STEP-BY-STEP ADMISSIONS ONLINE APPLICATION USER GUIDE FOR THE 2018 LEARNER INTAKE

APPLICATION PROCESS

In terms of Section 9 of NEPA the Admission Policy of a Public School and the administration of admissions by an Education Department must not unfairly discriminate in any way against an applicant for admission. Section 34 provides the preference order of admissions as:

- (i) Learners whose parents live in the feeder area in their own or employers' domicile
- (ii) Learners whose parents work address is in the feeder area

The Provincial Admissions Regulations, General Notice No. 4138 of 2001 provides that the learner whose parents live or work in the area must apply to a school closest to the address or apply to a school where the learner has a sibling

Parents access the web address: http://<u>www.gdeadmissions.gov.za</u> to be on the "Welcome to Admissions Online Application for 2018" page



Regular updated news feeds will be displayed on the notification bar below to keep users informed





LANGUAGE PREFERENCE AND POLICY INFORMATION

Parents are required to read the information on the Welcome Page and click on the hyperlink for the Terms and Conditions.

ontact Us About Gallery My Applications Language -	Log m Saurth
We are receiveded of the second of 2016 as all open lastic sport the system	
Terms and Co	inditions:
Online Application for learner admiss	sion in Public Ordinary Schools
Duardian as per the system is delined in the South Minan School Act (SASA Act). Or The information required to confidencial and to interded only for the purpose of regist guardian of a twanner is required to register warve and parent information. Once information on the application form is completed and submitted or dranges can The Gauterg Department of Education therefore does not accept liability for any sena-	uardian therefore mixers logal guardian sering / applying for learner admissions in the Gautong Province. A parset logal the mixele. Is or remissions committed while completing the online Registration/Application
form: information provided will be validated by the school where an application is made. Any falafiliat or incomed information provided will result in an application being rejects	4
Insult addition purchase we be reacted on york subcervator are optimized in the terms for plastitic or momental information provided well terms in an application being rejection Bubmeters of the application store not guarantee placement of a teamer at the school time are placed in schools.	el Is selected. Homever, the Depointment will ensure that all learners that applied on

Parents can also change the preferred language in which to complete the application form by clicking on Language

and addressed to be addressed and					Login	Separat-	a
Admission official opened for 2	English	ue ere for underen fore drage j	r gade i kerne un time. Eany b	estimates no elem			
	Ziru						-
Getting Started +	a second	1					-
Policies and Regulations -	1						
support-			-				T
	The second second	- C days			-		
	Constanting of the	Lest.		Admis	al sur		
		-		Sector Barrier	. June 1	a	
	the second se			ALL REAL PROPERTY AND A	ARREST PARTY		
		The system	means you understand and a	coupt the terms and o	and tiers.		1.4
		Prease citch in	means you understand and a	eept the terms and o	s distri		14
			meens you understand and a Apply for 201	supt the terms and o		-940	
		A DO	Meens you understand and a Apply Apply for 201	cept the terms and o	É.	-20	
	Top 5 High School	Application Barbates	Top 5 Permany School Apple	objet the terms and o	Top 5 Deal	tits Application Station	
	Top 5 High School	Person Personen Al Color Mariates	Top 5 Primary School Apple		Top 5 Date	krist Appleation Statist	

To proceed with the application click on Apply for 2018



STEP 1: ENTER PARENT DETAILS

- 1. First time user will be required to click the "Apply for 2018" button to enter parent information before making an application (Users that registered last year must create new credentials)
- 2. The entry form will pop-up and parent should complete all fields on the form. The parent's cell phone number is compulsory as this number will be used to communicate with the parents. (Landline number and Email fields are not compulsory)

I Ener Parent/Logal Guardian Details	Olegr 2: Enter Learner Detaile	Step 3: Apply To A School
atting Starket = stoles and Regulation= sport =	Enter Parent Information	
	Super Arnup e Hon Super-Arnup D Ostan 19 NorderPassport 1 ^{-1 - Super-} Names:	
	Semme Genter Lagran • Landton Norther Celprone Number	
	Brown Hones Address Mich Address Lawly for some	
	Provinse Gaulancy + Uversions Assessors	
	Accept Terms are Contributed	Astista Vindoss

- A Username and Password will be created by Parent to login and access the main application as a User. The Password must be eight (8) characters long consisting of a Capital Letter, Small Letters, Numbers and a Special Character, for example, P@ss2018
- 4. Parent must accept the Terms and Conditions before continuing with the application
- 5. A SMS is sent to the parent indicating login username and password
- 6. After completion of STEP 1 the application will automatically proceed to STEP 2 (ENTER LEARNER DETAILS) and the colour of STEP 1 will change to GREEN



STEP 2: ENTER LEARNER DETAILS

- 1. On this page a parent can:
 - Enter learner information (Application cannot be made unless a learner's details are entered)

Home Contact Us About News Li	widnige +		Hollo Test10111 L	og off Saunda Q
Step 1 Completed: User Registered	Sher 2 Ev	ter Laurnor Dolain	Step 3: Apply 1	io A School
My Applications	Enter Learner	Details		
L Edit Personal Information	Enter Learner	Details		
My Learners	South African Citizen	* Non South African Citizen	*	
Edit Learners-	ID Number/Passport			
Support-		10 Number,		
	Date of Birth			
	Name(s)			
	Sumane			
	Gender	Please velact Gendar		
	Home Language	Select primary language spoken al Horse		
	Race	Milan		
	Province	Gauteng		
	Current Grade	Solect the grade a loarner is currently in		Attwate Windows
		Submit Learner Detaile		

- 2. Click Submit Learner Details after completing the learner information page
- 3. After completion of STEP 2 the application will automatically proceed to STEP 3 (APPLY TO A SCHOOL) and the colour of STEP 2 will change to GREEN

STEP 3: APPLY TO A SCHOOL

A parent can apply using the following options:

- 1. Home/Work address application- Applying to a school closest to your home or work address
- 2. School where there is a sibling Applying to a school where your child has a sibling doing Grade 1-6 and/or Grade 8-11 presently
- 3. School of choice- Applying to any school that you prefer. (NOTE: If you do not meet the criteria your application will be placed on Waiting List B).
- 4. Application to a School of Specialisation
- 5. Application to a Technical School
- 6. Application to a School with Boarding Facility
- 7. Application using Previous School Option



All applicants must apply using home or work address first

Research Control (1) Control (OVINCE S Linguage -	Please Note: Frei apply to a school dosect to your hores or son's adama. The other application options will become analysis and your state instruction of home and your's address as your free option.	Millo Twentoff) Log of Contract Contrac
III My Applealons East Parsonal Information	Application		
₩ ByLaumen ✓ Edit Learners-	Betweit Learnier	Thomas	R
D Support-	Setesi Grade	amon lavan	1
	Svinst Application Dytten	Samuel for Regulations Gamma	*
	Beliect School		2
	_		1. mart 1. martin

1. Parent to complete all the required fields on the page

1.1 Home/Work address Application

- select a learner
- select the grade applying for in 2018
- select the address(home or work) for the system to provide a list of schools closest to the address you provided.

Home Contact Us About News	Language +		Helo Test1	onni Lagati	Switt	Q
tep 1 Completed, Parent/Guardian	Information Step 2 E	nter Learner Dotaio	Step 3:	Apply To A Sch	100	
My Applications	Application					
Edit Personal Information	Application					
My Learners	Beleut	Thando				
Edit Learners -	Learner					
Support -	Grade	,				
	Select Application Option	Hone	•			
	Select School	MBUYISA MAKHUBU PRIMARY SCHOOL, ORLA				
		A1979				

- applicant select a school on the list
- click " Apply" to submit your application



Home Contact Us About News Language -		Helo Test10111	Logoff	Swarth	Q
Step 1 Completed, Parent/Guardian Information	Step 2: Enter Learner Details	Step 3: App	ly To A Sch	ool	
My Applications					
Edit Personal Information	Confirmation of Su	acceptul Submin	alon		
My Learners	Commation of Su	ccessiul Submis	SION		
Edit Learners+	Your recent application has been n	eceived and will be pro-	cessed so	ion.	
) Support-	Please take note of your Waiting List N WA131946/1/	umber for any queries: 170406/024533	Waiting L	list No:	
Ple	ase make sure to submit the following docu Child Birth Certificate Proof of Residences (Work Address # you not the childs manual parent provide to child memorization documents (separat parent hepatitis 6) for Grade 1 May recepting report of the child (if correctly	mentation within 7 days supporting documents to support I analist, tuberscripts, diphtheria, tor emotied in another school]	s to the Sc equi eleteration	shool Applied to	
	Apply ingen Thank you	Apply for another learner for Applying	Act	tivate Windows 5. Verangy to acossuic W	9012 -S

- an application reference number with a confirmation note will appear on the screen
- Parent can "Apply again" (Make another application to another school) or "Apply for another learner" (Enter details of another learner to apply for 2018)
- Parents must take note of the waiting list number
- There are 3 types of waiting list numbers starting with:
 - WA Parent qualify in terms of the Regulation
 - WB Parent do not qualify and need to apply to a school where the waiting list will be WA
 - WAB the system cannot identify the address

If the waiting list number is WB and WAB the possibility is that the learner will not get a space at the school where the parent applied. It is therefore recommended that the parent apply where the waiting list number will be WA



If the system cannot locate the address provided with geographical coordinates, the following pop up message will appear:

Home Contract Us About News	ROVINCE BCA Language - Intermetion Step	System couldn't suggest schools Please select a school closest to the address you want to use to apply Citage	Helio Text1011 Log off Step 3: Apply To A School
My Applications	Application		
 My Learners Edit Learners 	Select Learner	-	-
🛛 Support-	Select Grade	1	*
	Select Application Option	Technical dischools	-
	Select School	Please which a school closers in the address you being to sepay	29)
		Prias Smith Added	

Confirmation of Successful Submission

Your recent application has been received and will be processed soon.

Please take note of your Waiting List Number for any queries: Waiting List No: WAB152009/8/170308/030609

Please make sure to submit the following documentation within 7 days to the School Applied to

Child Birth Certificate Proof of Residences / Work Addres	14
If you not the childs natural parent legal relationship to child	provide supporting documents to support
Immunisation documents (against) tetanus and hepatitis B) for Grade	polio, measles, tuberculosis, diphtheria, 1
Most recent report of the child (if cr	urrently enrolled in another school)
Apply again	Apply for another learner

Thank you for Applying

NOTE: Documents must be submitted from 2 May 2017 to 12 June 2017



1.2 Application for a learner with a sibling at a school

- Select Sibling option on the 'Select Address Type' field
- Register sibling learner's details by completing all field on the form

Step 1 Completed: Parent/Guardian I	nformation Step 2	Enter Learner Defails	Step 3: /	apply To A School
My Applications	Analisation			
Edit Personal Information	Application			
My Learners	Select	Thardo		
Edit Learners-	Learner			
3 Support-	Select Grade			
	Select	Sibling,		
	Option	Add Sibling		
	Select School	Please Sweet A School		
		10949		
				de contro 92 (releans.

- click "Submit" to make an application to the sibling school
- An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application
- Parent can "Apply again" (Make another application to another school) or "Apply for another learner" (Enter details of another learner to apply for 2018)

Home Contact Us About News Language -		Helio Test10111 Log of Seatch	9		
Step 1 Completed: Parent/Guardian Information	Step 2: Enler Learner Details	Step 3: Apply To A School			
I My Applications					
Edit Personal Information	Confirmation of Con				
My Learners	Confirmation of Su	ccessful Submission			
Edit Learners-	Your recent application has been r	eceived and will be processed soon.			
3 Support-	Please take note of your Waiting List Number for any queries: Waiting List No: WA131946/1/170406/024533				
Ple	ase make sure to submit the following docu	mentation within 7 days to the School Appl	led to		
	Child Birth Certificate Proof of Residences / Work Address If you not the childs natural passet provide to shall Internationation documents (against police, or tegettis B) for Grade 1 Marie second report of the child of corrently	supporting documents to support legal relationship excision, full-structuria, objetheria, hiterasis and enrolled to prodimer schwei]			
	Apply again	Apply for another learner Activitate: Write	dows		
	Thank you	for Applying to tail-tamps to	activate Wind		

1.3 Application to a school of choice



- select a learner
- select the grade applying for in 2018
- Select School of Choice option on the 'Select Address Type' field
- click "Apply" to submit your application
- An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application

Home Contact Us About News Language -		Helio Test10111 Log off Score Q			
tep 1 Completed: Parent/Guardian Information	Step 2: Enter Learner Details	Step 3: Apply To A School			
My Applications					
Edit Personal Information	Confirmation of Su	ccessful Submission			
Fdt Leamers-	Your recent application has been r	eceived and will be processed soon.			
Support-	Please take note of your Walting List Number for any queries: Walting List No: WB110064/1/170406/025045				
Pies	ase make sure to submit the following docu	mentation within 7 days to the School Applied to			
	Child Birth Cartificane Proof of Residences I Wask Address If you not the childs natural parent provide to child Immunestation documente Lagatist police, m heapatitis B) for Grants 1 the child of currently Mode research report of the child of currently	r supporting documents to support legal relationship naseles, taberculasis, diphtheria, tetanus and, enrollad in another ischool)			
	Apply again	Apply for another learner Activities We nuclearly			
	Thank you	for Applying			

If an applicant should close the system before completing the application, the applicant can logon with her/his username and password to return to the page last used.

