



OFFICE OF THE SUPERINTENDENT-GENERAL

Enquiries: BG Moeng
Cell No.: 0609806466
E-mail: bmoeng@nwpg.gov.za

TO: CHIEF DIRECTOR- DISTRICT COORDINATION
DISTRICT DIRECTORS
DISTRICT CO-ORDINATORS
SUB-DISTRICT MANAGERS
CIRCUIT MANAGERS
IGSS OFFICIALS
PRINCIPALS
SCHOOL GOVERNING BODIES
SCHOOL GOVERNING BODIES ASSOCIATIONS

FROM: MRS SM SEMASWE
SUPERINTENDENT GENERAL

DEPARTMENTAL CIRCULAR NO.16 OF 2022

LEARNER REGISTRATION FOR 2023

The South Africa Schools Act (SASA) 84 of 1996, Chapter 2, Section 3 makes provision for compulsory attendance for learners. Section 3 (1) mandates that every parent or guardian of a learner of school-going age is responsible for ensuring that the learner attends school from the first until the last day of the school year. This must take place until the learner reaches the age of 15 years or completes the ninth grade of schooling.

The North West Department of Education emphasises that learner registration should be concluded before the 2023 academic year begins. This will enable schools to be ready with resources and informed plans which will allow the smooth operation of school systems at the start of the year.

Learners may be registered at any conveniently situated public school, provided that space exist at the school. Learners residing near the school should be given first preference. Only the Head of Department can confirm and declare when the school is full.

This communiqué applies to learners being registered for the first time, to those changing schools, and to those registering at secondary schools. All schools need to have admission policies which are in line with the Constitution of the Republic of South Africa, 1996 (No. 108 of 1996), the South African Schools Act (SASA) 84 of 1996 as amended, Circular 1 of 2020, Phakamisa Judgement and any applicable provincial law. Schools are also encouraged to establish admission committees and develop admission management plans. These must be correctly implemented to serve learners' educational needs without discrimination.

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Schools are not permitted to administer any admission tests before admitting learners, except in special cases. Departmental officials will manage and monitor the learner admission process. All registration queries and school admission statistics should be collated by the districts and reported to the office of the director on monthly basis.

LEARNER ADMISSION PROCESS

1. Registration date

Learner registration of all grades will begin on 01 June 2022 and end on 30 September 2022. Learner admission will be on a first-come-first-served basis for all learners who meet the admission requirements set out in the South African School's Act 84 of 1996.

Parents or guardians are responsible for registering their children before the closing registration date. Late registrations will begin after the formal closing date for learner registrations in October 2022. Only special and exceptional cases will be considered and finalised prior to the schools reopening in January 2023.

2. Application period

Schools should make admission application forms available to parents, guardians and learners from 30 June 2022. These should be returned to schools not later than 30 September 2022. Principals and School Governing Bodies must inform parents and guardians that enrolment has begun and that application forms are available.

All applications received should be registered, processed and placed by 01 October 2022. Schools must provide parents and guardians with written responses of acceptance or non-acceptance by 31 October 2022, to allow them time to find alternatives if necessary.

3. Waiting lists

Schools should compile lists of all learners who have not been placed and submit these lists to circuit offices. Until 01 October 2022, circuit managers will process alternative placements for learners to schools where space is available. Lists of learners who remain unplaced will be forwarded to district directors for further placement.

4. Age requirements

As determined by Section 5(4)(a) of SASA, the admission age of learners to public schools is as follows:

- **Grade R:** 4 years, turning 5 years by 30 June 2023;
- **Grade 1:** 5 years, turning 6 years by 30 June 2023;
- **Other grades:** Learners younger than 15 years must be placed in a suitable grade. Those who are older than 16 years are advised to register at an ABET centre. This clause exempts learners who were already admitted before 01 January 2000.
- **Learners with special needs should be admitted, where it is reasonably practical, in ordinary public schools, special schools and full-service schools.**

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5. Documents required for learner registration

- Certified copy of birth certificate
- Immunisation card
- Most recent school academic report card
- Transfer letter or card from previous school
- In addition to the documents stated above, where applicable, learner's study permits or work permit from the Department of Home Affairs for non-SA citizens
- **Temporary or permanent residence permit, or proof of application for such a permit from the Department of Home Affairs, to legalise the presence of non-SA citizens in the country (The learners' residence status in the republic should comply with immigration Act and Refugees Act of South Africa).**

Schools may provisionally register learners if these documents are not available, and may allow parents four weeks after registration to submit such documents. The school's admission register and SA-SAMS must show a record of all confirmed learner admissions at the beginning of the year. Departmental officials must have access to the school's admission register.

6. Administration of late applications

The department has established **Admission Task Teams** and **Registration Hubs** to deal with late applications and registrations at the beginning of 2023 academic year. All late admissions should be referred to sub – districts to direct applicants to identified schools that have spaces within proximity and relevant curriculum.

7. Appeals procedure

It is nationally mandated that all learners of school-going age are admitted to schools and that their rights to education are protected. Parents or guardians experiencing difficulty in enrolling their children for 2023 may approach circuit managers for assistance. Contact details can be obtained from schools.

Parents or guardians have the right to request reasons, in writing, for the non-admission of a child. If these reasons are considered unsatisfactory, the parent or guardian may lodge a written complaint with the district office and ultimately with the office of the Superintendent-General. If still unsatisfied, the parent or guardian may appeal against the decision to the Members of the Executive Council.

8. Admission refusal reasons

All learners must be admitted to the total school programme. Although the admission policy of a school is determined by the School Governing Body, a learner may not be refused admission on the following grounds:

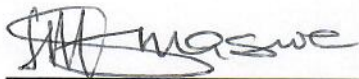
- Parents or guardians are unable to pay, or have not paid, the school fees determined by the School Governing Body under section 39 of SASA
- Parents or guardians do not subscribe to the mission statement of the school

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- Parents or guardians refuse to enter into a contract in terms of which the parent or guardian waives any claim for damages arising from the education of a learner
- Language, culture, disability, race, religion and economic background
- HIV status of a learner, disability or pregnancy.
- Covid -19 status

OFFICE	OFFICIAL	CONTACT NO	E-MAIL ADDRESS
PROVINCE	DIRECTOR'S OFFICE – Dr M.C. MOJAFI	064 752 3875	MMojafi@nwpg.gov.za
NGAKA MODIRI MOLEMA DISTRICT	Mr D. NTLABATHI	018 388 1960	dntlabathi@nwpg.gov.za
DR KENNETH KAUNDA DISTRICT	Mr B. MONALE	018 299 8299	bmonale@nwpg.gov.za
DR RS MOMPATI DISTRICT	Mrs M. DITHEJANE	053 928 0200	dithejanem@nwpg.gov.za
BOJANALA DISTRICT	Mrs M. PALEDI	014 590 4800	mpaledi@nwpg.gov.za

The contents of this circular must be brought to the attention of responsible officials and all schools should adhere to the time frames indicated.



MRS SM SEMASWE
SUPERINTENDENT-GENERAL

01/04/2022
DATE

CC: Mr MC Matthews- Acting Administrator