



education

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Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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To: District Directors
Circuit Coordinators
Circuit Managers
IGSS Officials
School Principals
School Governing Bodies
School Governing Body Associations

From: Mr MV Seshibe
Acting Superintendent General

Departmental Circular No 05 of 2024

Learner registration for 2025

The South African Schools Act 84 of 1996 as amended (SASA), 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 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 the learner registration should be concluded before the 2025 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 academic 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. The choice of school by parents or guardians for their children depends on the availability of space at the school.

Schools are requested to fill in the template provided to indicate school capacity. Only the Head of Department can confirm and declare when the school is full. The template must be submitted to Circuit Coordinator by 30 May 2024.

This communique applies to learners being registered for the first time, to learners changing schools, and to learners registered 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), SASA, Circular 1 of 2020, Phakamisa Judgement and any applicable provincial law. Schools are also encouraged to establish admission committees, review their admission policies, and develop admission management plans and strategies to assist the process. These must be correctly implemented to serve learners' educational needs without discrimination.



Schools are not permitted to administer any admission tests before admitting learners. SASA does not provide for pre-Grade R; therefore, schools should refrain from introducing such grade. The North West Department of Education will not take any responsibility for pre-Grade R learners admitted to public schools. Furthermore, no under-aged learners are allowed to be admitted into Grade R classes.

Schools are also not allowed to charge fees for application forms or registration of learners. Departmental officials will manage and monitor the learners' admission process. All registration enquiries and school admission statistics should be collated by the districts and reported to the director on monthly basis.

Learner admission process

1. Registration date

Learner registration and admission of all grades will begin 03 April 2024 and end 20 September 2024. Learners' admission will be on first-come-first-served basis for all who meet the admission requirement as set out in SASA.

Parents or guardians are responsible for registering their children before the closing registration date. Late registration will begin after the formal closing date for learner registrations in October 2024. Only special and exceptional cases will be considered and finalised prior to the reopening in January 2025.

2. Application period

Schools should make admission application forms available parents, guardians and learners from 03 April 2024. School Principals and School Governing Bodies must inform parents and guardians that enrolment has begun and that application forms are available. Parents and guardians must return the application forms not later than June 2024, to allow schools to admit and register learners and prepare feedback for parents. Applications forms which are not returned to schools by 22 June 2024 will not be considered.

All applications received should be registered and processed by 20 September 2024. Schools must provide parents and guardians with written responses of acceptance or non-acceptance by 30 October 2024, to allow time to find alternatives if necessary.

3. Waiting list

Schools should compile lists of learners who have not been placed and submit these lists to circuit offices. Until, 30 October 2024, 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 2025
- **Grade 1:** 5 years turning 6 years by 30 June 2025
- **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 adult education centre. This clause exempt learner who were already admitted before 1 January 2000.



- **Learners with special needs should be admitted, where it is reasonably practical, in ordinary public schools, special schools and full-services schools.**

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 permit or work permit from 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 in and Refugees Act of South Africa.)**

Schools may provisionally register undocumented learners and request parents to ensure that they obtain relevant documents as one of the learner registration requirements and South African Constitutional rights. If parents are unable to produce such documents for their children, schools are required to bring the matter to the attention of the Head of Department for consideration and intervention. The school's admission register and SA-SAMS must show a record of all confirmed learner admission at the beginning of the year. It is important for the school to update parents' details. Departmental officials must have access to the school's admission register.

6. Administration of late application

The department has established **Admission Task Teams** and **Registration Hubs** to deal with the late applications and registrations at the beginning of the 2025 academic year. All late admissions should be referred to circuit coordinators in order to direct the applicants to identified schools within the proximity that have spaces and which offer the 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 2025 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 Member 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



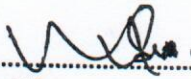
Learner registration for 2025

- 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 learner, disability or pregnancy
- Any other learner's status

The following director play a vital role in the learner admissions and registrations:

Office	Director	Contact Number	e-mail address
Provincial office	Dr MC Mojafi	064 752 3875	Mojafimc@gmail.com
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 Ruth Segomotsi Mompati District	Ms M Dithejane	053 928 0200	dithejanem@nwpg.gov.za
Bojanala District	Dr 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 as indicated.


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Mr MV Seshibe
Acting Superintendent General

27-03-2024
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Date



Let's Grow North West Together





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DIRECTORATE: INSTITUTIONAL DEVELOPMENT SERVICES

MANAGEMENT PLAN FOR 2024 LEARNER ADMISSIONS

ITEM	ACTIVITY	DATE	RESPONSIBILITY
1.1.	Briefing MEC, SG and DDG on learner registration.	11 April 2024	Dr. MC Mojafi
1.2.	Appointment of 2024-25 Learner Registration and Admission PTT	11 April 2024	Mr P Masilo
1.3.	2024 Learner Admission Department Circular to be communicated and mediated to all affected, departmental officials, School Management Teams and School Governing Bodies and Associations.	26 April 2024	Communication Directorate
1.4.	MEC on air to advocate learner registration (You FM and Local Radio Station).	02 May -20 September 2024	IDS & Communication
1.5.	Road show to advocate learner registration. Communication letters indicating the opening and closing of admission dates are distributed to parents, reflecting admission requirements and documentation.	02 May -20 September 2024	Communication Directorate QLTC IDS Districts
1.6.	Submission of template to establish schools capacity to Circuit Coordinators.	30 May 2024	Schools
1.7.	Submission of consolidated report on school capacity to Institutional Development Services Directorate.	07 June 2024	Circuit Coordinators
1.8.	Verification of school capacity.	09-31 July 2024	Provincial Task Team Members
1.9.	Set up plan for overcrowding speculated.	15 August 2024	Infrastructure Directorate
1.10.	Submission of application forms.	03 April – 14 June 2024	Parents Legal Guardians
1.11.	Identification of hotspot and generate plans to address them.	31 July 2024	Districts Admission Hubs
1.12.	Processing application forms	09 July – 20 September 2024	Schools
1.13.	Responding to parents/ guardian on the application outcome	10- 30 October 2024	Schools
1.14.	Submission of waiting list	10 October 2024	Schools
1.15.	Identification of alternative schools	November 2024	Circuit Managers
1.16.	Placement of learners to alternative schools	November 2024	Circuit Managers

