



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF

## EDUCATION

### MANAGEMENT PLAN FOR 2025 LEARNER ADMISSION

NO	ACTIVITY	IMPLEMENTATION PERIOD
01	Submission of monthly learner statistics for academic year 2024	First working date of week in new month
02	Schools, Circuits and Districts must set up Admission Committees and organize workshops to refresh their memories about admission policies.	20-24 May 2024
03	Issuing Learner Admission Circular for 2025	24 May 2024
04	Learner admission advocacy done in all departmental meetings and forums	20 May -31 July 2024
05	Schools must conduct a vigorous advocacy campaign for 2025 admissions, where applicable, by <ol style="list-style-type: none"> <li>Issuing letters to parents, churches, burial societies, football clubs and any other organized group with the ability to mobilize people.</li> <li>Addressing parents' meetings and other meetings such as those of the Senior Traditional Leaders and headmen, churches, burial societies etc.</li> <li>Displaying posters at public places e.g. clinics, hospitals etc.</li> <li>Distributing pamphlets in taxis and buses etc.</li> </ol>	20 May -29 <sup>th</sup> July 2024
06	Advocacy by the Department, the department will address the public through public meetings and electronic media e.g. <ol style="list-style-type: none"> <li>Departmental Website,</li> <li>SABC Combo &amp; local community radio stations;</li> <li>During QLTC and PCF Meetings</li> <li>Admission Launch by HOD or</li> <li>Using any other method that will inform the public.</li> </ol>	20-28 May 2024 until admission is concluded
07	Learner Admission Workshop with Governance officials on content of the circular	24 May 2024
08	Learner admission workshop with Principals and SGB Chairpersons by District Officials	27-28 May 2024
09	Learner admission workshop with Associations by Provincial Officials	28 May 2024
10	Distribution of Application Forms Gr R, 1 and 8: <ol style="list-style-type: none"> <li>Schools must ensure that Application forms are distributed to all applicants.</li> <li>The distribution of applications should not disturb school programmes.</li> </ol>	27 May-31 July 2024

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Mashaba KM  
Acting Head of Department

20/05/2024  
Date

NO	ACTIVITY	IMPLEMENTATION PERIOD
	(c) Distribution must be done in a designated Area. (d) Circuit must monitor the process to ensure that there is compliance and fairness	
11	Submission or returning of application forms for Entry Grades [Gr R; Gr 1 and Gr 8]: (a) Submitted application forms by parents must be recorded in the register and (b) A submitted form must be allocated a number which must be given to a person submitting forms. (c) Parents or his/her delegate shall make such entries in the designated Register for submitting application using his/her own handwriting [Applies to New Applicants only] (d) Each application form must be classified during submission in terms of the following categories. (i) Residential address learners residing in the same area (suburb, township or village) where the school is located (ii) Primary learners from a school located in same area in which secondary is located. (iii) Learners with Siblings in the school applied (iv) Learners who apply due to parents work address and Schools of Choice Classification of applications will facilitate and simplify admission process NOTE No any application must be rejected on the basis of Criteria	03 June -31 July 2024
12	Closing date for submission of all applications in the entry grades (Gr R; 1 and 8) Note that the dates indicated in the above row intends to make order while the closing date is the one reflected in this row	31 July 2024
13	Resident Verification of new applications as it is the first criteria to be considered	1 - 13 August 2024
14	Processing of entry grades Application [i.e. informing parents about status of their applications (Admitted or not Admitted)	14 Aug -15 Sep 2024
15	Distribution of Re-registration Forms for current learners at the school, to confirm learners who will return to school in 2025 Schools should administer Distribution of Re-registration Forms. Note Reregistration is not an exclusion process of learners who will fail or who committed misconduct.	5-8 August 2024
16	Submission and Closing date of Re-registration application Forms	6-8 August 2024
17	Processing of Re-registration Application Forms [Not to be used as a disciplinary process	16-20 September 2024
18	Distribution of internal grades [Gr 2; 3, 4, 5, 6, 7, 9, 10, 11 & 12] Application Forms (New Applicants)	09-13 September 2024
19	Submission of Internal Grades Application to school	16-20 September 2024
20	Residents Verification of internal grades for new	1-11 October 2024

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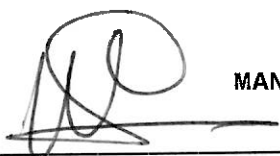
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NO	ACTIVITY	IMPLEMENTATION PERIOD
	applications as it is the first criteria to be considered	
21	Processing of internal grades Application [that is informing parents about status of their applications Admitted or not Admitted	14- 18 October 2024
22	Distributing Forms for late applications for all grades in a school	14- 18 October 2024
23	Submission of late Applications to school	21-25 October 2024
24	Closing Date of late application	25 October 2024
25	Residents Verification of late applications as it is the first criteria to be considered	21-25 October 2024
26	Processing of late Application [i.e. informing parents about status of their applications (Admitted or not Admitted	28 Oct-1 Nov 2024
27	Information of Admitted Learners are captured Electronically.	04-5 Nov 2024
28	All learners who are not admitted are submitted to circuit electronically (Note: no criteria shall be used as a reason for not admitting) The school shall not have waiting list except the circuit	6-8 Nov 2024
29	Circuit must facilitate learner placement from the submitted informed by 2024 learner enrollment	6-11 Nov 2024
30	Grievances or Complain submission to circuit [Parents not satisfied with the decision of not being admitted by the school] Grievances are recorded once electronically and manually by the parent who is appealing and dates must correlate, The parents be given Grievance number Circuits are urged to keep record efficiently	7-12 Nov 2024
30	Adjudication of Grievances and Learner Placement done by the Circuit. Verifying the list submitted by the school	13-22 Nov 2024
31	Submission of admission report including statistics for 2024 to District	25 Nov 2024
32	District intervenes on unresolve grievances and conduct placement	26-29 Nov 2024
33	Province intervenes on unresolve Grievances and conduct placement	02-06 Dec 2024
34	Submission of admission report including statistics for 2024 to Province	04-06 Dec 2024
35	Circuit attends outstanding grievances and applications of relocated parents	13-17 Jan 2025
36	District Attend to unresolved outstanding grievances and applications of relocated parents	13-20 Jan 2025
37	Unsatisfied Applicants with the decision of the district will appeal to the Provincial Office	20-24 Jan 2025
38	The Province through Institutional Governance will adjudicate on the appeal	20-30 Jan 2025
39	Special Admission cases attended at all levels	On-going



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