Western Cape Government
Education
FOR YOU

STANDARD OPERATING PROCEDURE FOR LATE APPLICATIONS TO ORDINARY PUBLIC SCHOOLS

Reference: IDC1211024 – 0001

1. Standard Operating Procedure for late applications

Preamble

The following Standard Operating Procedure (SOP) serves to guide the parent/guardian/caregiver of learners, officials of the Western Cape Education Department (WCED) and principals to manage late applications for admission to schools in the Western Cape Province. It clarifies the current 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. 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). Its objective is to place learners in a school within a reasonable time after applying for admission after the published closing date.

The SOP should be read in conjunction with the following circulars:

- Circular 0053/2021: Admission of undocumented South African or foreign learners.
- Circular 0059/2021: Unlawful practices associated with school admissions.
- Circular 0018/2022: Online admissions system as the ONLY official system.
- The annual circular detailing the time frames for admissions.

The SOP should be read in conjunction with the following policy:

- WCED's *Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools* (the policy). The policy is currently under review.

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.

2. Official procedure for parents/guardians/caregivers for submitting late application/s

2.1 The parent/guardian/caregiver must:

2.1.1 contact their nearest school or district office for assistance;

2.1.2 complete and submit the WCED application form (**Annexure A - Admission or Annexure B – Grade R**); and

2.1.3 submit certified, legible copies of the required supporting documents to the school or district office; or

2.1.4 where the parent/guardian/caregiver does not have the required supporting documents, a signed affidavit from the parent/guardian/caregiver deposed before a commissioner of oaths, such as a police official of the South African Police Services, is required. (Refer to **Annexure C**: Draft template of an affidavit to be completed.)

2.2 **PLEASE NOTE: The application cannot be processed without the completed WCED application form.**

2.3 In the case of a transfer request, the parent/guardian/caregiver is required to complete and submit a hard copy transfer request form **(Annexure D)** to their school of choice or district office.

2.4 Parents/guardians/caregivers must ensure that they have received a confirmation receipt **(Annexure E)** as proof of having submitted a hard copy application.

2.5 **Please note** that a completed admissions form handed in to a school does not automatically guarantee a space at that school.

2.6 **Required documentation**

2.6.1 In the case of Grades R, 1, 8 and transfer requests, certified **hard copies of the supporting documents** must be submitted to the schools or districts. The documents must be uploaded by the schools or districts onto the online system. The parent/guardian/caregiver must only submit hard copies to the school once the learner has been accepted and the parent/guardian/caregiver has confirmed their final choice on a date to be determined by the school.

2.6.2 Subject to paragraph 2.1.4 above, the application is INCOMPLETE until ALL the relevant supporting documents required by the WCED have been submitted to the school.

2.7 **List of documents**
Grades R and 1 and transfers (Grades 2–7) (primary school)

2.7.1 The last official school report card/results of the learner, if the learner attended a school previously.

2.7.2 Identity document(ID)/birth certificate/passport of the learner

OR

Birth certificate/passport of the learner

OR

In the case of foreign learners, a copy of the parent/guardian/caregiver's refugee or asylum seeker permit on which the learner's name should appear

OR

If the learner was not born in South Africa (SA), a refugee or asylum seeker permit issued in the learner's name

OR

If the learner of foreign parents/guardians/caregivers was born in SA: A handwritten birth certificate (DHA 19 form) or an affidavit in a form as near as possible to **Annexure C** will suffice.

2.7.3 Immunisation card (*Road to Health* Chart) of the learner (applicable to primary schools only)

2.7.4 Proof of residence (municipal or rates account/lease agreement/affidavit confirming residence)

2.8 **List of documents**
Grade 8 and transfers (Grades 9–12) (secondary school)

2.8.1 The last official school report card/results of the learner, if the learner attended a school previously.

2.8.2 ID/birth certificate/passport of the learner

OR

Birth certificate/passport of the learner

OR

In the case of foreign learners, a copy of parent/guardian/caregiver's refugee or asylum seeker permit on which the learner's name should appear

OR

If the learner was not born in SA, a refugee or asylum seeker permit issued in the learner's name

OR

If the learner of foreign parents/guardians/caregivers was born in SA: A handwritten birth certificate (DHA 19 form) or an affidavit as near as possible to **Annexure C** will suffice.

2.8.3 Proof of residence (municipal or rates account/lease agreement/affidavit confirming residence)

2.8.4 Any learner whose parent/guardian/caregiver has not provided any of the required documents, whether of the learner or such adult person acting on behalf of the learner, during the application for admission, shall nonetheless be allowed to attend school.

2.8.5 The principal of the school must advise the parent/guardian/caregiver to furnish the school with the required documents within thirty (30) days. If the parent/guardian/caregiver is unable to furnish the school with the required documents within thirty (30) days, they must inform the principal of the delays or difficulties encountered.

3. **Schools, districts and Head Office procedure for dealing with late applications**

3.1 Parents/guardians/caregivers who approach schools, districts or the Head Office directly for assistance with admissions may not be turned away.

3.2 If the application is not intended for that specific school, or the school at which the application is made does not have a place for the learner, the school must, in addition to the steps set out in paragraphs 3.4 and 3.5 below, submit the application to the district office within **three** school days. The district office shall process the late application and make every effort to secure a place at a school within twenty-one (21) school days.

3.3 All enquiries (telephonic, email, walk-ins) related to admissions must be captured as notes on the learner's application profile on the School Admissions Management Information (SAMI) system by school staff, district and Head Office officials.

3.4 Schools, districts and Head Office officials must give parents/guardians/caregivers a WCED learner admissions form which **must** be captured on the system on behalf of the parent/guardian/caregiver.

3.5 In the case of a transfer request, schools must give parents/guardians/caregivers a WCED transfer request form which **must** be captured on the system on behalf of such parent/guardian/caregiver.

3.6 Schools and district officials must acknowledge any communication received from parents/guardians/caregivers and must make every effort to place the learner in a school within twenty-one (21) school days.

3.7 All interactions with parents/guardians/caregivers or their representatives **must** be captured on the SAMI system.

3.8 Schools and districts will be required to issue parents/guardians/caregivers with a confirmation receipt as proof of having submitted a hard copy application **(Annexure E)**.

4. **Late transfer requests**

4.1 In the case of relocations, exit grades, and serious cases transfer requests will be processed similarly to late applications.

4.1.1 "Exit grade" transfers will apply where the learner attends a school that does not have Grade 7 or Grade 12 as the highest grade offered at that particular school (this will usually apply in the case of a primary school that has been extended to include Grade 8 and/or Grade 9).

4.1.2 "Serious cases" are cases where the transfer is necessitated by considerations regarding the learner's mental and/or physical well-being and/or directed by a court or the Department of Social Development.

4.2 Any other transfer request, where the learner is already enrolled at an ordinary public school, will be subject to availability at the requested school(s).

4.3 **Procedure (hard copy) for transfer requests (Grades 2–7 and Grades 9–12)**

4.3.1 Parents/guardians/caregivers will no longer be able to capture an application for a transfer on the SAMI system themselves.

4.3.2 Parents/guardians/caregivers will have to complete a hard copy transfer request form and submit the completed form with the supporting documents to the school of their choice or their nearest district office.

4.3.3 Parents/guardians/caregivers will be issued a resource pack which they must sign for in terms of the attached annexure **(Annexure F)** and a note must be captured on SAMI that the parent/guardian/caregiver was issued with a resource pack and the date of issue.

4.3.4 Resource packs will only be available at districts and the Head Office.

4.3.5 Schools will only be able to capture requests when a parent/guardian/caregiver wishes the learner to transfer to that specific school.

4.3.6 Districts will be able to capture transfer requests for multiple schools.

5. **Support for learners who start school late**

5.1 Where the learner presents without any documents or an academic record/does not have a school report card, the case will be referred to learning support officials in the districts who will assess the learner for appropriate placement.

5.2 In the case of late placements and late transfers, an assessment will be conducted by the School-based Support Team to determine, on a case by case basis, whether remedial and/or catch up plans will be implemented and/or whether there is a need for the learner to be assessed in terms of the *Screening, Identification, Assessment and Support (SIAS) Policy*.

5.3 Learners awaiting school placement (including late transfer applications) will receive hard copy learning resource packs and will be registered on the WCED ePortal, giving them access to free online support material.

5.4 Resource packs will be available at district offices and Head Office only. Parents/guardians/caregivers will have to sign for receipt of the resource packs **(Annexure F)**.

6. **Support for parents/guardians/caregivers**

6.1 The WCED will, through its social media campaign, advise and remind parents/guardians/caregivers of the process to be followed for late applications and transfer requests.

6.2 Parents/guardians/caregivers who need assistance with late applications can make use of the following contact details.

6.3 **WCED Contact Centre:**
WCED Call Centre: 0861 819 919 | Hours: 07h30 - 17h00
Admission support hours at district offices: 07h30 - 16h00

6.4 **District support for late applications**

6.4.1 Circuit managers are responsible for ensuring the placement of learners (including late applicants) in their respective circuits in each district.

6.4.2 The following lists of officials will support parents/guardians/caregivers who need assistance with late applications.

6.4.3 Please note that the list is subject to change and will be updated regularly on the WCED website.

Metro Central

Ms Bongiwe Nkwali
Tel.: 021 514 6927 | 021 514 6700
Bongiwe.Nkwali@westerncape.gov.za

Ms Lecruisa Parsons
Tel.: 021 514 6700
Lecruisa.Parsons@westerncape.gov.za

Ms Julie Cameron
Tel.: 021 514 6925 | 021 514 6700
Julie.Cameron@westerncape.gov.za

District Office: Google Maps
Gate House 2
Alexandra Provincial Office Precinct
Haven Road
Garden Village
MAITLAND
Tel.: 021 514 6700

Metro East

Mr Patrick Mdledle
Tel.: 021 900 7047 | 021 900 7000
Patrick.Mdledle@westerncape.gov.za

Mr Zukisa Cwayi
Tel.: 021 900 7040 | 021 900 7000
Zukisa.Cwayi@westerncape.gov.za

District Office: Google Maps
Belhar Main Road and New Nooiensfontein Drive
KUILSRIVER
Tel.: 021 900 7000

Metro North

Ms Josephine Victor
Tel.: 021 833 5485 | 021 938 3000
Josephine.Victor@westerncape.gov.za

Ms Mildred Afrika
Tel.: 021 938 3133
Mildred.Afrika@westerncape.gov.za

District Office: Google Maps
9 Timmerman Street
PAROW
Tel.: 021 938 3000

Metro South

Ms Melissa Lodewyks
Tel.: 021 704 9360 | 021 370 2000
Melissa.Lodewyks@westerncape.gov.za

District Office: Google Maps
Lentegeur Hospital
AZ Berman Drive
Lentegeur
MITCHELL'S PLAIN
Tel.: 021 370 2000

Satellite Office: **Mitchells Plain Education Support Centre** | Google Maps
c/o Aloe & Bamboo Street
LENTEGEUR
Tel.: 021 374 4107

Satellite Office: **Ottery Campus** | Google Maps
Plantation Road
OTTERY
Tel.: 021 703 3798

Cape Winelands

Mr Jean Claude Frolicks
Tel.: 023 348 0613 | 023 348 4601
Jean-Claude.Frolicks@westerncape.gov.za

Mr Kevin Van Eeden
Tel.: 023 348 0635 | 023 348 4601
Kevin.VanEeden@westerncape.gov.za

Mr Duwell Spielman
Tel.: 023 348 4696 | 023 348 4601
Duwell.Spielman@westerncape.gov.za

Ms Ferrin Stellenboom
Tel.: 023 348 0661
Ferrin.Stellenboom@westerncape.gov.za

District Office: Google Maps
9 Durban Street
WORCESTER

Satellite Office: **Paarl** | Google Maps
6 Hospital Street
PAARL
Tel.: 023 348 4601

Satellite Office: **Ceres** | Google Maps
3 Carson Street
CERES
Tel.: 023 316 1410

Satellite Office: **Stellenbosch** | Google Maps
5 Blom Street
Die Braak
STELLENBOSCH
Tel.: 021 887 0222

Overberg

Ms Suzanne C Braaf
Tel.: 028 214 7411 | 028 214 7300
Suzanne.Braaf@westerncape.gov.za

Ms Natashia Rhoode
Tel.: 028 214 7380 | 028 214 7300
Natashia.Rhoode@westerncape.gov.za

Mr Kobus Mike
Tel.: 028 214 7368 | 028 214 7300
Kobus.Mike@westerncape.gov.za

District Office: Google Maps
15 College Road
CALEDON
Tel.: 028 214 7300

Circuit 1: **Swellendam office** | Google Maps
Andrew Whyte Street
SWELLENDAM
Tel.: 028 514 1159

Circuit 2: **Hermanus office** | Google Maps
Unit 5
4 Royal Street
HERMANUS
Tel.: 028 312 2342 | 028 312 2336

Eden and Central Karoo

Ms Sharoley du Plessis
Tel.: 044 803 8370
Sharoley.Duplessis@westerncape.gov.za

Mr Jacobus Carelse
Tel.: 044 803 8323
Jacobus.Carelse@westerncape.gov.za

District Office, Circuit 3 & 8**:** Google Maps
York Park Building
1st Floor
St Johns Street
GEORGE
Tel.: 044 803 8300

Circuit 1: **Riversdale** | Google Maps
19 Dickson Street
RIVERSDALE
Tel.: 028 713 3425

Circuit 2: **Mossel Bay** | Google Maps
Mossel Bay Shared Services Centre (SSC)
4th Floor
Summer Heights Building
24 Marsh Street
MOSSEL BAY
Tel.: 044 813 1950

Circuit 4: **Knysna** | Google Maps
Royal Hotel
1st Floor
Cnr Queen & Main Street
KNYSNA
Tel.: 044 382 2395

Circuit 5 & 6: **Oudtshoorn** | Google Maps
Eendrag Building
Cnr Vrede & Langenhoven Street
OUDTSHOORN
Tel.: 044 279 1681

Circuit 7: **Beaufort West** | Google Maps
51 Bird Street
BEAUFORT WEST
Tel.: 023 415 2070

West Coast

Ms Nomhle Gxowa
Tel.: 021 860 1200 | 021 860 1200
Nomhle.Gxowa@westerncape.gov.za

Mr Mervan Davids
Tel.: 021 860 1210 | 021 860 1200
Mervan.Davids@westerncape.gov.za

District Office: Google Maps
6 Hospital Street
PAARL

Circuit 1: **Malmesbury** | Google Maps
2 School Street
MALMESBURY
Tel.: 022 482 2737

Circuit 2: **Piketberg** | Google Maps
45 Church Street
PIKETBERG
Tel.: 022 913 2158

Circuit 3: **Vredenburg** | Google Maps
1 Haarlem Street
VREDENBURG
Tel.: 022 719 1809

Circuit 4: **Clanwilliam** | Google Maps
Augsburg Farm
CLANWILLIAM
Tel.: 027 482 2453

Circuit 5: **Vredendal**
19 Van Riebeeck Avenue
VREDENDAL
Tel.: 027 213 1795

Head Office

WCED Call Centre: **0861 819 919** | Hours: **07h30 - 17h00**
Admission Walk-in Centre (Head Office) Hours: **07h30 - 16h00**

Mr Ryan Titus
Tel.: 021 467 2128 | 0861 819 919
Ryan.Titus@westerncape.gov.za

Ms Sisipho Mbananga
Tel.: 021 467 1339 | 0861 819 919
Sisipho.Mbananga@westerncape.gov.za

Ms Sisipho Mlanjeni
Tel.: 021 467 2631 | 0861 819 919
Sisipho.Mlanjeni@westerncape.gov.za

Ms Anastacia Petersen
Tel.: 021 467 6994 | 0861 819 919
Anastacia.Petersen@westerncape.gov.za

Mrs Louise Hendricks
Tel.: 0861 819 919
Louise.Hendricks@westerncape.gov.za
Ms Noluthando Sikhweyiya
Tel.: 0861 819 919
Noluthando.Sikhweyiya@westerncape.gov.za

Ms Jenni Addinall
Tel.: 021 467 2603 | 0861 819 919
Jennifer.Addinall@westerncape.gov.za

Mrs Patricia Van Niekerk
Tel.: 021 467 2171 | 0861 819 919
Patricia.VanNiekerk@westerncape.gov.za