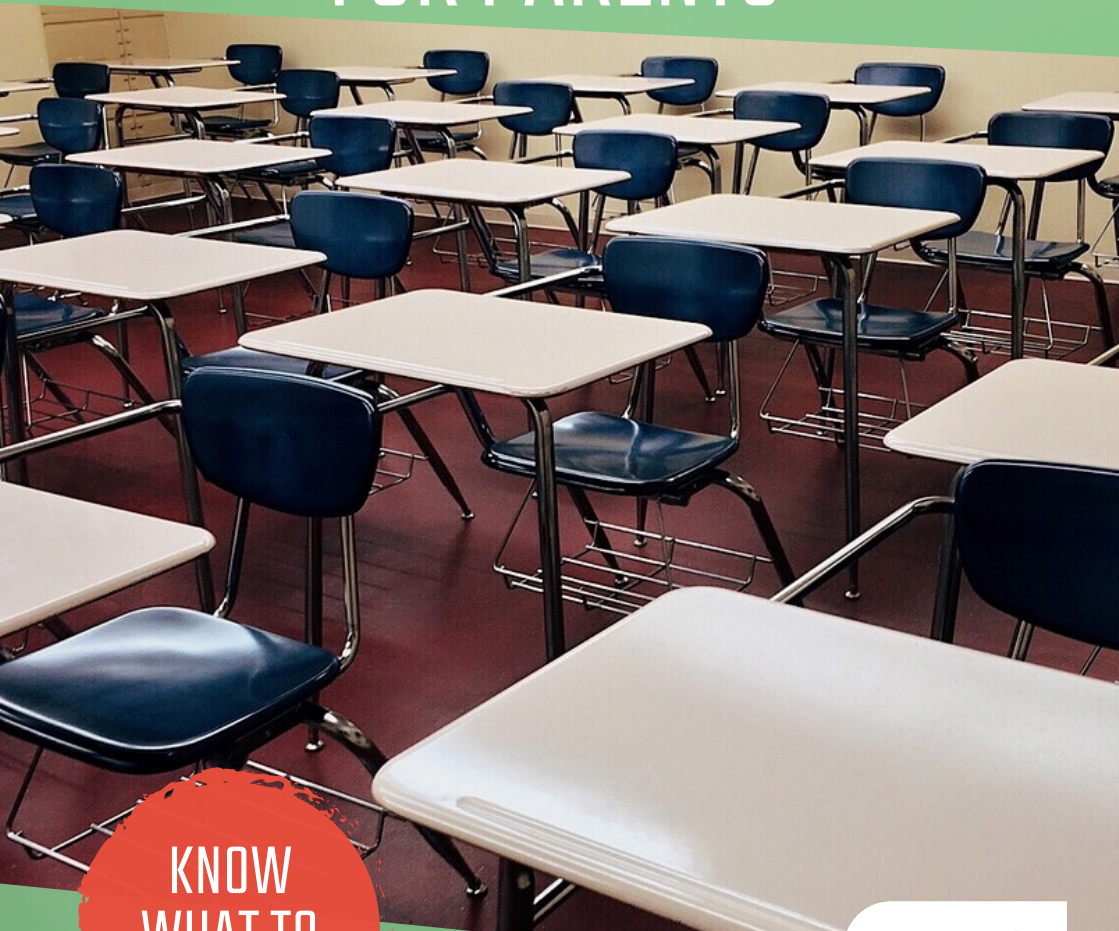


Learner Placement Guide

FOR PARENTS



KNOW
WHAT TO
DO

EELC

EQUAL EDUCATION
LAW CENTRE

THE FOLLOWING STEPS OUTLINE THE PROCEDURES YOU NEED TO FOLLOW WHEN YOUR CHILD'S APPLICATION IS REJECTED / DECLINED AT THE SCHOOLS YOU HAVE APPLIED TO:

STEP 1:

It is not enough that a school verbally tells you that your application has been rejected.

Where you do not have a written rejection, ask that the school which has rejected your application, provides you with:

- **the rejection in writing** (this can be an email from the school or Provincial Department of Education or a screenshot of an SMS/ message that was received from the school or Provincial Department of Education.)
- **written reasons** for the rejection

Once you have received written confirmation of your child's rejection at a school you have various options. The options below may happen at the same time and do not always have to follow the order set out below:

STEP 2:

Approach the schools you have applied to and ask them to reconsider your child's rejection.

Ask the school again to consider your reasons why your child should be accepted at the school. Ask them to accept your child. You can write a letter to the school's governing body with your motivation. Some of the reasons you can include are:

- **Why that particular school is your preference** (for example other family goes there, it offers the subjects your child wants to do, etc); or
- **provide the school with details** of your personal circumstances and reasons for choosing that school such as access to transport, close to home etc..
- If they are not able to place your child you can also ask that they put your child on a **waiting list**.

APPROACH THE RELEVANT DISTRICT OFFICE

- A.** Physically approach your relevant district office. You can ask the particular school for confirmation of which district they fall under and ask them to provide you with the relevant contact details. You can also find the details and address of your closest district office on our website www.eelawcentre.org.za
- B.** Ask for assistance from the district office in filling out an **unplaced learner form**. Once you have completed the form your child is captured on the system as an unplaced learner.

PLEASE NOTE that you must make sure you take a picture of the completed form for record purposes. If you can't take a picture, ask that the district provide you with a copy of the completed form.

- C.** The district should guide you on which schools have space and should advise you to approach those specific schools and make an application. You will then have to go to each of these schools.
- You **must** keep record of the exact date that you visited the district office; and
 - You **must write down** the **name** of the person who assisted you at the district office. This information is crucial to have **before** you can move on to step 3.
 - **Remember that it remains your responsibility to consistently follow up with the schools you have approached as well as the relevant district in order to ask about available spaces.**

IT IS IMPORTANT TO TAKE THE FOLLOWING DOCUMENTS WITH YOU TO THE DISTRICT OFFICE:

- birth certificate (with ID number);
- parents identity document;
- learner's report card;
- transfer card, or affidavit / sworn statement (if applicable);
- refugee or asylum documents; and
- written rejections from school(s).

If you do not have any of these documents, you must provide an affidavit explaining why. (e.g., the school the learner was in before did not want to provide the report card because fees were not paid).

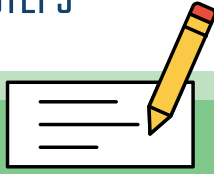
(e.g.) if you do not have your child's birth certificate, passport, refugee or asylum seeker papers, the affidavit must set out details of the child's name, place of birth, date of birth, and age.

You can go to your nearest police station to do the affidavit.

FOLLOW THESE STEPS

1

Get written rejection along with reasons from schools
Identify your relevant district office



2

Physically visit the district office



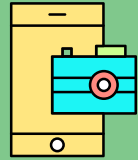
3

Ask to fill in an unplaced learner form



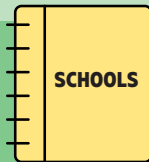
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Take a picture of unplaced learner form



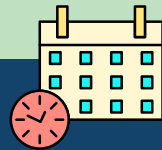
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Request details of schools which you can approach to ask for placement



6

Write down the date you went to the district office and name and surname of the district official that assisted you



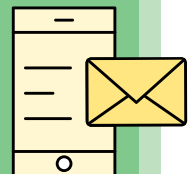
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Go to each of the schools and request placement or that they put you on a waiting list



8

Submit an appeal to the MEC 10 days after approaching the district



STEP 3:

If you have not secured placement for your child **10 calendar days** after you initially approached the district, you should write an admission appeal to the MEC of the relevant provincial education department.

IF YOU ARE A PARENT LIVING IN THE GAUTENG PROVINCE, PLEASE NOTE:

In Gauteng there is an **additional step** to follow before you can proceed to lodge an appeal with the MEC. Before you can submit an admission appeal, you must first submit an objection at the relevant district office, within 7 days of receiving the rejection from the school/s.

The objection must be on the correct form which can be found as "Annexure D" in the Gauteng Admission Regulations. The Head of Department will consider this objection.

When submitting this objection, make sure that you state that you expect a response within 7 calendar days. If not, you will assume that the Head of Department has refused your request. You can then proceed to write an appeal even if you do not receive a response.

If your objection is dismissed and you are dissatisfied, you will then have 7 days in which to write an appeal to the MEC. Annexure E to the Gauteng Admission Regulations can be used or contact the EELC for a template to guide you on how to draft an appeal letter.

Please note that in terms of the Gauteng Admission regulations, the MEC has 15 days to respond to the appeal.



The Equal Education Law Centre (EELC) uses legal advocacy, research, and litigation to advance the struggle for equal and quality education in South Africa.

www.eelawcentre.org.za



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