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Enquiries: Circuit Managers

Circular: 0009/2018

Expiry date: None

To: Chief Directors, Directors, Circuit Managers, Principals and Educators

Short summary: *Introduction of an online function to assist parents with tracking applications for admission to public schools on the School Admissions Management Information (SAMI) system.*

**Subject: Introduction of an online function to assist parents with tracking applications for admission to public schools**

1. The Western Cape Education Department (WCED) increasingly faces large volumes of queries relating to applications for admission submitted to schools and this places undue pressure on the system.
2. This circular serves to inform schools of the introduction of an online function to assist parents with tracking applications for admission to public schools.
3. The function will allow a parent or guardian to check via the WCED's website if an application submitted to the school has been captured on the School Admissions Management Information (SAMI) system.
4. As soon as an application has been captured, an automated email will inform parents that the application has been captured by the school, provided that the parent has supplied a valid email address.
5. Parents will **ONLY** be able to check using the learner's identity (ID) or unique CEMIS number.
6. To use the function, go to: <https://wcedonline.westerncape.gov.za/> and click on "School Enrolment FAQs".

Then click on "**How can I check the status of my child's admission application?**".  
Enter the learner's ID or CEMIS number, and click "submit".

7. Schools are reminded that **ALL** applications for admission to the school must be captured in order to ensure a fair administrative process in line with the Promotion of Administrative Justice Act (PAJA), 2000 (Act 3 of 2000).
8. Please note that this includes applications received after the due date as it will assist parents with getting the name and details of the learner onto the WCED's list of unplaced learners on the SAMI system.
9. Schools are reminded to adhere to the timeframes, processes and procedures of admission as set out in Circular 0035/2017, dated 13 September 2017.
10. Parents/guardians will be able to view the status of the application and it is therefore vital that schools keep the status of applications updated.
11. Principals are requested to make the contents of this circular available to all stakeholders.

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2018-01-30