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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: *This serves to inform ordinary public schools of the time frames for applications for admission to Western Cape Education Department schools and the management of school admission information for 2020/21.*

**Subject: Dates and time frames for applications for admission to ordinary public schools and the management of school admission information for 2020/21**

1. The demand for learning places at schools in the Western Cape continues to grow annually. In order to manage admissions effectively, schools are required to adhere to the following time frames for admissions.
2. The measures outlined in this circular apply to applications received in **2020** for admission to ordinary public schools in **2021**.
  - 2.1. The WCED will proceed with an extended pilot project to test on-line admissions for the 2020/21 admission process.
  - 2.2 The following common dates for admission allow the Western Cape Education Department (WCED) to plan more efficiently for the provision of classrooms, staff establishments, the procurement of learning and teaching support material (LTSM) and all other systemic interventions required to ensure that schools are ready to start each year.
  - 2.3 Schools are required to adhere to the following WCED admission time frames which will be **applicable to all ordinary public schools**:

| <b>MONTH</b> | <b>2020/21 DATES</b>                          | <b>ACTIVITY</b>  |
|--------------|---|--|
| February     | 03–06 February 2020                           | The principal verifies and signs off automated planned enrolment on CEMIS                |
| February     | 07–11 February 2020                           | Circuit managers verify and sign off automated planned enrolment on Edu-InfoSearch       |
| February     | 17 February 2020                              | School admissions open (all ordinary public schools)                                     |
| March        | 17 March 2020                                 | School admissions close (all ordinary public schools)                                    |
| March–May    | 17 March–11 May 2020                          | Schools process applications   |
| May          | 11 May 2020                                   | <b>Principals finalise and sign off the status of all applications on CEMIS</b>          |
| May          | 15 May 2020                                   | System displays the outcome of all applications  |
| May          | 15–22 May 2020                                | Parents are informed of the outcome per email/SMS  |
| June         | 05 June 2020                                  | Parents confirm acceptance   |
| June - July  | 6 June - 24 July 2020                         | Schools fill available places.   |
| Jun - Sep    | 6 June – September                            | Parents are informed of places. Parents must accept and confirm the place within 3 days. |
| Term 3/4     | Term 3/4                                      | The WCED resolves and places unplaced learners in consultation with schools.             |
| Term 4       | After progression and promotion is signed off | Schools confirm enrolment on CEMIS   |

3. If parents do not confirm acceptance by **05 June 2020**, schools may offer such places to learners on the waiting list or to other learners who still need places.
4. As the accountable officer, the **principal** must sign off the status of the applications on 11 May 2020 on CEMIS, as the successful status of an application cannot be reversed after publication on 11 May 2020.
5. The admissions system generates a list of unplaced learners and indicates which schools have places available as the applications are processed.
6. It is therefore vital that schools process applications by the due dates to ensure that officials have accurate information which will be used to inform parents of the available places.

7. Parents are strongly advised to apply to more than one school. This will ensure that parents have at least another possible option if the school of their choice does not have a place.
8. Parents are required to indicate their order of preference on the system. This eliminates the blocking of places which delays the finalisation of admissions on an annual basis.
9. Parents must use the following website address, <https://admissions.westerncape.gov.za>, to make their final choice. This website can be accessed from any device that can access the Internet, such as laptop computers, tablets or even smartphones.
10. All applications, whether captured by the parent or handed in to the school, **MUST** be captured and processed on the system.
11. Please be advised that in the case of an admissions appeal, dispute or a legal challenge, schools may be required to provide the details of the application, such as when and how the application was processed. The details will then be taken from the official WCED admissions information database.
12. Parents must confirm acceptance of their final choice before 00h00 on 05 June 2020. If parents do not **confirm final acceptance by this date and time, the system will automatically allocate the first successful offer from a school on the list to the learner.**
13. Parents can confirm acceptance by clicking directly on the system or they can sign and submit a confirmation letter or reply slip directly to the school. The school must then upload the confirmation of the acceptance on the system before 00h00 on 05 June 2020.
14. Parents must upload copies of supporting documents required onto the system when they apply. They must hand in **certified copies of supporting documents** to the school which the learner will be attending before 00h00 on 05 June 2020. Furthermore, schools/governing bodies have the right to reject applications if parents submit false/untrue or fraudulent documents.
15. After confirmation of places by parents, schools may proceed to offer places which open up to learners on the waiting list or other learners who still need places.
16. Schools are requested to make every effort to empower parents to apply on the system by assisting in the following ways:
  - 16.1 Governing bodies could allow parents to access and use the computer lab under supervision in controlled conditions where the risk to the school is very low.

- 16.2 Reliable and trustworthy parents, teachers, administrative staff, interns or computer literate Grade 7–12 learners could volunteer to assist parents with the online application process.
17. In cases where there is no access to the Internet, parents may access the internet at public libraries, or hand in their applications directly to schools, or request assistance from the district office.
18. Schools are reminded that parents can check the status of their application on the system at all times, and it is therefore very important for schools to ensure that the system correctly displays the outcome of applications at all times and to adhere to the time frames.
19. **Resolving cases where a learner has not secured a place at a school**

The relevant district officials charged with admission administration will have access to the lists of unplaced learners and the available places at schools in the district. These officials will be required to assist in resolving the placement of learners by liaising with schools in their respective districts and circuits.

20. In light of the increased demand for places at schools, the WCED trusts that these measures will assist schools and parents. We wish to thank principals, governing bodies and officials for their support in placing all learners in schools.

21. **Advocacy programme**

- 21.1 The WCED will engage on a full advocacy programme which will include various media formats and platforms to inform the general public.

- 21.2 This will include print media, posters, pamphlets and print adverts as well as radio and applicable social media platforms.

- 21.3 Information and training sessions on the system will be held for all officials and school admissions staff during September to November 2019. Details about these sessions will follow.

22. All queries in respect of admissions can be emailed to [WCED.Admissions@westerncape.gov.za](mailto:WCED.Admissions@westerncape.gov.za) or directed to the Head: Management and Governance or the relevant circuit manager in each district.

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

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2019-11-15