not receive any inputs or comments within this period, he will proceed to adjudicate the appeal accordingly.

PLEASE NOTE:

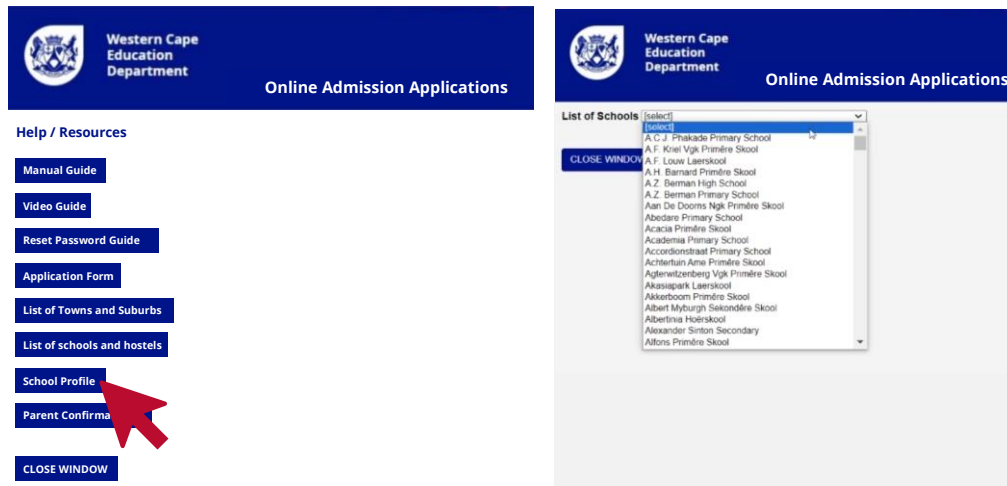
- All comments and feedback from all stakeholders will be done on the Admissions portal.
- Monitor your e-mails to track the progress of your appeal.
- The Minister will communicate his decision with regard to your appeal in due course.

Where can the school's admission policy be found?

The school's admission policy can be found by clicking on the **School Profile**.



Select **School Profile**. Then select the **School** from the dropdown list.



Click on the school's **admission policy** to view or download the file.

