



Step-by-Step guide

Part 1: Register as a Parent | Guardian

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

Pen and paper to record your password for safekeeping

e-mail address

Your ID number

Scanned certified documents (labelled according to each document):

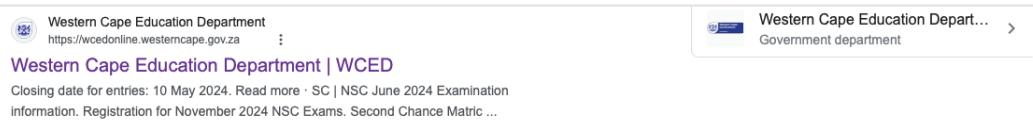
- The last official school Report Card | Results of the learner, if the learner previously attended school.
- ID | Birth certificate | passport of the learner; OR Study permit (foreign learners);
OR Proof of application (study permit) or police affidavit
- Immunisation card (Road to Health Chart) for Primary Schools only
- Proof of residence

1

Go to Google.

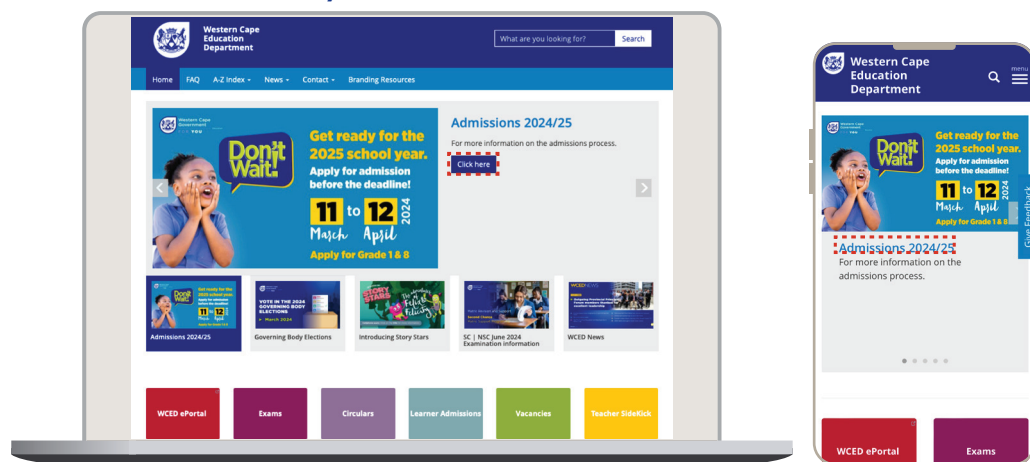
Type **WCED** in the search bar.

Click on **Western Cape Education Department**.



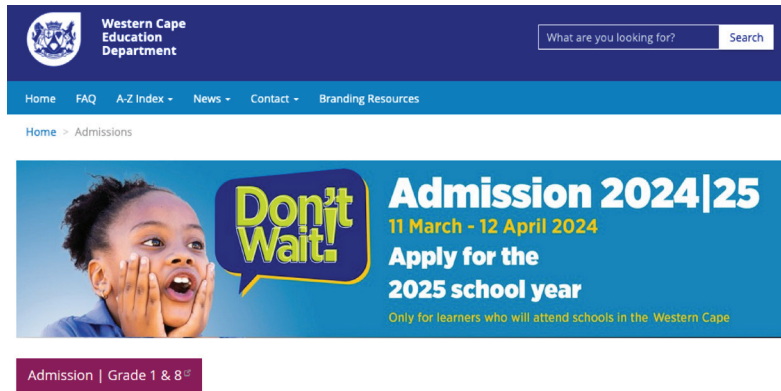
2

Select **Admissions 2024/25**.



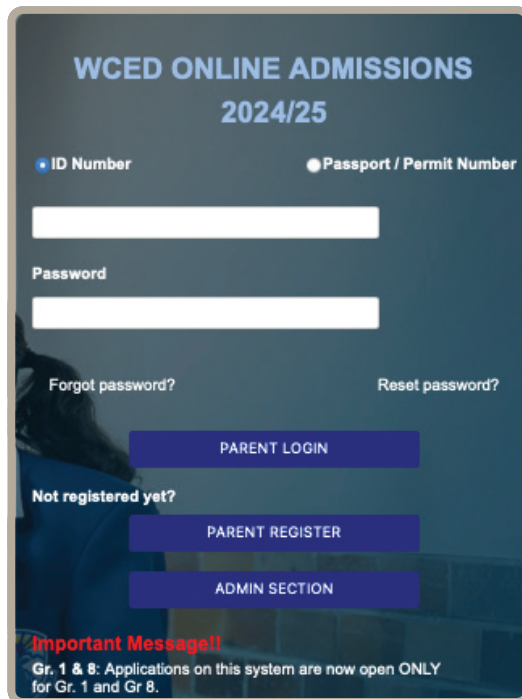
3

Click on **Admission | Grade 1 & 8.**



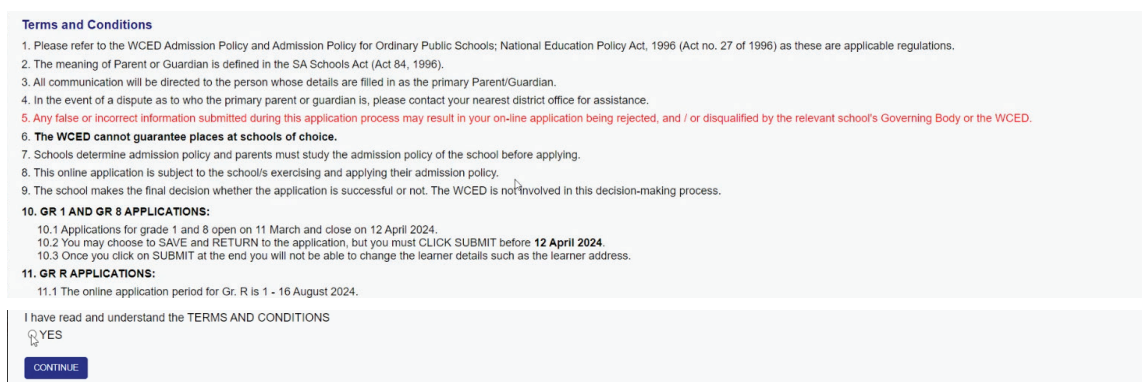
4

If you haven't yet registered, Click on **Parent Register.**



5

Read the terms and conditions. Click **Yes** and **Continue.**



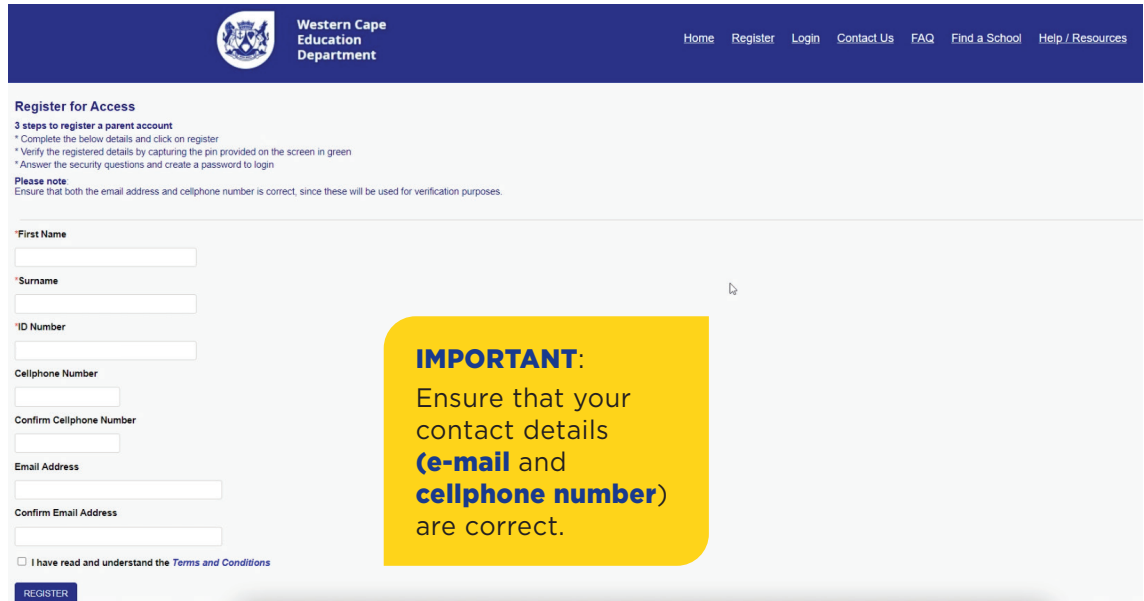
6

Complete the **Parent Register Check.**
Click **Save.**



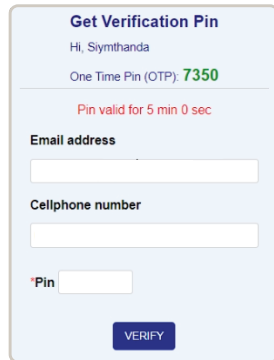
7

Complete **ALL** the fields*.
Click **Register**.



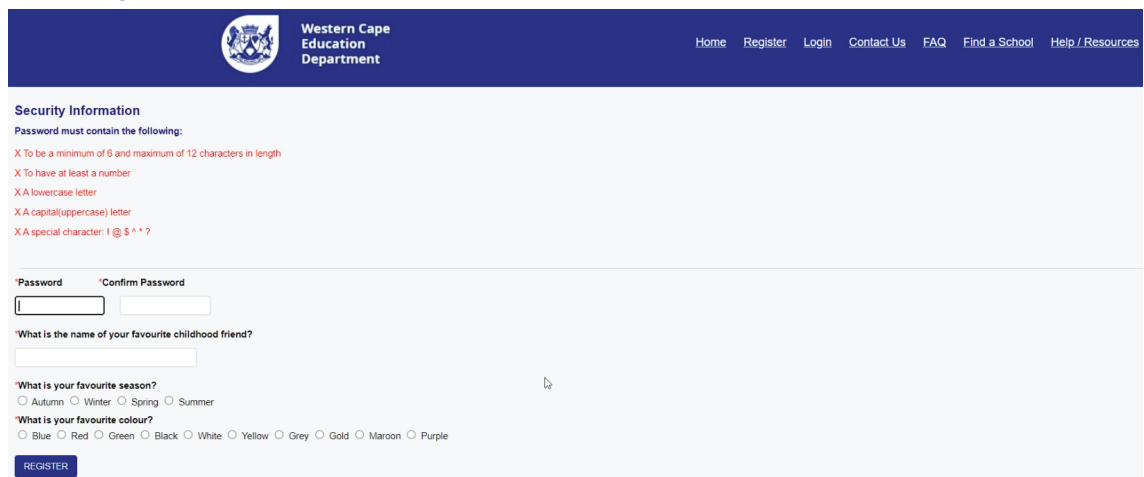
8

Enter the **OTP** that appears on the screen in **GREEN**. Click **Verify**.



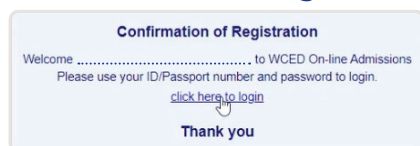
9

Create your password.
Answer the security questions.
Click **Register**.



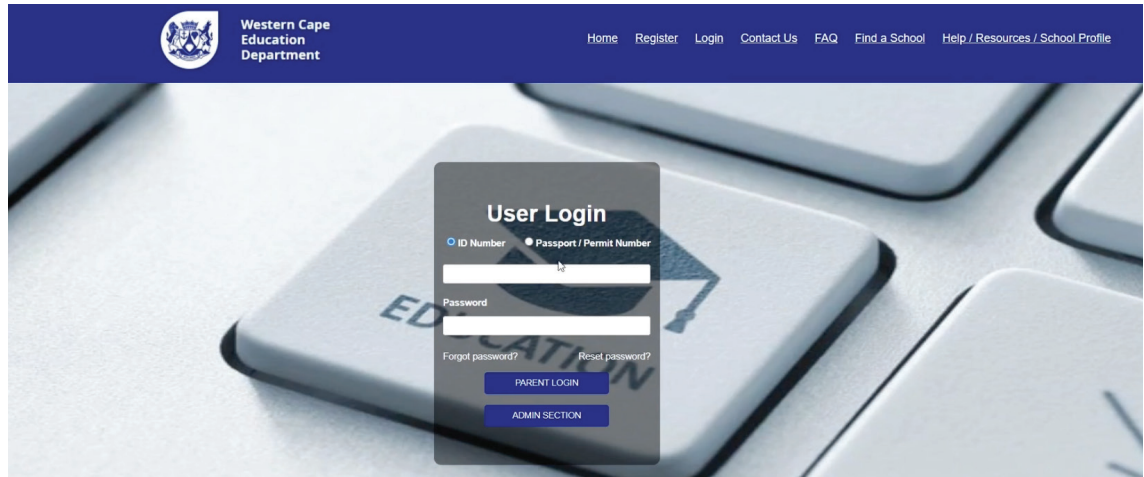
10

The system will confirm registration AND you will receive a confirmation **SMS**.
Select **Click here to login**.



11

Enter your **ID number** and **Password**.
Click **Parent Login**.



12

Read the 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 user 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.

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Complete the profile for the **Primary Parent/Guardian**.

Western Cape Education Department

Welcome **Nomasande Patricia**

Logged on: 29-Feb-24

LEGEND
Complete Incomplete Optional

My Profile

Parent Type
 Biological Parent Adoptive Parent Legal Guardian Parent Step Parent Other

If parent other, please capture the type

Title
 Mr Miss Mrs Ms Prof Dr Rev Hon Adv Mx Nv

***First Name**
 Nomasande Patricia

***Surname**
 Klaseman

***Date of Birth**
 [Year] [Month] [Day]

***Gender**
 Male Female

***SA Citizen (Y/N)**
 Yes No

***Parent/Guardian ID No**

Parent/Guardian Home Tel No

***Parent/Guardian Work/Emergency Contact No**

***Alternative Contact No**

Alternative Name and Surname

Alternative Relationship

***Email Address**

Method of Communication
 Email Sms Both

Physical Address

***Western Cape Address** Yes No

Address Type
 Street Flat Farm Plot Other

Address No

Address Name

Building/ Complex/ Block/ Apartment Name

Country
 [select]

Province
 [select]

Town

Suburb

Postal Code

 (Post code will be completed automatically)

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The **work** address is optional.

- **However**, parents must indicate which address schools must be used for admission purposes.

Click **Save and return**.

The screenshot shows a user interface for a parent/guardian. On the left is a sidebar with a user profile for Patricia Nomasande, logged in on 29-Feb-24, and navigation links: My Profile, Learner Application, Upload Documents, Track Application Status, Enquiries, and Log out. The main content area is titled 'Work Address (optional)'. It contains several fields: 'Western Cape Address' (Yes/No), 'Address Type' (Street, Flat, Farm, Plot, Other), 'Address No', 'Address Name', 'Building/ Complex/ Block/ Apartment Name', 'Country' (dropdown), 'Province' (dropdown), 'Town' (dropdown), 'Suburb' (dropdown), and 'Postal Code'. Below these fields are radio buttons for 'Physical Address' and 'Work Address', with a note that both a cell number and email address must be provided. A 'SAVE AND RETURN' button is at the bottom.

Confirm the popup notification. Click **OK**.

The screenshot shows a confirmation popup with the text: 'Are you sure you want to make this address your primary address for the schools to use to process your application?'. There is an 'OK' button at the bottom right.

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Optional: Complete the **Secondary Parent's Profile**.

The screenshot shows the '2nd Parent Profile' form. At the top, there are tabs for 'Primary Parent/Guardian' and '2nd Parent/Guardian'. The sidebar on the left is the same as in the previous screenshot, but 'Learner Application' is highlighted. The form fields include: 'Parent Type' (Biological, Adoptive, Legal Guardian, Step, Other), 'If parent other, please capture the type' (text), 'Title' (Mr, Miss, Mrs, Ms, Prof, Dr, Rev, Hon, Adv, Mx, Nv), 'First Name', 'Surname', 'Date of Birth' (Year, Month, Day dropdowns), 'Gender' (Male, Female), 'SA Citizen (Y/N)' (Yes, No), 'Parent/Guardian ID No', 'Parent/Guardian Passport/Permit No', 'Marital Status' (Married, Single, Widow/Widower, Divorced, Separated), 'Parent/Guardian Cell No', 'Parent/Guardian Home Tel No', 'Parent/Guardian Work Tel No', and 'Alternative Contact No'.

Select **Learner Application** to continue.

Click **Log out** to end the session.



Step-by-Step guide

Part 2: Learner Application | Grade 1 and 8 ONLY

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

Your ID number and password

Your cellphone number and e-mail address

Alternative person with contact details in the event that you are not available.

Emergency contact and contact details

CEMIS number of learner(s); or any other specified identification number.

Scanned certified documents (labelled according to each document):

- The last official school Report Card | Results of the learner, for learners who have been to school
- ID | Birth certificate | passport of the learner; OR
Study permit (foreign learners);
OR Proof of application (study permit) or police affidavit
- Immunisation card (Road to Health Chart) for Primary Schools only
- Proof of residence

Enter your **ID number** and **Password**.

Click **Parent Login**.

Select **Learner Application**.

1

Select the **Grade**.

Answer the question onscreen with reference to previous schooling in the Western Cape.

If yes, search for the learner's ID, passport or CEMIS number.

Please note Applications are only open for Gr1 and Gr8

Find your learner/child

Select 2025 Application Grade

Has this learner ever been in a registered school / institution in the Western Cape before?

SA ID

OR

PASSPORT NR

OR

CEMIS NR

Find your child by entering the SA ID or PASSPORT NR or CEMIS NR (Previously attended Western Cape School)
You can find your **child CEMIS number** on the **school report**

If no, a new application must be captured.

2

Click on **NEW application**.

Please note Applications are only open for Gr1 and Gr8

[Find your learner/child](#)

Select 2025 Application Grade

Has this learner ever been in a registered school / institution in the Western Cape before?

[NEW application >](#)

Click on New Application (New school or did not attend any Western Cape School)

3

Capturing a NEW application.

Step 1: Learner Profile

Complete the **compulsory** fields marked with an asterisk*.

Click **Save and Next**.

Welcome Nomasande Patricia

Logged on: 29-Feb-24

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

LEGEND

0% Complete 100% Incomplete Optional

Step 1 Learner Profile → Step 2 Required Grade → Step 3 School Programmes → Step 4 Select schools → Upload → Final Step Summary / Submission

Learner Profile

*First Name

Second Name

*Surname

*Date of Birth

*Population Group Black/African Coloured Indian/Asian White

*Gender Male Female

*SA Citizen (Y/N) Yes No

*ID Number

*Passport/Permit number

*Same as Primary parent Address (If No, Please complete the below address) Yes No

*Address Type Street Flat Farm Plot Other

*Address No

Street Name

Building/ Complex/ Block/ Apartment Name

*Town

*Suburb

Postal Code (Post code will be completed automatically)

[SAVE AND NEXT](#)

Notice how Step 1 has turned green; indicating that the learner’s profile has been completed.

4

Step 2: Required Grade

For new applications for Grade 8, the reason is always **Highest Grade Reached** unless the learner is relocating to the Western Cape.

Welcome Nomasande Patricia

Logged on: 29-Feb-24

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

LEGEND

20% Complete 80% Incomplete Optional

Step 1 Learner Profile → Step 2 Required Grade → Step 3 School Programmes → Step 4 Select schools → Upload → Final Step Summary / Submission

Required Grade

Last school and grade attended in Western Cape: Not in school

*Reason for application to another school?

*Required Grade

*Required Language (Learning and Teaching) Afrikaans English Xhosa Sotho Tswana

*First time Registration in Western Cape Yes No

*Do you wish to apply for hostel accommodation? Yes No

*Do you wish to apply for learner transport? (Applicable to mainly rural areas at schools using the WCED learner transport schemes) Yes No

Please Note: Ticking YES does not mean that the learner will get access to hostel accommodation or learner transport.

[SAVE AND NEXT](#)

Complete all the fields.

Click **Save and Next**.

Notice how Step 2 has turned green.

5

Step 3: School Programmes

Choose the **sport** in which the learner participates.

- Select the sport, click on the right arrow to move the selection to the right hand side column.
- Continue until all sporting codes have been selected.

Follow the same process to list the **cultural programmes** in which the learner is currently involved and any **leadership roles** that are applicable.

- Capture the **award(s) achieved**.
- Indicate what **musical instrument(s)** the learner plays.
- Enter the **level** of music participation.

Click **Save and Next**.

6

Step 4: Select Schools

Search by using the **School name**; using the alphabet; OR
 Search by **Town & Suburb**

- Under the **Town & Suburb** option, you can select the type of school required such as secondary school. This will list all the secondary schools in this area.
- Select desired school.

Click **Add School**.

LEGEND
 60% Complete 40% Incomplete Optional

Step 1: Learner Profile → Step 2: Required Grade → Step 3: School Programmes → **Step 4: Select schools** → Upload → Final Step: Summary / Submission

Select schools
 Please read the criteria before adding any schools.

* Focus schools such as Mathematics and Science, Arts, Commerce and Technical schools have special admission criteria.
 * Check the admission policy of the school.
 * The order of priority is very important. In the case that the learner is accepted at more than one school that the parent has applied for, and the parent does not make a final decision and confirm with the school of choice by 14 June 2024, the first choice will be activated automatically and all other successful applications removed in order resolve learners blocking places at schools.
 * Siblings at schools. Do you have any attending the same school
 * Supporting documentation must be submitted to ALL the SELECTED SCHOOLS.
 * Please be advised that schools apply their own admission policy and criteria. The WCED cannot guarantee a place at any school of choice.

hide and show

Please note: If the school name does not appear in the list below the school either does not offer the grade you require or the learner is currently in the school.

Search (optional): School Name Town & Suburb

Schools Selection

- A.Z. Berman High School - (Tafelsig)
- Alexander Simton Secondary - (Belgravia)
- Aloe Secondary School - (Lentegeur)
- Apex High School - (Blue Downs Cbd)
- Aquila High School - (Greenville Garden City)
- Arcadia Senior Sekondere Skool - (Bonteheuwel)
- Ashton Public Combined School - (Zolani)
- Athlone Secondary School - (Silvertown)
- Atlants Sekondere Skool - (Avondale)
- Bardale Secondary School - (Fardale)
- Beacon Hill Sekonder - (Beacon Valley)
- Beauvalon Sekonder - (Valhalla Park)

ADD SCHOOL

Please ensure that the school order of preference is correct. If not [Click here](#)

Siblings: Two or more children or offspring having one or both parents in common (a brother or sister or stepbrother or stepsister.) A person with no siblings is an only child.

#	School	School Suburb	Technical / Focus School	District	More than 1 learner applying to same school	Add Sibling at school	Remove School
1	Sinethemba Secondary School	Philippi	No	Metro South	No		
2	Intsebenziswano Secondary School	Philippi	No	Metro South	No		

NEXT

When you add a school, you will receive an onscreen **popup message**.

Answer the question.

Click **Save**.

*Are you applying for more than 1 learner to attend this school?]

Yes No

SAVE **CANCEL**

Continue adding schools until you have added all the schools on your list.

The system allows for up to 10 schools per learner application.

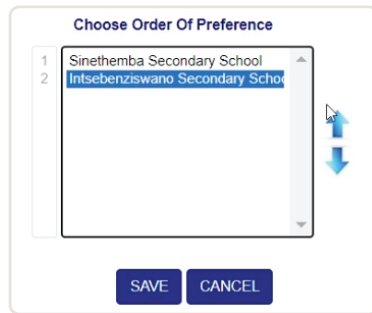
As each school is added, the choice is reflected in the list of schools generated by the system.

7

Changing the order of preference.

- Use the **yellow block** to arrange the schools in order of preference.
- Select **Click here** button will take you to the **Choose order of preference** dialogue box.
- Use the arrows to move the schools to the desired places of preference.

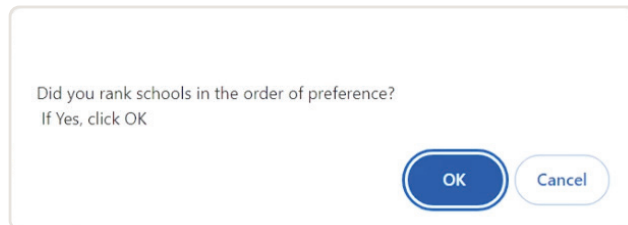
Click **Save**.



8

Click **Next**.

Confirm the popup notification. Click **OK**.



9

Upload your documents.

- You can upload your certified documents now or do so at another time using the **Upload Documents** link, **BUT** you must upload **before** Admissions' Applications close on **12 April 2024**.

Click **Next**.

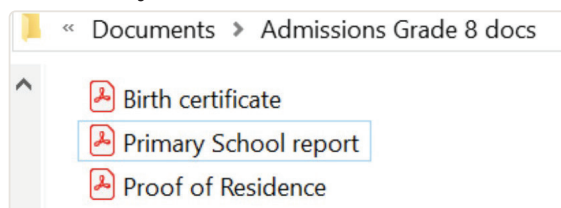
- NOTE: If you have not uploaded your document, the system will notify you in a popup screen.
- Click **OK**.

Upload documents

Upload requirements
 * Certified hard copies must be submitted to the school where the learner will be attending within seven days of the parent confirming the place at the school.
 * Allowed file types: .pdf, .jpg, .jpeg, .png or .gif
 * Maximum file size may not be more than 5 MB

# Required	Choose file	Name	Size	Remove
1. Birth Certificate Of The Learner	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
2. A Study Permit Issued By The Dept. Of Home Affairs In The Case Of Foreign Learners	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
3. Or Proof Of Application To The Dept. Of Home Affairs	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
4. Immunisation Card (Road To Health Chart) Of The Learner (Primary Schools Only)	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
5. The Last Official School Report Card / Results Of The Learner, If The Learner Attend A School	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
6. Proof Of Residence (Rates Account / Lease Agreement / An Affidavit Confirming Residence)	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
7. Proof Of Application To The Dept. Of Home Affairs (Primary Parent)	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
8. Proof Of Application To The Dept. Of Home Affairs (Secondary Parent)	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	

TIP: Save your scanned certified documents according to the type of document.



10

Final step: Application summary

Read through all the information to ensure that there are no errors.

- Use the step buttons at the top to navigate to the place(s) where changes need to be made.


Read the declaration.

- Select **Yes**.







Click **Submit application**.

Once you click SUBMIT you will be unable to change the application.

Welcome Nomasande Patricia



Logged on: 29-Feb-24

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

LEGEND

80% Complete
20% Incomplete
Optional

Step 1: Learner Profile
Step 2: Required Grade
Step 3: School Programmes
Step 4: Select schools
Upload
Final Step: Summary / Submission

Summary of Application

Details of Learner

CEMIS Number: 100502BK20002
Surname: Klassman
Full Names: Buhle Bothando [gocentia
Date of Birth: 2 May 2010
Population Group: Black/African
Gender: Female
South African Citizen: Yes
ID Number: 9307190177089
Address Type: Physical Address
Address: 4281 Tonny Yengeni Brown S Farm Philippi City Of Cape Town 7750

Required Language (Learner and Teaching): English
Last school and grade attended in Western Cape: Sinethemba Secondary School
Required Grade: Grade 7
First time registration in WCED: No
Wish to apply for hostel accommodation: No
Wish to apply for learner transport: No
(YES does not mean that the learner will get access to hostel accommodation or learner transport)
Reason for application to another school? Highest Grade Reached
Learner Type: No Learner Type yet
Sport: Football
Cultural Programmes: Does Not Participate
Leadership position: No Leadership Position
Schools applying at: Sinethemba Secondary School
Intseberizwano Secondary School
Number of upload documents: 0

Details of Parents / Guardians

	Primary Parent / Guardian	Secondary Parent / Guardian
Parent Type	Biological	
Title	Mrs	
Surname	Klassman	
First_name	Nomasande Patricia	
Date of Birth	19 July 1993	
Gender	Female	
South Africa Citizen	Yes	
ID Number	9307190177089	
Passport Number		
Contact Number	0734090964	
Home Tel Number		
Work / Emergency Number	0836883120	
Alternative Number	0715295771	
Email Address	nomasaklassman@gmail.com	
Address for application	Physical Address	
Address Type	Street	
Physical Address	4281 Tonny Yengeni Brown S Farm Philippi City Of Cape Town 7750	
Work Address		
Method of Communication	Both	

Declaration

I, **Nomasande Patricia Klassman**, declare that all the particulars supplied by me in this form are true, complete and correct. I accept that any incorrect or misleading information could lead to the learner not being accepted for admission.

I UNDERSTAND THAT ALL CERTIFIED HARD COPIES MUST BE SUBMITTED PHYSICALLY TO THE SCHOOL WHERE THE LEARNER WILL BE ATTENDING WITHIN SEVEN DAYS OF THE SCHOOL.

YES

Once you click **SUBMIT** you will be unable to change the application.

SUBMIT APPLICATION

The links in the left hand column allows you to navigate through the system.

11

Confirm the popup notification. Click **OK**.

You are about to submit a 2025 Admission application for **Learner's name**.

Once you click OK you will be unable to change the application.

OK
Cancel

12

The **Confirmation of Submission** will appear onscreen.

- Use the learner's **CEMIS number** as a **reference number** for all enquiries.

You will also receive an **SMS** to confirm the submission of your application for the learner.

Confirmation of Submission

PLEASE NOTE

- * The school may require additional information.
- * Contact the school beforehand to check their admission policy and requirements BEFORE submitting
- * Schools may NOT request any additional information that is NOT in line with the South African Schools Act (Act 84, 1996)

Please use your child CEMIS NR for reference purpose:
ref#: 100502BK20002

The following certified documents must be submitted to the school *after a successful application*.

- 1.1 Birth certificate of the learner;
- 1.2 A study permit issued by Dept. of Home Affairs in case of foreign learners
- 1.3 Or proof of application to the Dept. of Home Affairs
- 1.4 Immunisation card (Road to Health Chart) of the learner;
- 1.5 The last official school Report Card / Results of the learner, if the learner attend a school
- 1.6 Proof of Residence (Rates account or an affidavit confirming residence)

If NOT, the application will be marked as an incomplete LATE application and the school will not process the application.

Thank you for applying

[click here to view](#)

Click **here to view**, takes you to the **Track application** window.