Western Cape Education Department
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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies

Short summary: *Standard Operating Procedure for late applications to ordinary public schools.*

Subject: Standard Operating Procedure for late applications to ordinary public schools

1. The Standard Operating Procedure (the SOP) serves to guide the parents/guardians/caregivers of learners, officials of the Department and principals to manage late applications for admission to schools in the Western Cape Province.

2. It clarifies the current Western Cape Education Department's (WCED)'s *Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools* and what might be perceived as an imposition of restrictive conditions on the right to basic education as contemplated in section 29(1) of the Constitution of the Republic of South Africa, 1996.

3. The SOP applies to late applications in respect of Grades R, 1, and 8 as well as transfer applications. (i.e. a request by a parent/guardian/caregiver for a learner requiring a space in Grades 2–7 or Grades 9–12.)

4. Its objective is to place learners in a school within a reasonable time after applying for admission after the published closing date.

5. Circuit managers and the officials referred to in paragraph 6.4 of the SOP (District support for late applications) are responsible for ensuring the placement of learners and providing support to parents/guardians/caregivers who need assistance with late applications.

6. The SOP should be read in conjunction with the following circulars:
   (a) Circular 0053/2021, dated 09 March 2022: Admission of undocumented South African or foreign learners.
   (b) Circular 0059/202, dated 08 October 2021: Unlawful practices associated with school admissions.
   (c) Circular 0018/2022, dated 30 March 2022: Online admissions system as the ONLY official system.
   (d) The annual circular detailing the time frames for admissions.

7. The SOP should be read in conjunction with the WCED's *Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools* (the policy).

   (a) The WCED's current admission policy is under review and more information on this process will be communicated in due course.
   (b) Pending the finalisation of the review of the policy, any conflict between the policy and the SOP, and the SOP and the circulars referred to above, will be resolved in favour of the SOP.

8. The SOP details the official procedure for parents/guardians/caregivers for submitting late application/s and outlines the procedure to be followed by WCED officials.

9. The following attached Annexures A–F serve to support the process and manage admissions in a uniform manner:
   (a) Annexure A: Learner Admissions - Late Learner Application Form 2026.
   (b) Annexure B: Learner Admissions - Grade R Late Application Form 2026.
   (c) Annexure C: Example - Affidavit declaring outstanding supporting documents.
   (d) Annexure D: Learner Transfer Request Form – Late 2026, Grades 2–6 and 9–12.
   (e) Annexure E: Proof of Hard Copy Application Submission Reply Slip.
   (f) Annexure F: Proof of Receipt of Learner Support Material.

10. All stakeholders are reminded that the hardcopy forms are aligned to the online process as the online system has specific compulsory fields which parents/guardians/caregivers must complete.

11. Parents/guardians/caregivers are therefore asked to ensure that the forms are completed in full to avoid any delays.

12. All queries in respect of admissions can be directed to the Head: Management and Governance or the relevant circuit manager in each district.

13. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2024-11-25