

*THE PROVINCE OF  
GAUTENG*

*DIE PROVINSIE  
GAUTENG*

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## GENERAL NOTICE

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NOTICE 1929 OF 2011

**GAUTENG PROVINCIAL GOVERNMENT**

**DEPARTMENT OF EDUCATION**

**SCHOOLS EDUCATION ACT, 1995 (ACT NO. 6 OF 1995)**

**CALL FOR COMMENTS ON THE DRAFT REGULATIONS FOR  
ADMISSION OF LEARNERS TO PUBLIC SCHOOLS, 2011**

I, Barbara Creecy, member of the Executive Council responsible for education, under Section 11(1) of the Schools Education Act, 1995 (Act No. 6 of 1995), intend to make the Regulations as set out in the Schedule.

Interested persons or organizations are hereby invited to submit written comments on the draft regulations within 30 days from publication of this notice. Comments shall be forwarded to Mr. Qiniso Zwane; Director: Legal Services, by:

**(a) post to:**

The Department of Education  
P O Box 7710,  
Johannesburg  
2000;



**(b) hand to:**

The Department of Education  
Directorate: Legal Services  
111 Commissioner Street  
JOHANNESBURG  
2001;

**(c) fax to:**

(011) 355 0042; or

**(d) by email to:**

[Qiniso.Zwane@gauteng.gov.za](mailto:Qiniso.Zwane@gauteng.gov.za)

**B. CREECY****MEC FOR EDUCATION****GAUTENG PROVINCIAL GOVERNMENT**

4/07/2011



## **SCHEDULE**

### **GENERAL EXPLANATORY NOTE:**

[     ] Words in bold type in square brackets indicate omissions from existing enactments.

\_\_\_\_\_ Words underlined with a solid line indicate insertions in existing enactments.

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**Amendment of Regulation 1 of the Regulations**

1. Regulation 1 is hereby amended by the:

(a) insertion of the following definitions before the "fast track programmes" definition:

"admission period" means the admission period defined in Regulation 5(1);

"boarder" means a learner who boards at boarding accommodation provided by a school; and

"entry phase learners" means-

(i) Learners seeking to be admitted to Grade 'R';

(ii) Learners seeking to be admitted to Grade 1 (irrespective of whether or not the school at which they seek admission offers teaching and learning at a level below Grade 1);

(iii) Learners seeking to be admitted to Grade 8;

(iv) In the case of schools, which do not commence at Grade 'R', Grade 1, or Grade 8, learners seeking to be admitted to such schools in the lowest grade in the school".

b) amendment for the following definition of the Regulations:

"fast track programmes" means programmes referred to in Regulation [12] 13;"

c) insertion of the following definitions after "fast track programmes" definition:

“feeder primary school” means a feeder primary school designated for a high school in accordance with Regulation 4(3) or deemed to have been so designated by the MEC; and

“feeder zone” means the feeder zone determined for a school in accordance with Regulation 4(1) or deemed to have been so determined”.

d) substitution for the following definition of the Regulations:

“Normal grade age” means, in respect of each grade, is the oldest age of a learner who-

- (i) could have been admitted to Grade R in accordance with the then prevailing provisions of s 5(4) of the South African Schools Act; and
- (ii) would subsequently have been promoted to the succeeding grade each year from the year of his or her admission to Grade R until his or her admission to that grade.”

e) deletion of the following definition

**“[“register of admissions” means a list of names of learners who will be admitted to a school in accordance with these regulations]”.**

f) insertion of the following definition after the “school” definition of the Regulations:

“sibling” means a child of a parent of the learner; and

“specialist school” means a school of the arts, music, science and technology, or sports.”

### **Amendment of Regulation 2 of the Regulations**

2. Regulation 2 is hereby amended by the:

(a) deletion of the following subregulation:

**"[(1) Subject to the provisions of these regulations, the Head of Department is responsible for the administration of the admission of learners to a school]."**

(b) amendment of the following subregulation of the Regulations:

**"(2) [The governing body of the school must determine t] [The admission policy of a school, determined by a governing body of that school in terms of section 5(5) of the South African Schools Act [and in accordance with the guidelines stipulated in section 5(1) of the Education Policy Act, 1998 (Act 12 of 1998), may not be inconsistent with any provision of these regulations."**

(c) insertion of the following subregulations after subregulation (3) of the Regulations:

**"(4) If the admission policy of a school is consistent with the Act, the South African Schools Act and these Regulations, the Head of Department shall certify that admission policy within one month of its submission for certification; and**

**(5) No admission policy of a school, or any amendment thereof, shall be of force and effect until it has been certified by the Head of Department."**

### **Amendment of Regulation 3 of the Regulations**

**3.** Regulation 3 is hereby amended by the:

(a) substitution of the following paragraph of subregulation (1) of the Regulations:

“(b) a governing body of a school may not administer any test or assessment related to the admission of a learner to a school, or direct or authorise the principal or any other person to administer such test or assessment.”

(b) deletion of the following subparagraph (i) in sub regulation (1) (c) of the Regulations:

**“[(i) is unable to pay or has not paid the school fees, registration fee or deposit] determined by the governing body].”**

(c) insertion of the following paragraph after paragraph (d) in sub regulation (1) of the Regulations:

“(e) no learner may be refused admission to a school on the grounds that he or she is not entering into boarding accommodation offered by the school.”

(d) deletion of paragraph (b) in sub regulation (2) of the Regulations:

**“[(b) the principal of a specialist school [of the arts, or science and technology, or sports] may administer an admission test on the prior written approval of the Head of Department].”**

(e) insertion of the following subregulations after sub regulation (6) of the Regulations:

“(7) When a learner has applied for admission to a school, neither the governing body of that school nor any person employed at that school may request the learner’s current school or any person employed at that school, to furnish it with a confidential report in relation to that learner.”

(8) Subject to regulations 3, 4, 5 and 6, a principal of an ordinary school must admit a learner with specialised education needs, unless a need for the admission of that learner to a school for specialised education has been established under sections 75, 76 or 79 of the Act.

(9) If the need for admission of a learner referred to in sub-regulation (1) to a school for specialised education has been established under sections 75, 76 or 79 of the Act, the relevant procedures referred to in sections 77, 78, 80 and 81 of the Act must be followed."

**Substitution of regulation 4 of the Regulations.**

4. The following regulation is hereby substituted for regulation 4 of the Regulations:

**"Feeder Zones for Admission of Entry Phase Learners**

**4. (1) The MEC may, by notice in the Provincial Gazette, determine the feeder zone for any school in the Province.**

(2) Until such time as the MEC has determined a feeder zone for a particular school, in relation to a learner applying for admission to that school, the feeder zone for that school will be deemed to have been determined so that a place of residence or work falls within the feeder zone, if:

(a) relative to that place of residence or place of work, the school is the closest school which the learner is eligible to attend, or

(b) that place of residence or place of work is within a 5 km radius of the school.

(3) The MEC may, by notice in the Provincial Gazette, designate one or more primary schools as feeder primary schools for a particular high school.

(4) Until such time as the MEC has designated one or more primary schools as feeder primary schools for a particular high school, in relation to a learner applying for admission to that high school, any primary school to which that high school is the closest high school which the learner is eligible to attend shall be deemed to have been designated as a feeder primary school for that high school.

(5) Sub-regulations (2) and (4) shall not apply to specialist schools, technical schools, agricultural schools or industrial schools."

#### **Substitution of Regulation 5 of the Regulations.**

**5.** The following regulation is hereby substituted for regulation 5 of the Regulations:

#### **"The Registration and Admission Process for Entry Phase Learners**

**5. (1)** Each year, before the end of the first school term, the Head of Department shall publish in the Provincial Gazette or by any other reasonably practicable means the commencement date and the end date of the admissions process for that year. The period between the commencement date and the end date is referred to in these regulations as the admissions period.

(2) From the commencement date a school shall distribute to parents or learners application forms modelled on Form 1 of Annexure A to these Regulations. No application forms may be distributed prior to the commencement date.

(3) Application forms may be returned to a school on any day from the 7<sup>th</sup> day after the commencement date to the 30<sup>th</sup> day after the commencement date. The period from the 7<sup>th</sup> day after the commencement date to the 30<sup>th</sup> day after the commencement date is referred to in these regulations as the "application period."

(4) No application forms may be accepted by a school before the start of the application period.

(5) An application form that is returned to a school after the end of the application period must be forwarded by the school to the District Director for placement in accordance with Regulation 5(9) below.

(6) A learner who applies for admission within the application period shall, upon submission of a completed application form and subject to Regulation 6(3),

- (a) be placed on a waiting list in accordance with the applicable provisions of Regulations 7; and
- (b) be informed by the school of which waiting list s/he has been placed on and his/her position on that waiting list.

(7) Within 14 days following the end of the application period, each school shall-

(a) In accordance with Regulation 7 fill as many of the available places within the school as it can, from the learners who have applied to it during the admissions period,

(b) Notify all applicants for places whether or not their applications have been successful,

(c) Notify all unsuccessful applicants of

(i) the reasons for the failure of their application, and

(ii) their revised place on the waiting lists, and

(d) Furnish the District Director with:

(i) A list of the learners whose applications have been successful, and

(ii) Revised copies of the waiting lists for learners whose applications have been unsuccessful.

(8) Within 45 days after the end of the admission period, the District Director shall ensure that every learner who has applied to a school within the province is placed at a school within the province.

(9) Notwithstanding the provisions of any school admission policy, in the case of a learner who has not been placed at any school 30 days after the end of the admission period, the District Director may place that learner at any school:

(a) which has not been declared full in terms of Regulation 8, and

(b) in respect of which there are no remaining unplaced learners on a waiting list.

(10) In placing a learner at a particular school in terms of sub-regulation (8) above, the District Director shall have regard to:

- (a) the proximity of the school to the learner's place of residence or his/her parent's place of work,
- (b) the capacity of that school to accommodate that learner relative to the capacity of other schools in the District.

(11) The provisions of this Regulation shall apply to every school in the province irrespective of whether the school provides boarding accommodation, provided that:

- (a) the Head of Department may, on application made by a school, grant permission for that school to admit a fixed number of boarders who would otherwise not qualify for admission to the school in terms of this Regulation;
- (b) the number of places for which the Head of Department has granted permission in terms of paragraph (a) above:
  - (i) may then be filled with boarders; and
  - (ii) unless other conditions have been imposed by the Head of Department in granting his or her consent in terms of paragraph (a) above, shall be offered to such boarders in the order in which they applied for admission to the school.

(12) A learner shall not be admitted to boarding accommodation provided by a school prior to admission to the school in accordance with the provisions of this Regulation."

**Substitution of Regulation 6 of the Regulations.**

6. The following regulation is hereby substituted for regulation 6 of the Regulations:

**"Documents necessary for admission as an Entry Phase Learner**

**6. (1)** An application form submitted by a parent applying for the registration and the admission of his or her child as an entry phase learner to a school, must be supported by the following documents-

- (a) a certified copy of the official birth certificate of the child;
- (b) where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner;
- (c) in the case of admission to a primary school proof that the child has been immunised against polio, measles, tuberculosis, diphtheria, tetanus, and hepatitis B;
- (d) the transfer card of the child, if he or she is currently enrolled at another school; and
- (e) the most recent school report of the child, if he or she is currently enrolled at another school.

(2) No documentation other than that listed in sub-regulation (1) above may be requested from a parent for the purposes of admission.

(3) Where the required documentation referred to in sub-regulation (1) is not available,

- (a) the learner's application must be accepted provisionally subject to the condition that the parent produces proof to the school within two weeks that s/he has applied for the necessary documentation;
- (b) the principal must advise the parent,
  - (i) where to obtain the necessary documentation, and

- (ii) of the need to provide proof to the school within two weeks that he or she has applied for the necessary documentation;
- (4) An application provisionally accepted in terms of sub-regulation (3)(a) above, lapses
- (a) if the parent fails within two weeks of submitting the application to provide proof to the school that he or she has applied for the necessary documentation, or
- (b) if the necessary documentation is not submitted by the parent within six weeks of submitting the application provided that the District Director may extend this period on good cause shown by the parent."

#### **Substitution of Regulation 7 of the Regulations.**

7. The following regulation is hereby substituted for regulation 7 of the Regulations:

#### **"Preferential Rights to Admission as an Entry Phase Learner**

7. (1) For the purposes of entry phase admissions to a primary school, the school must keep an A waiting list and a B waiting list.
- (a) Applicants for admission to a primary school will be entered on the A waiting list if,
- (i) their place of residence is within the feeder zone of the school,
- (ii) at least one of their parent's place of employment is within the feeder zone of the school, or
- (iii) they have a sibling attending the school.

- (b) All applicants for admission to a primary school who do not qualify for the A waiting list
- (i) must be entered on the B waiting list, and
  - (ii) must be advised in writing by the school that they should seek admission at a school for whose A waiting list they qualify.
- (2) For the purposes of entry phase admissions to a high school, the school must keep an A waiting list, a B waiting list and a C waiting list.
- (a) Applicants for admission to a high school will be entered on the A waiting list if,
- (i) their place of residence is within the feeder zone of the school,
  - (ii) at least one of their parent's place of employment is within the feeder zone of the school, or
  - (iii) they have a sibling attending the school.
- (b) Applicants for admission to a high school who do not qualify for the A waiting list will be entered on the B waiting list if they attended a feeder primary school to that high school.
- (c) Applicants for admission to a high school who do not qualify for the A or B waiting lists must be entered on the C waiting list.
- (3) All applicants for admission to a school must be entered on the waiting list for which they are eligible, in the order in which their applications were received by the school.
- (4) All available places at the school must be filled:
- (a) from waiting list A, in the order of applicants' positions on waiting list A,

- (b) if places remain after all applicants on waiting list A have been offered places, from waiting list B, in the order of applicants' positions on waiting list B,
- (c) if places remain after all applicants on waiting list B have been offered places, from waiting list C, in the order of applicants' positions on waiting list C.
- (d) Learners who do not apply within the application period have no right to the preferential placement as described in (1) and (2) above."

### **Substitution of Regulation 8 of the Regulations**

**8.** The following regulation is hereby substituted for regulation 8 of the Regulations:

#### **"8. Declaring schools full**

(1) Notwithstanding the provisions of the admission policy of a school, the maximum learner enrolment capacity of a school shall be determined by the Head of Department subject to any applicable national legislation.

(2) The District Director may, on his or her own initiative, or on the request of the school itself, declare a school to be full for the purposes of admissions to an entry phase at that school.

(3) A school that has reached its maximum learner enrolment capacity must be declared full by the District Director.

(4) A school that is declared full by the District Director will be informed in writing."

### **Substitution of Regulation 9 of the Regulations**

**9.** The following regulation is hereby substituted for regulation 9 of the Regulations:

**"Learners for whom Special Accommodation must be made**

**9. (1) Where a learner is three years or more above the normal grade age, the Head of Department must co-ordinate the establishment of "fast-track" programmes or facilities for such a learner.**

**(2) The identification of learners referred to in sub-Regulation (1) is the responsibility of the principal of a school.**

**(3) A learner who is sixteen years or older and who has never attended school or did not make the required progress, as stipulated in the Notice of Age Requirements for Admission to an Ordinary Public School Notice 2433 of 1998, must be advised to enroll at an Adult Basic Education and Training centre."**

### **Substitution of Regulation 10 of the Regulations.**

**10.** The following regulation is hereby substituted for regulation 10 of the Regulations :

**"Re-enrolment of Learners**

**10. (1) A learner enrolled at a school at any level other than Grade 'R' is entitled to be re-enrolled at that school in the following year if**

the school offers teaching and learning at the grade for which he or she will be eligible in the following year.

(2) A learner enrolled at a school in Grade 'R' in 2011 is entitled to be re-enrolled at that school in 2012.

(3) A learner enrolled at a school in Grade 'R' after 2011 will not be entitled to be re-enrolled at that school in the following year unless he or she is otherwise entitled to be admitted to that school in terms of these Regulations.

(4) A parent of a learner enrolled at a school at a level other than:

(a) Grade 'R', or

(b) the highest level offered by that school

must, before the end of second quarter of the current year, complete a form modelled on Form 2 of Annexure B to these Regulations indicating:

(i) whether the parent intends to retain the learner at the same school,

(ii) whether the parent intends to enrol a sibling of the learner currently at the school in the upcoming admissions process.

(5) Current learners will be re - registered within 21 days from the start of the admissions period."

### **Substitution of Regulation 11 of the Regulations.**

**11.** The following regulation is hereby substituted for regulation 11 of the Regulations:

### **"Transfer of Learners between Schools**

11. (1) The parent of a learner who is not an entry phase learner and who is currently enrolled at a school (including an independent school) and applies to be transferred to another school must complete a transfer application form modelled on Form 3 of Annexure C to these Regulations. The following documents must be attached to the transfer application form:

(a) the transfer card of the learner; and

(b) the most recent school report of the learner at his or her existing school.

(2) A school that has not been declared full may admit a learner in respect of whom a transfer application is made in terms of sub-regulation (1).

(3) The Head of Department may, if he is satisfied that there is good cause for the learner to be transferred to a particular school that has not been declared full, admit the learner to that school.

(4) In making a decision in terms of sub-regulation (3) to admit a learner to a particular school, the Head of Department shall have regard to,

(a) the reasons of the learner for applying to leave the school at which he or she is currently enrolled;

(b) whether the learner would have qualified for the A waiting list for the school to which he or she seeks admission if he or she were to have applied as an entry phase learner; and

(c) the capacity of the school to which the learner seeks admission relative to the capacity of,

(i) any other schools in respect of which the learner would have qualified for the A waiting list if he or she were to have applied as an entry phase learner; and

(ii) other schools in the District."

**Substitution of Regulation 12 of the Regulations.**

**12.** The following regulation is hereby substituted for regulation 12 of the Regulations:

**" Admission of non-citizens**

**12.** (1) The legal and policy framework applicable to learners who are citizens of the Republic of South Africa applies equally to learners who are not citizens of the Republic and whose parents are in possession of a permit for temporary or permanent residence issued by the Department of Home Affairs.

(2) A learner who has entered the country on a study permit must present the study permit on admission to the school.

(3) Persons classified as illegal foreigners must, when applying for admission for their children or for themselves, prove that they have applied to the Department of Home Affairs to legalise their stay in the country in terms of the Immigration Act 13 of 2002 or Refugees Act 130 of 1998.

(4) Where the required documentation referred to in sub-regulation (3) is not available, the principal must advise the parent where to obtain the necessary documentation. In such cases, the admission application of the learner must be processed provisionally while the parent obtains the required documentation and, in the case of entry phase admissions, the learner must be assigned a provisional place on the applicable

waiting list in accordance with the date on which he or she applied for admission to the school."

### **Substitution of Regulation 13 of the Regulations.**

**13.** The following regulation is hereby substituted for regulation 13 of the Regulations:

#### **"Fast-track programmes**

**13.** (1) The District Director must establish fast track programmes in his or her district to accommodate learners who -

- (a) have been out of school for such periods as are likely to have impaired their learning opportunities;
- (b) have had no schooling; or
- (c) are under the age of 16 years but three years or more above the normal grade age.

(2) A learner referred to in sub-regulation (1) must be accommodated in such a fast track programme until he or she -

- (a) has completed the fast track programme he or she is following;  
or
- (b) is, in the opinion of the District Director, ready to leave the fast-track programme."

### **Substitution of Regulation 14 of the Regulations.**

**14.** The following regulation is hereby substituted for regulation 14 of the Regulations:

**Register of admissions**

**14.** (1) The principal of a school must keep a register of admissions to the school. All admissions of learners to the school must be recorded in the register of admission. The register must contain

(a) the name, date of birth, age, identity number, if applicable, and the address of the learner

(b) the names, addresses and telephone numbers of the learner's parents.

(2) Entries into the register of admission must be verified against the birth certificate or identity document of the learner concerned.

(3) Officials of the Department may have access to the register of admissions for the purposes of their official duties."

**Substitution of Regulation 15 of the Regulations.**

**15.** The following regulation is hereby substituted for regulation 14 of the Regulations:

**"Rights of Parents in Relation to the Admissions Process**

**15.** (1) The governing body of a school must inform all parents of learners admitted to a school of their rights and obligations in terms of the South African Schools Act and any applicable provincial law. Parents must specifically be informed about their rights and obligations in respect to the governance and affairs of the school, including the

process of deciding the school budget, any decision of a parent meeting relating to school fees, and the Code of Conduct for Learners.

(2) On request of a parent at any stage after the end of the admission period, the Department must provide a parent with details of his or her child's place on the waiting lists at the school."

### **Insertions of regulations 16, 17 and 18 of the Regulations**

**16.** The following regulations are inserted after regulation 15 of the Regulations:

#### **"Objections and Appeals**

**16.** (1) If, at the end of the application period, a learner is refused admission to a school, the principal must, on request of the parent of the learner for reasons for the decision not to admit him or her,

(a) provide the parent with reasons in writing, and

(b) inform the parent in writing of his or her rights of objection and appeal under these regulations.

(2) A parent of a learner, who wishes to lodge an objection against a decision contemplated in sub-regulation (1) may object to the Head of Department within 7 days of being provided with the documents listed in paragraphs (a) and (b) of sub-regulation (1).

(3) A parent who lodges an objection must do so on an objection form modelled on Form 4 of Annexure D to these Regulations.

(4) Within 7 days of receipt of the objection, the Head of Department

- (a) shall inform the parent of the outcome of such objection, and  
(b) if he or she has dismissed the objection, shall provide the parent with reasons for his or her decision.

(5) A parent who is dissatisfied with the decision of the Head of Department in terms of sub-regulation (4) may, within 7 days of being informed or of being provided with the reasons of the Head of Department, appeal against that decision to the MEC by lodging an appeal form modelled on Form 5 of Annexure E to these Regulations.

(6) Within 15 days of receiving an appeal in terms of sub-regulation (5), the MEC must take his or her decision on the appeal and provide the parent with reasons for any decision not to uphold the appeal."

### **Repeal of Regulations**

17. The Regulations Relating to the Admission of Learners to Public Schools, General Notice 4138 of 2001 published on 13 July 2001, are hereby repealed.

### **Short Title**

18. These regulations are called Regulations on Admission of Learners to Public Schools, 2011".

### **Amendment of Forms in the Regulations**

19. "The following forms are hereby substituted for Forms A, B, C, D and E of the Regulations".

Annexure A

Form 1

APPLICATION FOR ADMISSION FORM



**education**  
 Department: Education  
**GAUTENG PROVINCE**

(SCHOOL LOGO, NAME, REGISTRATION NUMBER AND ADDRESS)

APPLICATION FOR ADMISSION TO A PUBLIC SCHOOL

**LEARNER DETAILS:**

Learner's Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Grade applied for \_\_\_\_\_

Date of birth \_\_\_\_\_

Certified birth and immunisation certificates attached Yes  No

Sibling(s) currently at the school \_\_\_\_\_

Grade of sibling (s) \_\_\_\_\_

Home address \_\_\_\_\_

**PARENTS DETAILS:**

Surname(s) \_\_\_\_\_

First name(s) \_\_\_\_\_

Title Dr/Rev/Mr/Ms \_\_\_\_\_

Home address \_\_\_\_\_

Postal address \_\_\_\_\_

Postal code \_\_\_\_\_

**PARENTS DETAILS (CONTINUED):**

Home Telephone No \_\_\_\_\_

Work address \_\_\_\_\_  
\_\_\_\_\_

Work Telephone No \_\_\_\_\_

**NEXT OF KIN / FRIEND/ RELATIVE'S DETAILS**  
(In case of emergency)

Name and Surname \_\_\_\_\_

Relationship to Learner \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number (s) \_\_\_\_\_

**LANGUAGE PREFERENCES OF LEARNER**

Home Language \_\_\_\_\_

Language of Communication \_\_\_\_\_

Other Languages spoken \_\_\_\_\_

**PREVIOUS SCHOOL ATTENDED (if relevant)**

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_

**SPECIAL NEEDS OF LEARNER** (parent / guardian must specify any special educational needs e.g. epilepsy, allergies, use of wheelchair, etc.)  
\_\_\_\_\_

**FAMILY DOCTOR'S DETAILS:**

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

\_\_\_\_\_  
**PARENT'S SIGNATURE**

\_\_\_\_\_  
**DATE OF SUBMISSION**

**For official use only**

Waiting list number: \_\_\_\_\_

Status of admission: Approved  Not approved

Reason(s) if not approved: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**education**  
Department: Education  
**GAUTENG PROVINCE**

(SCHOOL LOGO, NAME, REGISTRATION NUMBER AND ADDRESS)

**RE – REGISTRATION OF A LEARNER AT A SCHOOL**

Dear Parent

Please check and confirm that the details on the attached registration form of your child are correct. If there are any changes, such as new address or telephone number, please indicate it on the attached form. This is necessary so that we can update the School Admission Register.

Please complete the tear – off slip and return to the school by: \_\_\_\_\_ 2012

Should your child be leaving the school and going to a new school, please indicate this so that a Transfer Card can be completed for your child.

Yours sincerely

\_\_\_\_\_  
(PRINCIPAL)



**PARENTS TO COMPLETE THIS SECTION AND RETURN TO THE SCHOOL. SELECT THE CORRECT OPTION AND DELETE WHAT IS NOT APPLICABLE.**

My child \_\_\_\_\_ will/ will not be returning to the school in 20\_\_\_\_.

I require / do not require a transfer card for 20\_\_\_\_.  
I intend to enrol a sibling of my child at the school in the upcoming year.

The Name(s) and Grade(s) of the sibling(s) that I will make application for is /are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application for Transfer Form



**education**  
 Department: Education  
**GAUTENG PROVINCE**

(SCHOOL LOGO, NAME, REGISTRATION NUMBER AND ADDRESS)

APPLICATION FOR ADMISSION TO A PUBLIC SCHOOL

**LEARNER DETAILS**

Learner's Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Grade applied for \_\_\_\_\_

Date of birth \_\_\_\_\_

Certified birth and immunisation certificates attached Yes

Sibling(s) currently at the school \_\_\_\_\_

Grade of sibling(s) \_\_\_\_\_

Home address \_\_\_\_\_

**PARENTS DETAILS**

Surname(s) \_\_\_\_\_

First name(s) \_\_\_\_\_

Title Dr/Rev/Mr/Ms \_\_\_\_\_

Home address \_\_\_\_\_

Postal address \_\_\_\_\_

Home Telephone No \_\_\_\_\_

**PARENTS DETILS (CONTINUED)**

Work address \_\_\_\_\_

Work Telephone No \_\_\_\_\_

**NEXT OF KIN / FRIEND/ RELATIVE'S DETAILS**  
 (In case of emergency)

Name and Surname \_\_\_\_\_

Relationship to Learner \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (s) \_\_\_\_\_

**LANGUAGE PREFERENCES OF LEARNER**

Home Language \_\_\_\_\_

Language of Communication \_\_\_\_\_

Other Languages spoken \_\_\_\_\_

**PREVIOUS SCHOOL ATTENDED (if relevant)**

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_

**REASON(S) FOR TRANSFER FROM PREVIOUS SCHOOL** \_\_\_\_\_

**SPECIAL NEEDS OF LEARNER** (parent / guardian must specify any special educational needs e.g. epilepsy, allergies, use of wheelchair, etc.)

**FAMILY DOCTOR'S DETAILS:**

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

\_\_\_\_\_  
**PARENT'S SIGNATURE**

\_\_\_\_\_  
**DATE OF SUBMISSION**

**THE FOLLOWING FORMS MUST BE ATTACHED TO THIS APPLICATION:**

1. Transfer Card from Previous School Attended
2. Most Recent School Report of Learner

**For official use only**

Waiting list number: \_\_\_\_\_

Status of admission: Approved  Not approved

Reason(s) if not approved: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Annexure D

Form 4



**education**  
 Department: Education  
**GAUTENG PROVINCE**

(SCHOOL LOGO, NAME, REGISTRATION NUMBER AND ADDRESS)

TO : The District Director  
 Gauteng Department of Education

FROM : Mr/Mrs/Ms/Dr/Prof: \_\_\_\_\_

SUBJECT : Objection against refusal of admission of my child

DATE : \_\_\_\_\_

Dear Sir/Madam

Please find my objection against \_\_\_\_\_ Primary / Secondary School for refusing to admit my child/charge, as per Regulation 16(3) of the Regulations for Admission of Learners to Public Schools

I have attached a written response from the school with details of my waiting number ('A' / 'B') and reasons for refusal.

Date of application: \_\_\_\_\_

Area: \_\_\_\_\_

Waiting list number: \_\_\_\_\_

NAME OF LEARNER: \_\_\_\_\_

SCHOOL ATTENDED: \_\_\_\_\_

PARENTS' CONTACT NUMBER: \_\_\_\_\_

REASON FOR BELIEVING REFUSAL IS IRREGULAR: \_\_\_\_\_

I declare that the information in this document is true and accurate and understand the implications of supplying false information.

Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Annexure E

Form 5



**education**  
 Department: Education  
**GAUTENG PROVINCE**

(SCHOOL LOGO, NAME, REGISTRATION NUMBER AND ADDRESS)

**TO** : **The MEC**  
**Gauteng Department of Education**

**FROM** : **Mr/Mrs/Ms/Dr/Prof:** \_\_\_\_\_

**SUBJECT** : **Appeal against refusal of admission of my child**

**DATE** : \_\_\_\_\_

Dear Sir/Madam

Please find my appeal against the Head of Department's decision to uphold the decision of \_\_\_\_\_ Primary /  
 Secondary School refusing to admit my child/charge, as per Regulation 16(5) of the Regulations for Admission of Learners to Public Schools  
 I have attached the decision of the Head of Department.

Date of Objection: \_\_\_\_\_

Date of application to school: \_\_\_\_\_

Area: \_\_\_\_\_

Waiting list number: \_\_\_\_\_

**NAME OF LEARNER:** \_\_\_\_\_

**SCHOOL ATTENDED:** \_\_\_\_\_

**PARENTS' CONTACT NUMBER:** \_\_\_\_\_

**REASON FOR BELIEVING REFUSAL IS IRREGULAR:** \_\_\_\_\_

I declare that the information in this document is true and accurate and understand the implications of supplying false information.

Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_