

File no.: 14/3/1/3
Reference: 20230327-2922

To: Principals, Educators and school-based staff at public schools

(For information: Governing bodies, Governing Body Associations and Teacher Unions)

Dear Colleagues

TIME FRAMES FOR ADMISSIONS FOR 2024

I refer to Circular 0037/2022, dated 14 September 2022: *Dates and time frames for applications for admission to ordinary public schools and the management of school admission information for 2023/2024.*

This circular clearly states that schools may only begin processing applications submitted by parents as from 17 April 2023.

There is, therefore, a legitimate and legal expectation on the side of the parents that they have until 23:59 on 14 April 2023 to complete and submit their applications before schools start processing their applications.

The Western Cape Education Department (WCED) has published the time frames for admissions widely and on numerous platforms. The admission process does not work on a “first come, first served basis”, nor does it allow for schools to determine successful or unsuccessful applicants until school admissions close on 14 April 2023.

During the admission period, a parent may edit their application on the system, which could include edits to their personal details such as their address or school preferences. Parents may also use this time to source and upload their supporting documents.

Circular 0037/2022 clearly states the following:

- 5.4 School may not deviate from the time frames given.**
- 5.5 Schools who do not adhere to the time frames, will be dealt with in terms of WCED procedure.**
- 5.6 Schools MAY NOT inform parents of the outcome of their application status before it is displayed on the Online Admission System.**

As a direct result of the above, schools may only be able to assign a successful or unsuccessful status on the system from 17 April 2023, as stipulated in the said circular.

In order to ensure compliance, the WCED has closed the system for processing. Schools will, however, be able to view the applications submitted to their school so that they can confirm receipt to parents who applied.

We must ensure a fair administrative process in line with the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000), which allows parents time to complete and submit their applications fully, in a fair manner, without duress, within the widely publicised time frames.

Schools will then have a full month as from 17 April 2023 until 19 May 2023 to process the applications on the system.

We trust that principals and governing bodies understand the implications for parents; hence the need to clarify the process with this letter.

All schools are hereby required to adhere to the stipulated time frames.

Kind regards



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DATE: 2023-03-27