



# GAUTENG PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

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## ADMISSION MANAGEMENT PLAN – 2017/18


	ACTIVITY	RESPONSIBILITY	DATE
<b>A</b>	<b>CERTIFICATION OF SCHOOLS ADMISSIONS POLICIES</b>		
1.1	Districts ratify Schools Admission Policies- <b>Regulation 2(c)(4)</b>	School Principals	28 April 2017
<b>B</b>	<b>LEARNER ENROLMENT VERIFICATION IN SCHOOLS</b>		
1.1	Districts verify and conduct Capacity Audits in schools with significant decreased/increased learner numbers - <b>Regulations 5(10)(b)</b>	District Director	28 April 2017
1.2	Districts submit consolidated Capacity Audit reports indicating infrastructure needs to Head Office	District Director	28 April 2017
<b>C</b>	<b>RE-ENROLMENT AND ADMISSIONS TO SCHOOLS WITH BOARDING FACILITIES</b>		
<b>1</b>	<b>Re-enrolment</b>		
1.1	Learners currently enrolled ( <b>ALL GRADES</b> ) at the school are re-enrolled – <b>Regulations 10(1) to (4)</b>	School Principal	18 April - 19 May 2017
<b>2</b>	<b>Admissions to schools with boarding facilities</b>		
2.1	Schools apply for permission to admit a fixed number of boarders who would not qualify for admission to the school according to Regulations - <b>Regulation 5(11)(a)</b>	School Principal	31 March 2017
2.2	Head of Department respond to the schools' requests - <b>Regulation 5(11)(a)</b>	Head of Department	28 April 2017

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	ACTIVITY	RESPONSIBILITY	DATE
<b>D</b>	<b>ADMISSIONS PERIOD (2 May – 20 October 2017)</b>		
<b>3</b>	<b>Application period (2 May – 12 June 2017)</b>		
3.1	<ul style="list-style-type: none"> <li>Online Application for 2018 learner admission starts on 02 May 2017 at 8h00 - <b>Regulation 5(1)</b></li> <li>Parents must submit the supporting documents to all schools they applied at on or before 12 June 2017</li> </ul>	Parents	02 May - 12 June 2017 (30 days)
3.2	Schools submit electronically signed off Online Waiting Lists "A and B" <b>indicating successful and unsuccessful applicants</b> to the District Director for approval - <b>Regulation 5(7)(b)</b>	School Principal	13 - 30 June 2017
3.3	District Director manages the Waiting Lists from schools in line with available spaces and signs off the Waiting Lists - <b>Regulation 5(7)(b)</b>	District Director	13 - 30 June 2017
3.4	Schools receive electronically signed off Waiting Lists from the District Director for placement - <b>Regulation 5(7)(c)</b>	District Director	24 July 2017
<b>4</b>	<b>Placement of learners by the School</b>		
4.1	Schools process learner placement online Parents receive an automated SMS indicating offer of placement - <b>Regulation 5(7)</b>	School Principal	24 - 28 July 2017
	Letters to parents informing them of successful and unsuccessful applications - <b>Regulation 5(7)</b>	School Principal	24 - 28 July 2017
4.2	Parents accept/reject placement offers (Within 7 school days) - <b>Regulation 5(7)</b>	Parents	1 - 10 August 2017
<b>5</b>	<b>Placement of learners by Districts</b>		
5.1	District Director places all unplaced Waiting List A learners who applied within the application period in schools with available spaces - <b>Regulation 5(8)</b>	District Director	10 August - 20 September 2017
5.2	District Director finalises the placement of all unplaced learners - <b>Regulation 5(8)</b>	District Director	10 August - 20 September 2017
5.3	District Director provides Head Office with data and plans informing mitigations of managing unplaced learners in pressure areas	District Director	21 - 29 September 2017

5.4	All learners who applied during the application period must be placed - <b>Regulation 5(9)</b>	Head of Department	20 October 2017
	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>
<b>D</b>	<b>LATE REGISTRATION</b>		
<b>1</b>	<b>Management of Late Registrations</b>		
1.1	Late registration begins after the closing date of the application period - <b>Regulation 5(5)</b>	Schools and Districts	13 June 2017
1.2	Parents continue to apply online - <b>Regulation 5(5)</b>	Parents	13 June – 20 October 2017
1.3	Districts manage the placement of all late registration through School Principals - <b>Regulation 5(10)</b>	District Director	Daily



**Edward Mosuwe**  
Head of Department

Date: 28/3/2017