



**OFFICE OF THE CHIEF DIRECTOR: RESOURCING AND SCHOOL
ADMINISTRATION**

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CIRCULAR 2 OF 2021

**TO : DEPUTY- DIRECTOR GENERAL
CLUSTER CHIEF DIRECTORS
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS
DISTRICT DIRECTORS
PRINCIPALS OF PUBLIC ORDINARY SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES**

FROM • HEAD OF DEPARTMENT-EDUCATION

**SUBJECT : THE ADMINISTRATION OF LEARNER ADMISSIONS IN
PUBLIC ORDINARY SCHOOLS FOR 2022 ACADEMIC
YEAR SECTION 5 OF SASA (1996)**

DATE : 19 MAY 2021

1. PURPOSE

The purpose of this Circular is to outline processes to be followed in all public ordinary schools on the administration of learner admissions during the academic year 2021 in preparation for January 2022. These processes must be in line with the following prescripts, inter alia

- 1 . 1 . Constitution of the Republic of South Africa, Act No 108 of 1996
- 1 .2. The South African Schools Act, 3 no 84 of 1996 (SASA) as amended

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1.3. National Education Policy Act, 1996, Act No 27 of 1996 published in Government Gazette No 19377, Notice 2432 of 1998 and

1.4. Language in Education Policy (1997) Section 3 (4)(m) (compels the Department to



promote multilingualism, to develop the official South African languages equitably,



languages equitably, and to foster respect for all languages used in the country including the South African Sign Language).

1.5. Eastern Cape use of official languages Act (2016) (promotes parity of esteem and equitable treatment of the official languages of the Republic and facilitate equitable access to the services and information of the department.)

1.6. Any other applicable provincial law

2. BACKGROUND AND CONTEXT

Registration and admission of learners has become one of the biggest challenges in the sector/ Department of Education. The common problem, thus far, is the fact that the English Medium schools are currently faced with the problem of absorbing all applicants, and the informal settlement schools are over-populated whilst schools in the old settlements become under-populated. Demands for admission at performing schools remain a challenge in the sector/Department of Education.

It is further noted that, school principals are admitting learners that are more than the figures declared in the Post Provisioning Norms (PPN) distribution and that creates problems when it comes to allocation of learning areas/subjects. The school must

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make a written request to the Head of Department if there are valid reasons forcing them to admit more learners on top of the enrollment that has been used to calculate PPN via District Director for recommendation. No growth post will be considered for any school that has not been granted official approval to increase learner numbers after receiving the official staff establishment.

There are schools that have exceeded learner enrollment, the maximum number of 930 to a large Primary School and 1000 in the case of Secondary School.

The above-mentioned scenario is further complicated by a number of small schools that are offering diverse curriculum streams with limited human resources and thereby compromising quality teaching and learning.

It is the responsibility of Head of Department to administer admission of learners in all public ordinary schools and further approve curriculum streams to be offered, however all principals of schools are legally delegated to perform this function as proxy of the Head of

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Department.



The principals of public schools must ensure that, all eligible learners especially those of compulsory school going age access admission without any unfair discrimination.

School principals and their School Governing Bodies (SGBs) should ensure that learner admissions are conducted according to age qualification, workplace etc. Documents required are certified copy(ies) of Identity document, birth certificate, Proof of Immunization card, School report and School transfer letter.

According to Circular 1 of 2020, the Head of Department is directed to admit all children not in possession of an official birth certificate into public schools in the Eastern Cape Province and where a learner cannot provide an official birth certificate, the principal of the relevant school is directed to accept alternative proof of identity

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such as an affidavit or a sworn statement deposed to by the parent, care giver or guardian of the learner wherein the learner is fully identified.

It is further stating that the head of department is restrained from, in any manner, whatsoever, removing or excluding from schools, children, including illegal foreign children, already admitted, purely by reason of the fact that the children have no identity document number, permit or passport, or have not produced any identification documents.

3. DELIBERATIONS

- 3.1 A public school must admit learners and serve their educational requirements without unfairly discriminating in any way.
- 3.2 The principal of a public school represents the Head of Department (HOD), who has prerogative to accept or decline requests on admission of learners. Hence, he/she will be expected to give update to the district director, periodically or when requested to do so, on all matters related to this delegated function.
- 3.3 School Governing Body of public schools must determine the school admission policy taking into consideration the linguistic demographics of a school in compliance with the pieces of legislation(s) as cited above.
- 3.4 School Governing Body of public schools may determine the School Language

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Policy (SLP) subject to the Constitution and other relevant

vant laws, wherein the



laws, wherein the parents/guardians are afforded an opportunity to administer language choice forms for language/s of teaching, learning and assessment.

- 3.5 Home language/s must be maintained, while opportunities to learn additional languages/s are offered.
- 3.6 The school must establish learner admission committees to administer learner admissions properly and liaise with the District Learner Admission committee (DLAC).
- 3.7 ALL APPLICATIONS of learners MUST be captured in SASAMS with their Identity Numbers clearly reflected.
- 3.8 The schools must observe and comply with admission requirements and Management Plan as it has impact to resourcing aspects of the department.
- 3.9 Schools wishing to deviate from the contents of this circular should do that by submitting written correspondence to the Head of Department after consulting their District Directors for recommendation

4. ADMISSION PERIOD

- The Issuing out of application forms shall commence on 07 June 2021 and close on 09 July 2021

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- The admission period shall be from 01 June 2021 to 30 September 2021. All learners applying for admission for 2022 must be placed by 31 October 2021.
- ONLY the exceptional cases e.g. relocations and work transfer of parents that will be accommodated.

5. ADMISSION AGE OF A LEARNER IN A PUBLIC SCHOOL

- 4 years turning 5 by 30 June in the year of admission for Grade R
- 5 years turning 6 by 30 June in the year of admission for Grade 1



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6. DISTRICT LEARNER ADMISSION COMMITTEE

Each district will establish a District Learner Admissions Committee to effectively manage queries related to learner admissions in the district. The main objective for establishing such a committee is to assist the District Director in ensuring that admissions are finalized within the prescribed time frames in each district so that teaching and learning is utilized optimally from the first day of school in the academic year.

The District Learner Admissions Committee will be chaired by the District Director or a District delegated official. Members of this committee will include:

- IDS&G CES/CMC Head
- SGB Coordinator
- Circuit Manager/s
- Customer Care
- SASAMS Coordinator

Functions of the committee will include, inter alia the following:

- To handle all learner admission queries referred to the district from schools, community, provincial and national offices.
- To give timeous feedback to applicants regarding their admission queries.
- To compile a district report on how each query was resolved
- maintain a database of queries for each year of application.
- To identify trends related to learner admission queries and implement intervention strategies.

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- To manage possible emerging learner enrollment influx and resource appropriately.
- To liaise with Circuit managers, school principals and SGBs on matters pertaining to learner admissions.

Attached hereto, as Annexure A is a Management Plan for learner admissions to be implemented by all schools and districts.

7. CONCLUSION

This circular applies with immediate effect and rescinds all other previous circulars related to learner admissions. You must further note that the Head of Department has a right to implement consequence management to an individual or structure that is violating the contents of this circular, using relevant legislation.

MANAGEMENT PLAN FOR LEARNER ADMISSIONS

No	ACTIVITY	RESPONSIBILITY	TIME FRAME
1.	Re-enrolment of learners		
1.1	Currently enrolled learners are re-registered	School principal and SGBs	01 June - 04 June 2021
2.	Registration process		
2.1	Issuing out of application forms to parents	School principal and SGBs	07 June -09 July 2021
2.2	Capturing of applications in SASAMS	School principal and SGBs	07 June - 30 September 2021
2.3	Return of application forms with all required documentation	Parents	26 July -06 August 2021
2.4	Admission period	School principal and SGBs	1 June — 30 September 2021
3.	Placement of learners by the school		

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	Report on number applied, placed and unplaced learners	School principal and SGBs	30 August- 01 September 2021
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3.1	Parents accepts/rejects placement offers in writing	Parent	02September-10 September 2021
3.2	Parents accepts/rejects placement offers in writing	Parent	02September-10 September 2021
4.	Placement of learners by districts		
4.1	Placement of unplaced learners who applied within the application period, in schools with available space	Districts	13 September- 23 September 2021
4.2	District Director finalize placement of all unplaced learners	Districts	27 -30 September 2021
4.3	District Director submit to Head office a list of all learners who have been placed	Districts	05- 06 October 2021
4.4	District Director manages the placement of late registration and submit to Head office	Districts	1 1 October — 05 November 2021
4.5	Districts to submit management plan on the placement of unplaced learners weekly to Head Office	Districts	January 2022

Your co-operation in this matter will be highly appreciated.



Dr. A. S. MKHULU

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24/05/2021
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