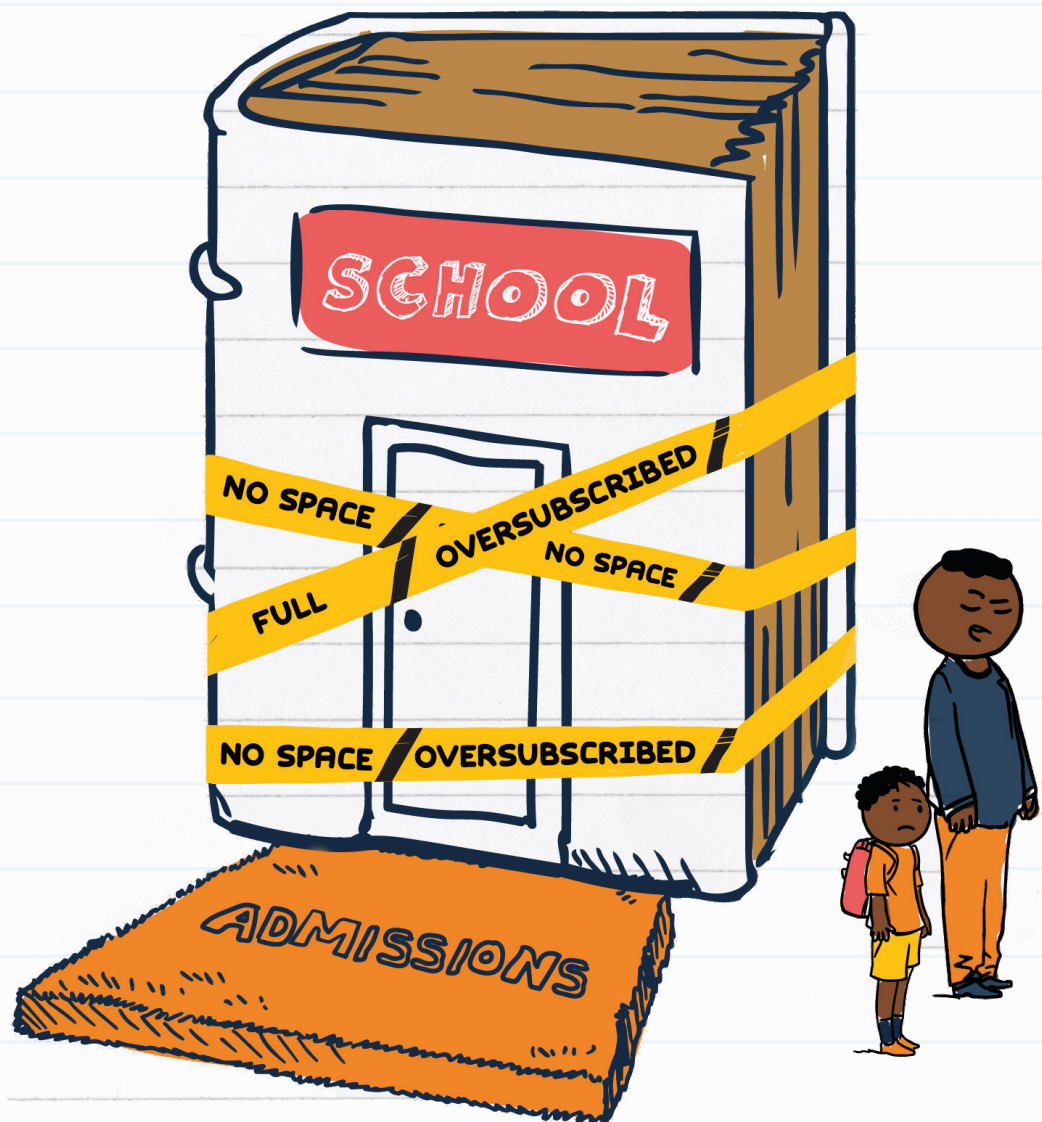
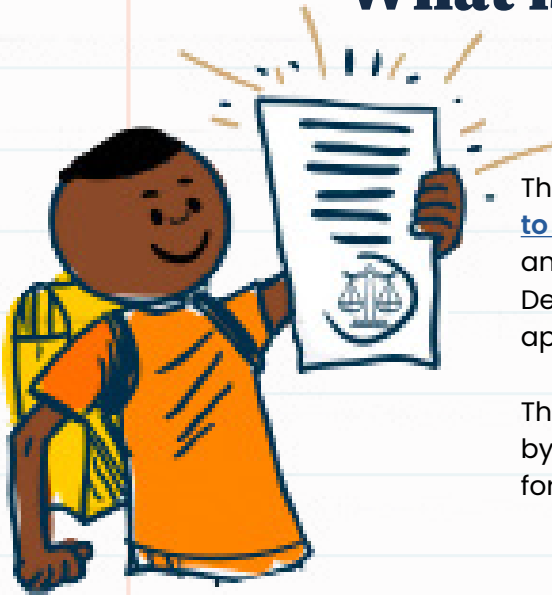


Guide to the Western Cape Education
Department's Standard Operating Procedure

FOR LATE APPLICATIONS TO ORDINARY PUBLIC SCHOOLS



What is the Standard Operating Procedure (SOP)?



The [Standard Operating Procedure \(SOP\) for late applications to ordinary public schools](#) offers guidance to parents, guardians, and caregivers of learners, as well as Western Cape Education Department (WCED) officials and school principals, on late applications for school admissions in the Western Cape.

This SOP was [court-ordered](#) and is the result of a hard-won victory by the Equal Education Law Centre (EELC) and Equal Education (EE) for unplaced learners across the Western Cape.

What is the role of the Standard Operating Procedure (SOP)?

The SOP applies to **late applications for Grade R, Grade 1, and Grade 8**, as well as **transfer applications**—requests made by parents, guardians, or caregivers for learners seeking admission to **Grades 2–7 or Grades 9–12**.

The primary objective of the SOP is to ensure that learners are placed in a school **within a reasonable time frame** after submitting their application.

Procedure for parents, guardians or caregivers for submitting late applications

What the parent, guardian, or caregiver must do:

Late applications – Grade R, Grade 1 and Grade 8

1. Contact the nearest school or district office for assistance.
2. Complete and submit the WCED application form ([Annexure A](#) - Admission or [Annexure B](#) - Grade R). Ensure receipt of a **confirmation receipt** ([Annexure E](#)) as proof of submission.
3. Submit certified, clear copies of the required supporting documents to the school or district office.
4. If supporting documents are unavailable, submit a signed affidavit (such as [Annexure C](#)) from a commissioner of oaths (e.g. police official).



Transfer request process

Late transfer request applications – Grades 2-7 or Grades 9-12



1.

Complete and submit a hard copy **transfer request form** ([Annexure D](#)) to the school of choice or district office.

2.

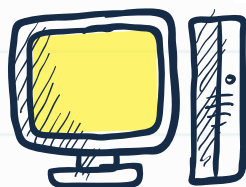
Ensure receipt of a **confirmation receipt** ([Annexure E](#)) as proof of submission.

3.

Please note: Submitting a completed admissions form to a particular school does not guarantee a space at that school.



Required documentation



For Grades R, 1, 8, and transfer requests:
Certified hard copies of supporting documents must be submitted to the school or district. These documents will then be uploaded to the online system by the school or district.



Submission timing:
The parent, guardian or caregiver must submit hard copies only once the learner has been accepted and the final choice has been confirmed on a date set by the school.



The application is INCOMPLETE until all relevant supporting documents required by the WCED are submitted to the school.

Required supporting documents

Grades R, 1, and transfer requests (Grades 2–7) - Primary School

- The last official school report card/results of the learner (if previously attended a school).
- Identity document (ID)/birth certificate/passport of the learner:
 - OR, birth certificate/passport of the learner.
 - OR, for foreign learners, a copy of the parent/guardian's refugee or asylum seeker permit (learner's name should appear).
 - OR, if the learner was not born in South Africa, a refugee or asylum seeker permit in the learner's name.
 - OR, if the learner of foreign parents was born in South Africa, a handwritten birth certificate (DHA 19 form) or an affidavit similar to [Annexure C](#).
- Immunisation card (Road to Health Chart) of the learner (for primary schools only).
- Proof of residence (municipal or rates account/lease agreement/affidavit confirming residence).

Required supporting documents

Grade 8 and transfer requests (Grades 9 –12) - High School

- The last official school report card/results of the learner (if previously attended a school).
- Identity document (ID)/birth certificate/passport of the learner:
 - OR, for foreign learners, a copy of the parent/guardian's refugee or asylum seeker permit (learner's name should appear).
 - OR, if the learner was not born in South Africa, a refugee or asylum seeker permit in the learner's name.
 - OR, if the learner of foreign parents was born in South Africa, a handwritten birth certificate (DHA 19 form) or an affidavit similar to [Annexure C](#).
- Proof of residence (municipal or rates account/lease agreement/affidavit confirming residence).
- Provision for missing documents:
 - Any learner whose parent/guardian/caregiver has not provided the required documents during the application for admission **may still attend school**.
 - The principal must advise the parent/guardian/caregiver to provide the required documents within 30 days. If they cannot do so, they must inform the principal of the delay or difficulties.

The SOP must be read together with the following **circulars**:

- Circular on the **Admission of undocumented South African or foreign learners**,
- Circular on **Unlawful practices associated with school admissions**,
- Circular on **Online admissions system as the only official system**, and
- The annual circular detailing **admissions time frames**.

The SOP should also be read alongside the **WCED Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools**, which is currently under review. While this policy is under review, **any conflict between the policy and the SOP**, or between the SOP and the above-mentioned circulars, means that **the SOP will take preference**.

The district office is responsible for processing late applications and should make every effort to secure a school placement **within 21 school days**. Circuit managers are responsible for ensuring that all learners, including late applicants, are placed in schools within their respective districts.

Should you need assistance find the contact details for the WCED or the Metro East Education District office below:

Assistance for late applications in the Metro East Education District	Contact information
WCED Contact Centre Hours: 07h30 – 17h00	Phone: 0861 819 919
Admission support at District Offices Hours: 07h30 – 16h00	

Metro East Education District contact details	
Metro East Education District office	Address: Belhar Main Road and New Nooiensfontein Drive, Kuils River Phone: 021 900 7000
Mr. Patrick Mdledle	Phone: 021 900 7047 Email: Patrick.Mdledle@westerncape.gov.za
Mr. Zukisa Cwayi	Phone: 021 900 7040 Email: Zukisa.Cwayi@westerncape.gov.za

If a parent, guardian, or caregiver does not receive a response from the WCED within 21 days of their application, they can contact the Equal Education Law Centre. This will help us monitor the WCED's compliance with the SOP and ensure adherence to the court order.

Equal Education Law Centre



Address: Third floor, Isivivana Centre, 8 Mzala Street, Khayelitsha, Cape Town



Telephone: 021 461 1421 / 080 011 0752



Email: info@eelawcentre.org.za



WhatsApp: 073 058 8622