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LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

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CIRCULAR NO 128 OF 2024

TO:

- Deputy Director Generals**
- Chief Directors**
- Directors (Head Office)**
- District Directors**
- Circuit Managers**
- Principals of Schools**
- School Governing Bodies**
- Parents**

**SUBJECT: LIMPOPO DEPARTMENT OF EDUCATION DIRECTIVES FOR 2025
LEARNER ADMISSIONS IN PUBLIC SCHOOLS**

1. INTRODUCTION

- 1.1. South African Schools Act 84 as amended section 5 (7) provides that the Head of the Department must determine the manner in which application must be made. The Directives intend to provide procedures and process on administration of learner registration and admission.
- 1.2. The Limpopo Department of Education values early learner enrolment in public schools for the next academic year, as a contributory factor towards improving academic performance.
- 1.3. Early registration and admission of learners enable our schools to plan effectively.
- 1.4. **It should be noted that this circular replaces all learner admission circulars issued in previous years for Limpopo Department of Education.**

LIMPOPO DEPARTMENT OF EDUCATION DIRECTIVES FOR 2025 LEARNER ADMISSIONS IN PUBLIC SCHOOLS

Cnr 113 Biccard & 24 Excelsior Street, POLOKWANE. 0700, Private Bag X 9489, Polokwane, 0700 Institutional Governance and
Learner Support Sub-directorate Tel: 015 290 9420 / 015 290 7601

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PURPOSE OF THE CIRCULAR

2. The purpose of this circular is to:

- 2.1. Provide directives to communities, school governing bodies, principals, admission committees and all departmental levels above the school, on how learner admission must be administered.
- 2.2. The directives intend to support the newly constituted governing bodies in developing admission policies that will afford all children access to public schools as required by the Provincial prescripts and National legislation.
- 2.3. Ensures that principals and admission committees apply lawful administration of learner admission and registration in schools.
- 2.4. The directives will enable effective teaching and learning to commence on the first day of the school year; and
- 2.5. Furthermore, intends to inform communities, role players and stakeholders that Limpopo admission for 2025 shall be through **Walk-in learner admission system**.

3. LEGISLATIVE FRAMEWORK

- 3.1. **The Constitution of the Republic of South Africa (Act No 108 of 1996):** Section 29 of the constitution of the Republic of South Africa guarantees everyone the right of access to basic education
- 3.2. **South African Schools Act 84 of 1996 (SASA):** Section 5(1) of SASA, indicate that a public school must admit learners and serve their educational requirements without unfairly discriminating in any way. Section 5(7) state that the Head of the Department shall determine the manner in which learners will be admitted.
- 3.3. **Child Justice Act 75 of 2008:** Section 28(2) provides that a child's best interests are of paramount importance in every matter concerning the child. This Provision naturally includes children who come into conflict with the law.
- 3.4. **Children's Act 38 of 2005:** The act give effect to certain rights of children as contained in the Constitution to set out principles relating and to set out principles relating to the care and protection of children.
- 3.5. **Promotion of Administrative Justice Act [PAJA] (Act No 3 of 2000):** provides that everyone whose rights have been adversely affected by administrative action has the right to be given written reasons.

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- 3.6. **Admission Regulation for Ordinary Public Schools (Gazette No.19377 of 1998):** Provides policy framework for development of school based learner admission policy.
- 3.7. **Refugees Act, No 130 of 1998:** To provide for the reception into South Africa of asylum seekers and to regulate recognition of refugee status; to provide for the rights and obligations flowing from such status.
- 3.8. **Immigration Act 13 of 2002:** Provides for the regulation of admission of foreigners to, their residence in, and their departure from the Republic and for matters connected.
- 3.9. **Phakamisa Court Judgment:** The court made an order that clause 15 and 21 of the National Admission policy are inconsistent with the constitution. The judgment resulted into the minister issuing circular 1 of 2020 providing directives on how to administer learner admission regarding undocumented learners.
- 3.10. **Protection of Personal Information Act (POPIA):** Sets out the minimum standards regarding accessing and processing of any personal information belonging to another. The application form must contain a written statement [Consent statement] granting the school permission to utilise the information for purpose of processing admission.
- 3.11. **Promotion of Access to Information Act, 2 of 2000(PAIA):** Gives legislative effect to the right of access to information in accordance with section 32 of the Constitution of the Republic of South Africa, 1996. The public school have a duty to provide the access to the requested records, unless specifically refused in terms of PAIA.
- 3.12. The above-mentioned legislative framework is mentioned for the governing bodies to take into consideration when developing admission policy and principals to consider it when administering admission.

4. ADMISSION TO PUBLIC ORDINARY SCHOOL

- 4.1. The right of access to basic education and of equal access to educational institutions is not only enshrined in the Country's Constitution but has been taken forward in the **South African Schools Act (Act no 84 of 1996) as amended** and the **Gazette No. 19377 of October 1998 and National Circular 1 of 2020 dealing with admission of undocumented learners.**
- 4.2. In terms of section 3 (1) of the South African Schools Act 84 of 1996, every parent must cause every learner for whom he or she is responsible to attend a school from the first school day of the year in which such learner reaches the age of seven years until the last school day of the year in which such learner reaches the

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age of fifteen years or the ninth grade, whichever occurs first. As a provincial department we have a Constitutional obligation to provide basic education to all learners of compulsory school going age.

5. AGE REQUIREMENT FOR LEARNER ADMISSION

- 5.1. Schools admit learners from **Grade R-to-12**. In terms of the South African Schools Act, (**Act no 84 of 1996**) as amended a parent as defined by SASA may register his/her child at a school in terms of the following age requirements as stipulated in Section 5(4) of SASA:
- i. **Grade R: four (4) years turning five (5) on 30th June in the year of admission (2025)**
 - ii. **Grade 1 : five (5) years turning six (6) on 30th June in the year of admission (2025)**
- 5.2. It is important to ensure that all eligible learners of compulsory school going age are accommodated in ordinary public schools.
- 5.3. Therefore, where space is limited and learners of pre-school going age (0-4 years) or children who will be turning five years after 30 June in the year of admission, have also applied for admission to an ordinary public school, preference must be given to learners who qualify in terms of paragraph 5.1. above, as pronounced or determined in Section 5(4) of the South African Schools Act (**Act no 84 of 1996**).
- 5.4. If a learner has been admitted to an ordinary public school at an age above the age requirements provided in paragraph 5.1 above, such learner must as far as possible be placed in a fast-track facility or with his or her peer group, unless it is not in the educational interest of the learner.
- 5.5. Schools are directed not to develop their own age requirements except the one provided in the South African Schools Act, as contemplated in paragraph 5.1.

6. SCHOOL BASED ADMISSION POLICY AND QUALITY ASSURANCE

- 6.1. South African Schools Act, section 5(5) provides that admission policy is determined by the Governing Body which must be based on the framework as provided by gazette No. 19377 of 1998.
- 6.2. The admission policy of an ordinary public school must be consistent with the Constitution of the Republic of South Africa Act 108 of 1996, the South African Schools Act 84 of 1996 as amended and applicable Provincial law.
- 6.3. The admission policy of a public school and administration of admission by the principal or departmental officials may therefore not unfairly discriminate against an applicant who applies for admission to a school.

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- 6.4. Policies developed by the governing body must be submitted to the circuit office for quality assurance prior implementation of the policy. The Circuit Manager must ensure that the policy does not contradict the Constitution of the RSA including other relevant legislation and policies.
- 6.5. While the school governing body determines the admission policy, it is the responsibility of the principal to administer admission of learners as a representative of the Head of Department (HoD), who is mandated by Section 5(8) of South African Schools Act, to administer learner admission.

7. ADMISSION OF LEARNERS TO FULL-SERVICE SCHOOLS

- 7.1. South African Schools Act 84 of 1996 as amended, section 12(4), provides that the MEC must, where reasonably practicable, provide education for learners with special educational needs at ordinary public schools and provide relevant educational support services for such learners.
- 7.2. Learners who are to be admitted in a full-service school will follow the ordinary mainstream procedures except for learners referred by Inclusive Education Directorate / Sub-directorate.

8. ADMISSION OF LEARNERS TO SPECIAL SCHOOLS

- 8.1. Learners who deserve to be admitted in the special school must be assessed by the Inclusive Education directorate/Sub-directorate before they can be admitted.
- 8.2. A learner shall be assessed through Screening, Identification, Assessment and Support [SIAS] policy, to be admitted to a Special or full-service school.
- 8.3. Inclusive directorate/sub-directorate in collaboration with Institutional governance directorate/sub-directorate of the department of education is directed to facilitate placement of learners who are kept in care centres.
- 8.4. The criterion in 12.1 below shall not apply to **Special schools**.

9. ADMISSION TO FOCUS SCHOOLS

- 9.1. Focus schools refers to schools focusing on a specific curriculum intending to address challenges affecting the country, example is technical schools and agricultural schools.
- 9.2. Focus schools are directed to give preference regarding admission of most learners who reside within proximity to the school and followed by learners within the boundaries of Limpopo Province
- 9.3. Circuit managers must ensure that the directive in paragraph 9.2 is adhered .

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10. ADMISSION OF UNDERAGE LEARNERS

- 10.1. An underage learner may only be admitted after parents have provided the Circuit Manager with a report from experts such as registered education psychologists who will indicate exceptional circumstances which necessitate admission of such learner.
- 10.2. Should parents or guardians fail to provide the Circuit manager with a report from the expert, the circuit manager must not provide approval for admission of underage learner.
- 10.3. Schools are directed not to admit an underage learner without circuit manager's approval and expert report necessitating admission of such a learner.
- 10.4. The report which necessitates admission of under-age learner, together with an approval from the Circuit Manager, shall be kept in the learner's profile until the learner completes basic education (grade R -12).
- 10.5. Underage learners who are already in the system cannot be disadvantaged by not being allowed to continue with their studies because of age.

11. ADMISSION OF OVER-AGE LEARNERS

- 11.1. An over-aged learner who is already enrolled with a public ordinary school or a registered independent school and has relocated due to circumstances beyond their control must be admitted regardless of age.
- 11.2. Admission of over-aged learners excludes a learner who:
 - 11.2.1 Has never attended school or
 - 11.2.2 Is outside the compulsory school going age bracket.
- 11.3. A learner who falls under categories **11.2.1 to 11.2.2 above** must be advised to enroll with Adult Education and Training (AET) center.
- 11.4. Application of an overaged learner who had a schooling break of three or more years must be adjudicated by the District Director or his/her delegate taking into consideration circumstances led to the learner to have schooling break. The District Director's decision must be reasonable and fair.
- 11.5. If the District Director or His /Her delegater decide to readmit the over-aged learner, the learner must be subjected to fast tracking programmes.
- 11.6. The Fast track program must be developed by the school and be submitted to the circuit for monitoring its implementation.

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- (c) The school must not use the process of interviewing parents or learners prior to the admission of a learner as a screening mechanism for admission.

12.1.6 PRE-SCHOOL EXPERIENCE

- (a) The use of **pre-school experience** as a **requirement** for admission into Grade R or 1 is **prohibited**.
- (b) Entry ages for learners are clearly stipulated in paragraph 5 of this circular, hence the circular is able to provide guidance on admission of over-age and underage learners.

12.1.7 THE USE OF ON-LINE SYSTEM

- (a) No Public school in Limpopo is allowed to use on-line system of admission without approval of the Head of Department.
- (b) It should be noted that Limpopo Learner admission system is **walk-in learner admission system in all Limpopo public schools**.

12.1.8 UNAUTHORISED OPENING OF ADMISSION PROCESS

- (a) It is not allowed to start the process of application prior the approval of the head of Department.
- (b) Any Public school that started the process without the Head of Department's directive is directed to reverse the process.

12.1.9 PROHIBITION OF PARENT TO COLLECT AND SUBMIT APPLICATION FORM

- (a) No any Public school must prohibits a parent to collect application forms on the basis of Language of Learning and Teaching (LOLT)
- (b) Principals and Administrators are directed to refrain from discouraging parents from applying in any public school
- (c) All public schools are directed to use or follow the same system of distributing and receiving application, as outline in this circular.

12.2 UNDOCUMENTED LEARNERS

- (a) The constitution of the Republic of South Africa guarantees every person in the country the right of access to basic education, including learners without the following documents: birth certificate; immunization card; court placement order;

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study visa; permanent residence permit; asylum seekers visa; refugees visa; passport or identity documents, which are requirement for admission.

- (b) It should be noted that as a department we have a constitutional obligation to ensure that all compulsory school going age learners have access to basic education.
- (c) Section 39 and 42 of the Immigration Act 13 of 2002 do not prohibit the admission of illegal foreign children into a school nor prohibit the provisioning of basic education to illegal foreigners.
- (d) When a parent applies for admission of a learner who does not have birth certificate, the parent must present a written affirmation or sworn written statement (in the form of an Affidavit) about the age of a learner to the principal of the school.
- (e) If the parent is unable to submit the birth certificate or has only submitted a written affirmation or sworn written statement about the age of a learner, the learner must be admitted.
- (f) The principal must advise the parents that section 31 of the Births and Deaths Registration Act, 1992 (Act No. 51 of 1992) makes it an offence to make a false statement or cause a false statement to be made about the age of a child.
- (g) The school principal must assist the parents by referring them formally to the nearest office of the Department of Home Affairs to acquire birth certificates for their children.

13 CRITERIA FOR LEARNER ADMISSION:

13.1 Firstly, a school must admit learners who are residing in the area (i.e. **suburb, township, or village**) where the school is situated.

13.2 Secondly, learners who are attending school within the same area where the school is situated (**suburb, township, or village**), especially those in grade 7 and are progressing to grade 8 within a particular area while their place of residence is elsewhere.

13.3 Thirdly, the school must admit children whose **siblings** are already in the school.

13.4 Fourthly, the school must admit children of parents who are **working** in the catchment area (i.e. an area around which the school is situated) as well as children who have applied to the school because it is their **school of choice**.

13.5 Selection of learners must only be based on the criteria mentioned above,

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13.6 Learner must be admitted according to the order of criterions mentioned in paragraph 12. The principal and admission committee must ensure that the first criteria is exhausted before using the next criteria.

13.7 No Public school must reject learners based on language of learning and teaching.

NB: The principle of "first-come, first-serve" must be applied in each of the above criteria (i.e. from 12.1 to 12.4).

14 REQUIREMENTS FOR ADMISSION

14.1 First time admission

14.1.1 If your child is going to school for the first time, or is moving to a new school, you must immediately collect registration forms from the school:-

- i. nearest to your home,
- ii. which is located within the area where your child or children attend schooling,
- iii. where your other children (siblings) are attending,
- iv. nearest to your work address, or school of choice.

14.2 Documents required.

14.2.1 In order to register your child you must bring the following documents with you:

- i. **Birth certificate** or acceptable proof of birth date (do **not** take a **baptismal** certificate as proof)
- ii. **Immunization** card
- iii. **Transfer** card,
- iv. **Last report** card and
- v. **Proof of registration**

14.2.2 If you are **not** a South African **citizen**, you must also submit the following documents over and above the documents in paragraph **14.2.1** above:

- vi. **Study/work permit.**
- vii. Temporary or permanent **Residence Permit** from the **South African Department of Home Affairs (DHA).**
- viii. **Evidence** that you have ***applied for permission*** to stay in South Africa.

14.2.3 If you do **not** have all or some of the above documents, you **may still** register your child at the school and the principal of the school **must advise** you to get the required documents.

15 ADMINISTRATIVE PROCEDURE FOR ADMISSION

15.1 Advocacy for learner registration

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- 15.1.1** All public schools are urged to conduct an advocacy campaign to remind and encourage the public to register or enroll their children at schools for the following year.
- 15.1.2** The advocacy campaign must serve to inform parents and learners of the requirements for admission and documents that must accompany the application.
- 15.2 Disclosure and Dissemination of information**
- 15.2.1** The school must avail approved school admission policy, school learner code of conduct and school fee exemption procedure to applicants.
- 15.2.2** The newly elected governing bodies must ensure that policies which are distributed to the parents are reviewed and not in contradiction with legislation mentioned in paragraph 3 of this circular.
- 15.2.3** Disclosure of information will enable the applicants to take an informed decision.
- 15.3 Collection and submission of application forms**
- 15.3.1** Applicants will collect forms from schools in accordance with a schedule developed by the school, which is based on the provincial management plan for 2025 learner admission.
- 15.3.2** Completed application forms are to be returned to schools according to the schedule developed by the school, based on the management plan for 2025 learner admission in public schools.
- 15.3.3** All applying parents must insist on completing their details, in the Application Submission register. Applicants must complete the submission register using their own handwriting, to insert their information in the submission register. Those who are unable to write will request assistance from the school official administering the register.
- 15.3.4** Applicants who shall have submitted their application forms must be allocated the application numbers for submitting forms. However, the allocation of application numbers to applicants is not a guarantee for admission, but it will assist the school in the selection process.
- 15.3.5** Application numbers must be in accordance with the order, date and time of submission. **NB: Parents must insist on being given the Application Number for Submission.**

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- 15.3.6** To avoid stampede, application forms shall be allocated timeframes during which they will be issued to applicants and submitted to schools according to grades applying for.
- 15.3.7** Timeframes for the issuing and receipt of application forms is stated in the Management Plan for 2025 learner admission.
- 15.3.8** Principals and Parents are urged to adhere to the directives contained in this Circular and Management Plan for 2025 learner admission, to ensure that learner admission runs smoothly.
- 15.3.9** Principals are advised to be flexible to cater for applications forms collected or submitted outside the dates stipulated in the management plan. However, the affected applicants must be made aware that closing dates have passed.
- 15.3.10** Forms may be issued and received the same day, schools are expected to be ready to manage the two processes of issuing and receiving applications simultaneously.
- 15.3.11** Applicants must take note that collection and submission of application forms shall be opened from 27 May 2024 until 31 July 2024. Submission of applications outside the stipulated dates/timeframes as reflected in the Management Plan may disadvantage the applicants.

15.4 Designated Area for collection and submission of application forms

- 15.4.1** The school must designate an area far away from classrooms, but within the school premises, where admission forms will be collected and submitted to avoid interaction of parents or members of the public with learners. Only the designated official administering the forms may have reasonable contact with parents or members of the public. **NB: Forms will be collected and submitted at the designated area determined by the school.**
- 15.4.2** The school principal or the admission committee has the right to verify the information submitted. If it is discovered that the applicant has provided false information (e.g. proof of residence, proof of parenthood/guardianship, etc.) in the application package, such application shall be disqualified.,

15.5 Re-registration of current learners

- 15.5.1** Parents of learners who are currently attached to the school must confirm to the school authorities if their children will be returning to the school in the following year through re-registration form. The form must also have an area for parents who are not intending to re-register their children in the following year for planning purposes.

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- 15.5.2** Re-registration of learner who are currently enrolled to the school assists and enables the school to plan and create space for new learners.
- 15.5.3** The school is advised to design a **re-registration form** that will be completed by parents of all learners who are currently attached to the school.
- 15.5.4** Completion of **re-registration form** must not be used as a process to exclude or expel learners who are viewed to be poor performing, problematic, or ill-disciplined.
- 15.5.5** Collection of **re-registration form** shall be collected as per period indicated in the management plan and be returned to the school in accordance to the period stipulate in the attached Management Plan for 2025 Learner Admission

16 **MAIN STEPS FOR ADMISSIO**

- i. Register your child at the school nearest to you from Tuesday, the 27th of May to Thursday, the 31st of July 2024.
- ii. Submit all the required documents.
- iii. Obtain **application number** from the school upon submission of your application package.
- iv. From the 14 August 2024 to 15 September 2024 the school should have **informed you if the application was successful or not.**
- v. If your application is **not successful and** you are not satisfied with the outcome of your application, you may **lodge a complaint** with the **Circuit Office** to which the school belongs.
- vi. It should be noted that feedback on whether the learner is admitted or not may still be given to applicants in early August 2024, depending on the volume of the work administered by the school.

17 **WAITING REGISTER**

- 17.1** Parents are free to apply for admission of their children to a school **away** from where they live, i.e. based on work address or their school of **choice**. **BUT** the school must put your child's name on a **waiting list**.
- 17.2** The school will consider applications in the order provided in **paragraphs 13.1 to 13.3** above, before applications based on work address or the school of choice could be considered.
- 17.3** The school must give the applicants a letter informing them that their applications are on the waiting list and provide applicants with a waiting list **number** or **position** on the waiting list, as submitted to the circuit.
- 17.4** The circuit must ensure that consideration is given to the applicant who meet the first criteria, immediately after receiving waiting list from the school.

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- 18.8 While interacting with the Offices mentioned in the previous paragraphs, it is advisable to continue your search for admission at other schools in the area.
- 18.9 Parents who register grievance or an appeal must provide full details of their particulars such as their contact numbers, their residential and work addresses.

19 PLACEMENT OF LEARNERS

- 19.1 The Department of Education has an obligation to accommodate all children of a compulsory school-going age.
- 19.2 As a way of ensuring that all children of compulsory school going age are admitted, the department will ensure that learners are placed where space is available.
- 19.3 Schools shall submit a list of all learners who are not admitted to circuit office for the circuit to facilitate the process of placement, based on the criteria outlined in the admission requirements paragraph 13, within a reasonable period.
- 19.4 If the Circuit office is unable to place learners within the reasonable period, then the district office shall intervene and facilitate placement of learners as a way of ensuring that all learners who are not admitted, are placed.
- 19.5 In a situation wherein the district fail to place learners within a reasonable period of time, the Provincial Office through Institutional Governance shall facilitate learner placement
- 19.6 The Provincial Office Institutional Governance and Learner Support Sub-directorate shall provide monitoring and support to Districts in respect of the process of placement.
- 19.7 Reasonable steps will be taken to place learners nearer to their residential area, where possible.
- 19.8 Placement of Learners by the Department will commence from the 6th November until the 6th December 2024 and shall be implemented from the level of the Circuit up to the Province. **(Check Management Plan for 2025 Learner Admission)**

20 DE-REGISTRATION OF LEARNERS FROM HOME EDUCATION

- 20.1 A parent who intends to de-register his/her child from home education into a public school, must attach the following documents to their applications:
- (a) A registration letter with registration number permitting a learner to be registered.

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- 17.5 The waiting list must classify learners according to the tour criteria in paragraph 12.
- 17.6 The school must inform parent by 15 September 2024 whether the application is successful or not. (**See attached Management Plan for 2025 Learner Admission**)
- 17.7 If you decide to decline the admission offered by the school, you must notify the school as soon as possible. This will allow the school to give the space to another child.

18 RECOURSE IF NOT ADMITTED

- 18.1 If your application is not successful the school is obliged to provide written reasons why your child could not be admitted, as well as the address of the Circuit Manager, so that you can lodge grievance in case you are not satisfied with reasons why your child could not be admitted or accepted.
- 18.2 Your grievance will be attended to within a period of **fourteen (14) working days**.
- 18.3 Districts and Circuits are urged to establish grievance registers to record grievances registered according to submission dates and be attended to in accordance to the directive or time frame given in the above paragraph 18.2.
- 18.4 If the grievance is not satisfactorily resolved, a parent or an applicant may lodge a grievance with the District Director, who must also resolve your case within **fourteen 14 working days**.
- 18.5 If the District Director has not dealt with the grievance regarding an admission of your child to your satisfaction it is within your right to refer the matter to the office of the Head of Department (through Institutional Governance Directorate), who will attend to it within a period of **twenty [20] working days**.
- 18.6 If you are dissatisfied with the response from the Head of Department you are advised to lodge an Appeal with the MEC for Education. The MEC will respond to your appeal within **21 working days**.
- 18.7 In all instances where you are taking your complaints to a higher office, it will be because the lower office has not dealt with the matter within the specified number of days, or you are not satisfied with the response and the reasons given therefor. You are advised to always refer your complaint to the immediate office before going to the higher office.

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- (b) Withdrawal letter signed by the Head of Department, where the learner is registered.
- (c) The certificate of registration which reflects the Provincial Education Department registration number of the learner.
- (d) The learner's portfolio of evidence.
- (e) Certified copies of the annual assessment reports of the relevant grade from when the learner was registered for home education to the last grade the learner completed, including external assessment report completed by competent assessors.

20.2 The District Director must establish **Home Education Evaluation Team [HEET]** comprising of Officials from Curriculum Advisory Services Unit, Inclusive Education Unit, Institutional Governance Unit and the Circuit Manager of the affected school. The District HEET shall be co-chaired by Chief Education Specialist for Curriculum and Chief Education Specialist for Institutional Governance. Curriculum Unit shall also provide secretariat function or support to the Team.

20.3 The decisions taken by the team shall be endorsed by the District Director and communicated to the affected parent.

20.4 The letter communicated to the parent must indicate his/her right to appeal to the Head of Department if the decision of District Director is contrary to the purported grade applied by the parent

20.5 The purpose of the HEET is to evaluate the submitted documents to advise the Department on the appropriate grade into which the learner can be placed.

21 GRADE PLACEMENT ASSESSMENT TEST

21.1 Compulsory school going age learners who have been attending at an unregistered independent school including unregistered on-line schools and home education shall be placed in a public ordinary school, and shall be subjected to **grade placement assessment test** by the curriculum division in the district.

21.2 The process of grade placement must take into consideration the age norm as outlined in paragraph 27 and 28 of Admission Policy for Ordinary Public Schools in Notice number 2432 of 1998, GG 19377 as stipulated in the National Education Policy Act.

21.3 The District Governance unit must ensure that learners from unregistered institutions are admitted in accordance with an advice from the curriculum unit which shall have conducted grade placement assessment test.

21.4 The District Director must ensure that a police case is opened for a person operating an illegal or unregistered independent school, as the person would have violated section 46(1) of the South African Schools Act 84 of 1996 as amended.

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21.5 Circuit Managers must not allow unregistered independent schools, including learners attending Home education, to operate without proper registration. The intention of the Department is to protect learners' educational interests as well as to protect them from low quality education.

22 PAYMENT OF SCHOOL FEES

22.1 **Apart from No Fee Schools (i.e. schools categorized as Quintiles 1, 2, &3),** schools may charge mandatory school fees and parents/guardians will be required to pay such fees. However, if a parent cannot afford to pay school fee, or can only pay part of the school fees, the school must still admit your child to the school, while the school is assisting such a parent to apply for full or partial exemption from payment of school fees. Affected parents must cooperate with fee paying schools and must provide correct information in this regard.

NB: Principals must advise parents on how to apply for exemption from payment of school fees and avail the necessary forms.

22.2 The onus to demonstrate **inability** or **limited ability** to pay school fees lies with the parent and it is the **responsibility** of the School Governing Body to **verify whether** the parent qualifies for a **partial or full** exemption or not.

22.3 Please take note that a public school may by process of law enforce the payment of school fees by parents who are liable to pay (SASA, 84 of 1996 as amended, sec. 41).

23 GRADE 12 REPEATERS and ADMISSIONS INTO GRADE 12

23.1 Learners who **failed grade 12** or failed to meet pass requirements of their intended career are allowed to **repeat twice** i.e. they can do Matric **three times**.

23.2 The practice by some public secondary schools whereby learners who passed **Grade 11** at another school are **refused** admission into **Grade 12** or are **admitted** into **Grade 11** is **DISCRIMINATORY** and **UNLAWFUL**.

24 SPECIAL ADMISSIONS DURING THE YEAR

24.1 Principals must please take **note** that from time to time during the year the Department will place learners in their schools. These are learners **who due to circumstances beyond their control and their parents' control** or even beyond the control of the Department had to relocate from one place of abode to another.

24.2 Placement may be done as the results of some of the following circumstances:

(a) Relocation of family

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- (b) Supporting the learner who is from dysfunctional family.
 - (c) Placing a learner who committed an offence in one of our public schools or independent schools, the placement will serve as a process of correcting the behaviour. (Rehabilitation Process)
 - (d) Placing a learner as a way of protecting the learner against all forms of maltreatment (Sexual, Neglect, Physical and emotional abuse) experienced by the learner
 - (e) Placing a learner who is placed in a child and youth care centres (temporary safe care, Children's home and secure care centres) or correctional centres by the court of law in the country.
 - (f) Reintegration of learners who were placed in alternative care (Foster Care, temporary safe care, Children's home and secure care centres) to a public school after being released.
- 24.3 An overaged learner who are enrolled with public school or registered independent school and relocated due to circumstances beyond their control shall be placed regardless of the age.
- 24.4 Some of the learners may not be entitled to be removed from a secured center or correctional centres because of the nature of the offence committed and condition laid by court of law, such learners will be linked with the nearest school for provisioning of formal tasks.
- 24.5 The formal tasks referred to in paragraph 23.4 above shall be administered, marked and marks recorded by the school linked with learner.
- 24.6 The school principal of the identified school where a learner is placed shall cooperate with the officials from secured places or correctional centres.
- 24.7 Learners who will be entitled for service mentioned in paragraph 23.4 will be learners who are of a compulsory school going age and those who were arrested or placed in secured place while they were registered with our schools
- 24.8 Age limit for learners who are not entitled to be removed from secured places or correctional centers shall be twenty-one (21) years.
- 24.9 District Directors and Circuit Managers shall be responsible for ensuring that secured learners are serviced and provided with quality education.
- 24.10 Learners who are placed as the results of relocation due to circumstances beyond their control and were unable to write formal tasks of a particular term, the

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receiving school shall ensure that the learner is provided with all formal tasks required in the lost period.

24.11 Paragraph 23 of special admission during the year intend to protect the right of children as set in section 28 of the Constitution of the Republic of South Africa including universal Declaration of Human Rights which proclaim that children are entitled to special care and assistance.

24.12 Failure to implement the directives outlined in this circular by any official will constitute misconduct.

25 OFFICIALS RESPONSIBLE FOR LEARNER ADMISSION

25.1 If your child is not admitted or placed, kindly contact the Circuit Manager or Assistant Director for Governance of the Circuit to which the school belongs, who will do everything possible to ensure that your child is appropriately placed.

25.2 At District level the following Governance Managers are responsible for the administration and management of learner admission:

District	Name of the official	Contact Number
Capricorn North	Mr Mukoma AM	0828379698
Capricorn South	Mr Seima SK	0829543666
Mogalakwena	Mr Kgosana MJ	0714760019
Mopani East	Mr Selamolela NF	0829540566
Mopani West	Ms Shikhibana ZB	0829540325
Sekhukhune East	Mr Mathebula J	0827405446
Sekhukhune South	Mr Nape NL	0829541688
Vhembe East	Mr Magugumela J	0829532831
Vhembe West	Mr Ravele NS	0828682663
Waterberg	Mr Sekhwela KG	0815309757

25.3 For any communication with the Provincial Office on any matter relating to learner admission, please contact Institutional Governance Officials

Name of the official	Title	Contact Number	Postal Address
Dr Mulaudzi AM	Director	015 2909382 / 0795118494	Private Bag X 9489 Polokwane 0700
Mr Rasethaba MR	Chief Education Specialist	015 290 9420 / 0828817439	
Ms Malefo M	Deputy Chief Education Specialist	015 2909420/ 0797600787	

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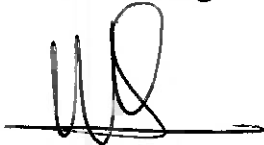
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26 CONCLUSION

- 26.1 To this end, we have to **work together** and do everything within our means to **avoid** the **unfortunate exclusion** of children from both public and independent schools, particularly those in urban areas where space is limited.
- 26.2 We are calling upon all role players to be committed towards transformation of our communities and avoid attaching racial connotation if their children are not admitted.
- 26.3 If your application is not successful the school will notify you and reasons for non-admission will be provided.
- 26.4 We are making a clarion call to all affected parents to respond timeously and carefully consider the stipulated timeframes in respect of registration of learners to avoid jumping onto the bandwagon of making accusations and counter accusations about things we could have avoided.
- 26.5 The school principal must ensure that the information contained in this circular and management plan for 2025 learner admission in public schools is provided to all parents, legal guardians and caregivers of children of school going age.
- 26.6 We, the **Limpopo Department of Education**, will **monitor** the situation **very closely** to **minimize** the occurrence of unfair discrimination.
- 26.7 We call on all parents to **immediately go and register** their children for admission in terms of the procedure alluded to above in order to reduce the probability of conflict.
- 26.8 **Management Plan** for for 2025 learner admission hereto attached.



Mashaba KM
Acting Head of Department

20th May 2024
Date

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