



Province of the EASTERN CAPE EDUCATION

BE AN EARLY BIRD: APPLY ON TIME FOR 2018

It is with great pleasure that the department issues guidelines for the learner application and admission period for 2018 for Grade 1 and 8. The department urges parents to collect forms in time from various schools, to avoid late admissions, as this has a negative impact on quality teaching time. It is the responsibility of the Head of Department to administer admissions of learners to all Public ordinary schools, however school principals are legally delegated to perform this function.

Below is the Management Plan for the learner admission process.

WHO SHOULD APPLY

First time Grade 1 and 8 applicants and those relocating from other areas for 2018 learner intake.

MANAGEMENT PLAN FOR LEARNER ADMISSIONS:



No	ACTIVITY	RESPONSIBILITY	TIME FRAME
1.	Re-enrolment of learners		
1.1.	Currently enrolled learners are re-registered	School principal and SGB's	07 April- 15 May 2017
2.	Registration process		
2.1.	Distribution of application forms to parents	School principal and SGB's	07 April - 26 May 2017
2.2.	Application period	Parents	07 April- 26 May 2017
2.3.	Return of application forms with all required documentation	Parents	17 April- 26 May 2017
2.4.	Admission period	School principal and SGB's	07 April- 29 August 2017
3.	Placement of learners by the school		
3.1.	Placement of learners, inform parents of successful and unsuccessful applications in writing	School principal and SGB's	23 June 2017
3.2.	Parents accept/reject placement offers in writing	Parents	24 July 2017
4.	Placement of learners by districts		
4.1.	Placement of unplaced learners who applied within the application period, in schools with available space.	Districts	29 August - 13 October 2017
4.2.	District Director finalizes placement of all unplaced learners.	Districts	29 August - 03 November 2017
4.3.	District Director submits to Head office a list of all learners who have been placed.	Districts	06-08 November 2017
4.4.	District Director submits the list of the late registration to Head office		Daily

NOTE:

- No transfers (school hopping): learners already registered at schools must remain in those schools.
- Parents who are relocating and would like to apply for the in between grades (Grade 2 to 7 and Grade 9-11) must consult with the school of choice to verify availability of spaces. Spaces will be confirmed pending the current learner and enrolment learner retention in each grade, and in line with the capacity of the school.
- It is also to be noted that, there is no guarantee that a parent will get a school of choice when applying.
- Parents should apply to as many schools as possible.
- NB: Parents are required by law to produce the following documents as requirement for registration:
 - An application form from the school
 - Official birth certificate of the child/ Unabridged certificate
 - A transfer card if a learner transfers from one public school to another, and
 - The last report card issued by the previous school

WHO DO I CONTACT FOR INFORMATION /QUERIES?

1. Buffalo City District Office: Ms Estelle Swartz
Tel: 043 – 708 6230
2. King William's Town Circuit Management Office: Ms Dora Ndyalevane
Tel: 043 – 605 0167
3. Nelson Mandela Bay: Mr. George Lukwe /Ms Babalwa Makapela/Ms. Maryann Bosch
Tel: 041 – 403 4599
4. Chris Hani West: Mr Madoda Ndembe
Tel: 045 – 808 5708
5. OR Tambo Inland: Mr Andile Stevens

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Ikamva elisaqambileyo!

