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GENERAL NOTICE

NOTICE 1160 OF 2012

DEPARTMENT OF EDUCATION

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

REGULATIONS FOR ADMISSION OF LEARNERS TO PUBLIC SCHOOLS, 2012

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

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.

Definitions

1. In these Regulations "the Regulations" means the regulations published by General Notice No. 4138 of 2001 (PG 129 of 13 July 2001).

Amendment of Regulation 1 of the Regulations

2. Regulation 1 of the Regulations is hereby amended by the:

(a) insertion before the definition of **“fast track programmes”** of the following definitions:

“admission period” means the period between the commencement date and end date for admissions as determined by the Head of Department;

‘boarder’ means a learner who resides in the accommodation provided by the school;

‘confidential report’ means a report containing information about the financial status of a parent, whether the parent can afford school fees and employment details of a parent or any other information that may be used to unfairly discriminate against a learner; 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) substitution for the definition **“fast track programmes”** of the following definition:

“fast track programmes” means a curriculum programme designed by the Department to enable a learner described in Regulation 13 to accompany his or her age cohort;”;

(c) insertion after the definition of **“fast track programmes”** of the following definitions:

“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 an area that a school should prioritise when admitting learners and taking into consideration learners who live close or whose parents work close to that school;”;

(d) substitution for the definitions **“normal grade age”** and **“objective entry enrolment capacity”** of the following definitions:

“normal grade age’ means, in respect of each grade, 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, 1996 (Act No. 84 of 1996); and

(ii) would subsequently have been promoted to the succeeding grade each year;

‘objective entry enrolment capacity’, means the act of officially admitting a learner (s) to a total school programme in the maximum amount that the school can accommodate in a classroom and / or facilities as determined by the HOD on consideration of, amongst others, the following factors: the availability of space, classroom and educators; resources linked to teaching and learning; available state resources; and the immediate need of the learner (s) to receive basic education;”;

(e) insertion after the definition of **“school”** of the following definition:

“sibling’ means someone who satisfies both of the following requirements:

(i) he or she has a parent who is also the parent of that child; and

(ii) he or she resides in the same household as that child;”; and

(f) insertion after the definition "**South African Schools Act**" of the following definition:

"**specialist school**" means an ordinary school of focused learning offering a specific specialized field of study;"

Amendment of Regulation 2 of the Regulations

3. Regulation 2 of the Regulations is hereby amended by the:

(a) substitution for subregulation (2) of the following subregulation:

"(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."

(b) insertion of the following subregulation after subregulation (2) of the Regulations:

"(2A) The Department may determine the minimum standards for the formulation of the admissions policy for specialist schools, technical schools and education institutions."; and

(c) addition 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.

(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

4. Regulation 3 of the Regulations is hereby amended by the:

(a) substitution for paragraphs (a), (b) and (c) of subregulation (1) of the following paragraphs:

“(a) **[a school must admit learners without unfairly discriminating]** on grounds of race, ethnic or social origin, colour, gender, sex, disability, sexual orientation, religion, conscience, belief, culture, language, pregnancy, HIV/AIDS status, or any other illness.

(b) a governing body of a school **[may not]** administering any test or assessment related to the admission of a learner to a school, or directing or authorising~~[e]~~ the principal or any other person to administer such test or assessment.

(c) **[no]** a learner being refused admission to a school **[or discriminated against in any way]** on the grounds that his or her parent-

- (i) is unable to pay or has not paid the school fees, registration fee or deposit determined by the governing body;
- (ii) does not subscribe to the mission statement of the school and code of conduct of the school; or
- (iii) has refused to enter into a contract in terms of which the parent waives any claim for damages arising out of the education of the learner.”;

(b) addition after paragraph (d) of subregulation (1) of the following paragraph:

“(e) a learner being refused admission to a school on the grounds that he or she is not entering into boarding accommodation offered by the school.”;

(c) substitution for paragraphs (b) of subregulation (2) of the following paragraph:

“(b) the principal of a specialist school may administer an admission test on the prior written approval of the Head of Department.

(d) substitution for subregulation (6) of the following subregulation:

“(6) The Head of Department [will] must determine procedures and guidelines which regulate the circumstances under which admission and placement tests, as referred to in subregulation (2)(b) and (3), may occur.”; and

(e) addition of the following subregulation after subregulation (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.”.

Amendment of regulation 4 of the Regulations.

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

“Feeder Zones for Admission of Entry Phase Learners

4. (1) Subject to the National Education Policy Act No. 27 of 1996 and other applicable laws the MEC may, by notice in the Provincial Gazette, determine the feeder zone for any school in the Province, after consultation with the relevant stakeholders have been conducted.

(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 for that parent 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) Subregulations (2) and (4) shall not apply to specialist schools, technical schools, agricultural schools or industrial schools.”.

Substitution of Regulation 5 of the Regulations.

6. 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 must publish by any reasonably practicable means the admission period.
- (2) From the commencement date a school must distribute to parents or learners application forms similar to Annexure A in these Regulations. Application forms may not be distributed prior to the commencement date.
- (3) Application forms may be returned to a school on any school day from the 7th school day after the commencement date to the 30th

school day after the commencement date. The period from the 7th school day after the commencement date to the 30th school 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 admission period.

(5) An application form that is returned to a school after the end of the application period must be received and recorded on the appropriate late registration waiting list A or B and must be forwarded by the school to the District Director for placement in accordance with Regulation 5(9).

(6) A learner who applies for admission within the admission 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 Regulation 7; and

(b) be informed in writing by the school of which waiting list he or she has been placed on and his or her position on that waiting list.

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

(a) in accordance with Regulation 7 identify successful and unsuccessful applicants, from the learners who have applied to it;

(b) furnish the District Director with their waiting lists A and B, clearly indicating successful and unsuccessful applicants, for approval and placement by the District Director of successful applicants in accordance with Regulation 7; and

(c) following receipt from the District Director of the approved list of placements-

- (i) notify all applicants whether or not their applications have been successful;
- (ii) inform successful applicants that they must confirm their acceptance of a place at the school within 7 school days of being notified;
- (iii) provide unsuccessful applicants with written reasons for the failure of their applications; and
- (iv) inform unsuccessful applicants in writing of their right to object and appeal in terms of Regulation 16.”.

(8) Notwithstanding the provisions of any school admission policy, in the case of a learner who has not been placed at any school within 30 school 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.

(9) Within 45 school days after the end of the admission period, the Head of Department must ensure that every learner who has applied to a school within the Province is placed at a school within the Province.

(10) In placing a learner at a particular school in terms of subregulation (8) and (9) above, the District Director and Head of Department respectively 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.

(13) A learner who is sixteen years or older and who has never attended school, must be advised and referred to the respective District office for immediate placement at an Adult Education and Training Centre."

Substitution of Regulation 6 of the Regulations.

7. 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 birth certificate of the child;
- (b) proof of the parent's identity and the child's residence or his or her parent's work address;

- (c) where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner;
- (d) 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;
- (e) the transfer card of the child, if he or she is currently enrolled at another school;
- (f) the most recent school report of the child, if he or she is currently enrolled at another school; and
- (g) where a learner, in accordance with Regulation 7, seeks preferential placement on a waiting list on the basis of a sibling relationship, documentation showing proof of such relationship.

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

(3) Where the required documentation referred to in subregulation (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 he or she 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 subregulation (3)(a), 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.

8. 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 a waiting list A and a waiting list B.

(a) Applicants for admission to a primary school will be entered on the waiting list A 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 waiting list A-

(i) must be entered on the waiting list B; and

(ii) must be advised in writing by the school that they should seek admission at a school for whose waiting list A they qualify.

(2) For the purposes of entry phase admissions to a high school, the school must keep a waiting list A and a waiting list B.

- (a) Applicants for admission to a high school will be entered on the waiting list A 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 waiting list A will be entered on the waiting list B.
- (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 the position of the applicant on waiting list A; or
 - (b) if places remain after all applicants on waiting list A have been offered places, from waiting list B, in the order of the position of the applicant on waiting list B,
- (5) Learners who do not apply within the admission period have no right to the preferential placement as contemplated in subregulations (1) and (2).

Substitution of Regulation 8 of the Regulations

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

"Declaring schools full

8. (1) Notwithstanding the provisions of the admission policy of a school, or the provisions of any national or provincial delegated legislation or any determination made in terms thereof, for the

purpose of placing learners whose applications for admission have not been accepted at any school in the public schooling system, until such time as norms and standards contemplated in section 5A(2)(b) of the South African Schools Act are in force the objective entry level learner enrolment capacity of a school shall be determined by the Head of Department.

(2) The Head of Department or his or her delegate may, on his or her own initiative, or at the request of the school itself, declare a school to be full for the purposes of entry level admissions at the school.

(3) A school that has reached its objective entry level enrolment capacity must be declared full by the Head of Department or his or her delegate for the purpose of entry level admissions.

(4) A school that is declared full by the Head of Department or his or her delegate for the purpose of entry level admissions, will be informed in writing."

Substitution of Regulation 9 of the Regulations

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

"Learners for whom Special Accommodation must be made

9. (1) Subject to these Regulations, a principal of an ordinary public 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.

(2) If the need for admission of a learner referred to in subregulation (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 10 of the Regulations.

11. The following regulation is hereby substituted for Regulation 10 of the Regulation:

"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) Subject to subregulation (1) a learner enrolled at a school in Grade 'R' 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.

(3) 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 within seven school days from the commencement of the admissions period, complete a form similar to Annexure B to these Regulations indicating whether the parent intends to retain the learner at the same school.

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

Substitution of Regulation 11 of the Regulations.

12. 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 currently enrolled at a school (including an independent school) and applies to be transferred to another public school must complete a transfer application form similar to Annexure C to these Regulations.

(2) 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.

(3) A school that has not been declared full may admit a learner in respect of whom a transfer application is made in terms of subregulation (1): Provided that no entry phase learner may be so admitted by a school until after the District Director has finalized placements in accordance with Regulation 5 (8).

(4) If the District Director is satisfied that there is good cause for the learner who applies in terms of subregulation (1) to be transferred to a particular school that has not been declared full, he or she may at any time admit the learner to that school.

(5) In making a decision in terms of subregulation (3) to admit a learner to a particular school, the District Director 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 waiting list A 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 waiting list A 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.

13. 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, in addition to the documents referred to in Regulation 6 (1) (a) to (e) 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, 2002 (Act No. 13 of 2002) or Refugees Act, 1998 (Act No. 130 of 1998).

(4) Where the required documentation referred to in subregulation (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.

(5) An application provisionally accepted in terms of subregulation (4), 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 a permit for temporary or permanent

residence or a study permit with the Department of Home Affairs.

- (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 13 of the Regulations.

14. 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) The identification of learners referred to in subregulation (1) is the responsibility of the principal of a school.

(3) A learner referred to in subregulation (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.

(4) A learner who is sixteen years or older and who did not make the required progress must be advised of the assessment, within 7 days of this matter becoming known to the school and referred to the

respective District office for immediate placement at an Adult Education and Training centre.”.

Substitution of Regulation 14 of the Regulations.

15. 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 in which all admissions of learners to the school must be recorded.

(2) The register of admissions must contain-

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

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

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

(4) Officials of the Department must have access to the register of admissions for the purposes of their official duties.”.

Substitution of Regulation 15 of the Regulations.

16. The following regulation is hereby substituted for Regulation 15 of the Regulation:

“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.

(2) 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.

(3) Schools are obliged to inform parents of their "Fee paying" or "Non fee paying" status.

(4) "Fee paying" schools must disclose to parents that they may apply for exemption from school fees.

(5) 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."

Insertion of regulations 16, 17, 18 and 19 of the Regulations

17. The following regulations are hereby 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, 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 Regulation 5(7)(c)(iii) may object to the Head of Department within 7 school days of being provided with the documents listed in Regulation 5(7)(c)(iii) and (iv).

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

(4) A parent who is dissatisfied with the decision of the Head of Department contemplated in subregulation (2) may, within 7 school 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 similar to Annexure E to these Regulations.

(5) Within 15 school days of receiving an appeal contemplated in subregulation (4), 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.”.

Amendment of Forms in the Regulations

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

Annexure A

APPLICATION FOR ADMISSION TO A PUBLIC SCHOOL

**GAUTENG PROVINCE**
 Department: Education
 REPUBLIC OF SOUTH AFRICA

 School Logo, Name, Registration
 Number and Address

1. LEARNER DETAILS:

A.

Surname	
First Name(s)	
Grade applied for	
Date of Birth	
ID/ Birth certificate/ Passport Number	

B. Certified birth and immunization certificates attached

Yes

No

C. Sibling(s) currently at the school

Surname	First Name(s)	Grade	Home Address

2. PARENT'S/GUARDIAN'S DETAILS

A. Are you a parent/guardian?

Specify:

Parent

Guardian

Surname(s)	
First Name(s)	
Title: Dr/Rev/Mr/Mrs	
ID Number	
Home Address	
Postal Address	
Postal code	
Home Telephone Number	
Work Address	
Work Telephone Number	

3. NEXT OF KIN/FRIEND/RELATIVE'S DETAILS: In case of emergency)

Surname	
First Name(s)	
Relationship to Learner	
Address	
Telephone Number	

4. LANGUAGE PREFERENCES OF LEARNER

Home Language	
Language of Communication	
Other Languages spoken	

5. PREVIOUS SCHOOL ATTENDED (if relevant)

Name of the School	
Address of the School	

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

7. FAMILY DOCTOR'S DETAILS

Name	
Telephone Number	

Parent's/Guardian's Signature: _____ **Date of submission:** _____

For official use only:			
Waiting list	A	B	Waiting list Number:
Status of Admission:	Approved	<input type="checkbox"/>	Not approved <input type="checkbox"/>
Reason(s) if not approved:			

Signature: _____		Date : _____	

Annexure B

RE-ENROLMENT OF A LEARNER AT A SCHOOL**GAUTENG PROVINCE**

Department: Education
REPUBLIC OF SOUTH AFRICA

School Logo, Name, Registration
Number and Address

Dear Parent/Guardian

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: Date: _____ Month: _____ Year: _____

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 Date: ____
Month: _____ Year: _____

I require/do not require a transfer card for Year: _____ academic year.

**Annexure C
APPLICATION FOR TRANSFER CARD**



GAUTENG PROVINCE
Department: Education
REPUBLIC OF SOUTH AFRICA

School Logo, Name, Registration
Number and Address

NB: This form is to be completed by the principal in respect of a learner leaving a school with a view to attending another school in South Africa. To be produced by the parent or recognized guardian of the learner for the information of the school to which admission is sought.

1. INFORMATION TO BE SUPPLIED BY THE PRINCIPAL OF THE SCHOOL WHICH THE LEARNER IS LEAVING

A. SCHOOL'S PARTICULARS

Name of the school which learner is leaving	
Address of the school	
Registration number	
District	
School telephone number	

B. LEARNER'S PARTICULARS

Name(s) (in full)	
Surname	
Admission number	
Date of birth	
Nationality	
The learner has been enrolled at the above school from	Date: _____ Month: _____ Year: _____ Until Date: _____ Month: _____ Year: _____
The language of learning and teaching at this school is:	
The highest grade (in words) passed by the learner was:	
The grade (in words) in which the learner was being taught at the time of leaving:	
Reason for leaving:	

Principal's Signature

Date

School Stamp

Annexure D
OBJECTION FORM



GAUTENG PROVINCE

Department: Education
REPUBLIC OF SOUTH AFRICA

School Logo, Name, Registration
Number and Address

TO : Head of Department
c/o 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/children, as per Regulation 16(3) for Admission of Learners to Public Schools.

I have attached a written response from the school with details of my waiting list number ('A' 'B') and reason(s) for refusal

DATE OF APPLICATION	
WAITING LIST NUMBER	
NAME OF LEARNER	
SCHOOL ATTENDED	
PARENT'S/GUARDIAN'S CONTACT NUMBER	
REASON FOR BELIEVING REFUSAL IS IRREGULAR	

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

Name: _____ Parent's/Guardian's Signature: _____ Date: _____

Annexure E
APPEAL FORM



GAUTENG PROVINCE

Department: Education
REPUBLIC OF SOUTH AFRICA

School Logo, Name, Registration Number and Address

TO : 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 for refusing to admit my Child or children, as per Regulation 16(5) 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	
WAITING LIST NUMBER	
NAME OF LEARNER	
SCHOOL ATTENDED	
PARENT'S/GUARDIAN'S CONTACT NUMBER	
REASON FOR BELIEVING REFUSAL IS IRREGULAR	

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

Name: _____ Parent's/Guardian's Signature: _____ Date: _____

Transitional Provision

19. Despite these regulations, a learner enrolled at a school in Grade 'R' in 2012 is entitled to be re-enrolled at that school in 2013 for the next grade.

Short Title

20. These regulations are called the Regulations on Admission of Learners to Public Schools, 2012 and comes into effect on the date of publication thereof in the Provincial Gazette.
