



2025
WCED TRANSFER REQUEST FORM
BETWEEN TWO ORDINARY PUBLIC SCHOOLS
(GRs.2-7 & GRs.9-12)

WESTERN CAPE EDUCATION DEPARTMENT (WCED) TRANSFERS 2025

The information on this form will be captured on the WCED online admissions system to assist the parent.

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	Hon	Adv
First Name		Second Name		Surname						
Date of Birth			Gender	Male	Female					
SA Citizen	YES	NO	ID number /Passport Number / Permit							
Marital Status: (Please tick)		Divorced	Married	Separated	Single	Widowed				

IMPORTANT!!! Please Complete

Contact Information

Cell Phone No.	Emergency Contact No.
Tel. No. (work)	Alternative Contact No.
Alternative Name and Surname	Alternative: Relationship
Email Address	

Physical Address

Western Cape Address	YES	NO			
Address type: (Please tick)	Street / Road	Flat	Farm	Plot	Other
Address: House / Street Number	Address / Street Name				
Building / Complex / Block / Apartment name					
Country	Province				
Town	Suburb				

Work Address (Optional)

Western Cape Address	YES	NO			
Address type: (Please tick)	Street / Road	Flat	Farm	Plot	Other
Address: House / Street Number	Address / Street Name				
Building / Complex / Block / Apartment name					
Country	Province				
Town	Suburb				
Which address must be used for your application?	Physical Address	Work Address			

OPTIONAL (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	Hon	Adv
First Name		Second Name		Surname						

Date of Birth						Gender	Male				Female					
SA Citizen	YES				NO	ID number /Passport Number / Permit										
Gender		Male				Female			SA Citizen	YES				NO		
Marital status: (Please tick)					Divorced	Married	Separated	Single	Widowed							
IMPORTANT!!! Please Complete																
Contact Information																
Cell Phone no.								Emergency Contact No.								
Tel. No. (work)								Alternative Contact No.								
Alternative Name and Surname								Alternative: Relationship								
Email Address																
Address Outside Western Cape			YES				NO									
Address type: (Please tick)		Street				Flat			Farm		Plot					
House / Street Number						Street name										
Building / Complex / Block / Apartment name																
Town							Suburb									

Learner Information																
Required Grade (The Grade you are applying for)									Date of Application (YYYY / MM / DD)							
First-time registration in Western Cape				Yes				No								
First Name					Second Name					Surname						
Learner's ID Number:								Date of Birth								
Learner's CEMIS Number:																
Gender	Male			Female												
Population group		Black/African						Coloured			Indian/ Asian			White		
SA Citizen	YES			NO				Undocumented SA / Foreign learner		YES				NO		
Is the address the same as the primary parent's?						YES				NO						
Home address (where learner currently resides)																
Address type		Street				Flat			Farm			Plot				
Address no.		Street name					Building / Complex / Apartment name									
Town							Suburb									
Reason for Application		Learner Not promoted							Better prospects							
		Highest Grade Reached							New registration							
		Serious Trauma or issue at Previous School (Proof required)							Transfer from SNE to Public Ordinary school							

Name of the last school attended									Year			
Are you relocating to the Western Cape (WC) from another province?					YES				NO			
If yes, write down the name of the province.												

Are you relocating to the WC from another country?	YES		NO			
If yes, write down the name of the country.						
Language of Learning and Teaching (LOLT)	AFR	ENG	XHOSA	SESOTHO	TSWANA	

Do you wish to apply for Hostel accommodation? (Applicable to mainly rural areas)	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	
a) Participation in sport	YES		NO	
If yes, please indicate which sport.				
b) Participation in cultural programme / s	YES		NO	
If yes, please indicate which cultural programme / s.				
c) Has the learner held any leadership position/s at school?	YES		NO	
If yes, please provide details.				
Name any sports award/s achieved.				
d) Does the learner play an instrument/s?	YES		NO	
If yes, please indicate which instrument/s.				
e) Level of music participation (Write down the level of participation or achievement.)				

Select Schools

Please indicate the schools you want to APPLY TO:

KINDLY RANK SCHOOLS BELOW IN THE ORDER OF YOUR PREFERENCE

No.1	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.2	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.3	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.4	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.5	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.6	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	
	Please indicate if the learner has a sibling attending this school.	YES		NO		CEMIS NUMBER	
No.7	NAME OF SCHOOL		Are you applying for more than 1 learner at the same school?	YES		NO	

Please indicate if the learner has a sibling attending this school.		YES		NO		CEMIS NUMBER	
No.8	NAME OF SCHOOL				Are you applying for more than 1 learner at the same school?	YES	NO
Please indicate if the learner has a sibling attending this school.		YES		NO		CEMIS NUMBER	
No.9	NAME OF SCHOOL				Are you applying for more than 1 learner at the same school?	YES	NO
Please indicate if the learner has a sibling attending this school.		YES		NO		CEMIS NUMBER	
No.10	NAME OF SCHOOL				Are you applying for more than 1 learner at the same school?	YES	NO
Please indicate if the learner has a sibling attending this school.		YES		NO		CEMIS NUMBER	

SELECT SUBJECTS ONLY FOR GRADES 10 - 12	
Compulsory Subject No. 1 (Language)	
Compulsory Subject No. 2 (Language)	
Compulsory Subject No. 3: Choose either: (Mathematics or Mathematical Literacy)	
Compulsory Subject No. 4	Life Orientation
Subject No. 5	
Subject No. 6	
Subject No. 7	

Declaration by legal parent/guardian
I, the undersigned, declare that the above information is correct.
Signed by legal parent/guardian: _____
Date: _____

REQUIRED DOCUMENTS SUBMITTED TO THE SCHOOL / WCED		
Please check that the following documentation is attached	Please tick	
1. Certified copy of ID / Birth certificate (learner)	YES	NO
2. A study permit issued by the Department of Home Affairs or proof of application (If the learner is a foreign learner)	YES	NO
3. Copy of immunization 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 by (Name and Surname): _____		
Date: _____		
Checked and signed by: _____		

