



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

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CIRCULAR NO. 316 OF 2025

TO: District Directors
District Governance Manager
Circuit Managers
Assistance Directors for Governance
Governance Officials
Principals of Schools
School Governing Bodies

**SUBJECT: GUIDANCE TO PRINCIPALS ON ADVISORY SUPPORT TO PARENTS
OF LEARNERS WITHOUT DOCUMENTATION AND REFERRAL
PROCEDURE**

1. The above matter bears reference.
2. **PURPOSE**
 - 2.1. The purpose of this circular is to provide clear guidance to all school principals on the advice and support that must be provided to parents or guardians of learners who do not possess the required documentation.
 - 2.2. This circular further seeks to outline standardised procedures for the issuing, utilisation, and management of referral letters to the Department of Home Affairs (DHA).
 - 2.3. In addition, the circular provides explicit directives to school principals regarding the proper record-keeping and monitoring of referral letters issued to parents or guardians for the purpose of applying for learner documentation at the Department of Home Affairs.
 - 2.4. The Department reaffirms its commitment to supporting parents and guardians in securing birth certificates, identity documents, and any other official documentation required for learners

**GUIDANCE TO PRINCIPALS ON ADVISORY SUPPORT TO PARENTS/GUARDIAN OF LEARNERS
WITHOUT DOCUMENTATION AND REFERRAL PROCEDURE**

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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3. SUPPORT TO PARENTS AND DHA OPERATING PERIOD

- 3.1. The Department is in collaboration with the Department of Home Affairs (DHA). In this regard, DHA offices will be operational from 08 December 2025 to 19 December 2025, with extended operating hours until 18h00 daily, to enable parents and/or guardians to apply for the required identification documents. Furthermore, DHA offices will continue to operate from 05 January 2026 to 16 January 2026, also with extended operating hours until 18h00 daily, to provide continued support to parents and guardians.
- 3.2. School principals are required to ensure that parents and/or guardians are adequately informed of the above-mentioned support period and the operating hours of the Department of Home Affairs. Such information may be communicated through any appropriate means of communication, including WhatsApp messages, SMSs, or similar platforms, particularly during the school recess period.
- 3.3. Such communication must clearly indicate that DHA offices will operate with extended hours during the specified periods. Schools must further provide appropriate support to parents or guardians through the timely distribution of referral letters, to enable them to access DHA services for the purpose of securing the required learner documentation.

4. ACKNOWLEDGEMENT AND CONTROL OF REFERRAL LETTERS

- 4.1. All referral letters issued to parents or guardians must be administered in a controlled, transparent, and accountable manner in order to ensure proper governance and traceability.
- 4.2. Each parent or guardian must formally acknowledge receipt of a referral letter by signing the Referral Letters Distribution Register on the date the letter is issued. The date of collection must be recorded accurately and in full.

5. REFERRAL LETTERS DISTRIBUTION REGISTER REQUIREMENTS

- 5.1. Every parent or guardian who is issued with a referral letter must formally acknowledge receipt thereof. Schools are required to maintain a Referral Letters Distribution Register in which parents or guardians must sign upon receipt of the referral letter. The date of collection must be recorded accurately and in full.
- 5.2. The Referral Letters Distribution Register must be properly maintained and must, as a minimum, include the following information fields:

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Full Names of Parent/Guardian	Full Name of Learner	Learner Grade	Date of Collection	Signature of Parent	Progress Update (e.g., Application submitted to DHA)

6. MONITORING AND PROVISION OF ONGOING SUPPORT

- 6.1. In accordance with the South African Schools Act, 84 of 1996 (as amended), and relevant departmental directives on learner admissions, principals are required to provide assistance to parents or guardians who are unable to submit the prescribed learner documentation. Referral letters to the Department of Home Affairs must therefore be properly managed, issued paragraph timeously, and monitored in line with departmental procedures as outlined in paragraph 5.2.
- 6.2. Principals must conduct regular follow-ups with parents or guardians to establish whether applications have been submitted to the Department of Home Affairs and to provide additional guidance or support where required.
- 6.3. All progress updates and follow-up actions must be accurately recorded in the Referral Letters Distribution Register to ensure effective tracking, accountability, and compliance with administrative requirements

7. SAFEKEEPING OF RECORDS

- 7.1. The Referral Letters Distribution Register must be safely kept in the school office at all times and must be made available for inspection by Circuit and District officials when required.
- 7.2. Principals must ensure that these procedures are implemented with immediate effect. All relevant staff members, including those responsible for learner admissions, must be informed of and comply with these requirements

8. REPORTING TIMELINE

- 8.1. Principals are required to submit a consolidated progress report on the documentation status of all undocumented learners to the Department by no later than **28 February 2026**.
- 8.2. The report must clearly indicate the number of learners assisted, the number of referral letters issued, and the progress made in obtaining the required documentation.

9. ATTACHED TEMPLATE

GUIDANCE TO PRINCIPALS ON ADVISORY SUPPORT TO PARENTS/GUARDIAN OF LEARNERS
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- 9.1. A standardised Referral Letter Template addressed to the Department of Home Affairs is attached to this circular. Principals must ensure that only the approved template is used when issuing referral letters to parents or guardian.
- 9.2. Parents or guardians of learners who are without the required documentation, particularly Birth Certificates, are required to complete an affidavit. The affidavit must be administered by an authorised police officer and must be completed in accordance with the information contained in the attached sample affidavit template.
- 9.3. Schools must ensure that the completed affidavit contains all the information as prescribed in the attached sample template. Principals must further ensure that parents or guardians are properly guided and supported throughout the completion process.

10. CONCLUSION

- 10.1. The Department appreciates the continued cooperation and commitment of schools in ensuring that all learners are properly documented in accordance with legislative and policy requirements.
- 10.2. Schools are urged to prioritise communication and support to, parents or guardians in order to finalise all outstanding documentation as soon as possible.
- 10.3. Principals and School Governing Bodies (SGBs) are encouraged to inform and motivate parents or guardians to visit Department of Home Affairs offices including during the designated period to obtain the required documentation for their children.
- 10.4. The Department appreciates the cooperation of all schools in implementing these procedures timeously and effectively.

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Mr. Seshibe MV
Head of Department

19/12/2025
Date

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USE SCHOOL LETTER HEAD /EMBLEM SCHOOL NAME AND ADDRESS DISTRICT AND CIRCUIT MUST ALSO BE REFLECTED

REFERRAL LETTER TO THE DEPARTMENT OF HOME AFFAIRS

(Template for Use by All Limpopo Public School Principals)

Ref No:13/5/7/1 Enq: _____ DATE _____ *Issuing Date of referral)
DATE _____ *Issuing Date of referral)

TO: Office Manager
Department of Home Affairs
_____ (Local Office Name)
_____ (Adress)

SUBJECT: REFERRAL LETTER FOR DOCUMENT APPLICATION:-
_____ (FULL NAMES OF A LEARNER IN
GRde: _____)

1. This letter serves to confirm that _____ [Full Name of Learner], born on _____ (Date of Birth) as provided in our school records from the parent/guardian, is currently enrolled in grade _____ at _____ (Name of the school) for _____ [Academic Year].
2. During the admission process, the parent/guardian, _____ [Full Name of Parent/Guardian], was unable to provide the required admission documents as prescribed in the Admission Policy. The outstanding documents include:
 - Birth Certificate / Unabridged Birth Certificate
 - Identity Document (where applicable)
 - Study Permit
3. In accordance with the South African Schools Act 84 of 1996 (as amended), and departmental directives on learner admissions, the School Principal is mandated to support parents/guardians in obtaining the necessary learner documentation. This referral letter is therefore issued to assist the parent/guardian in applying for the required documents so that the learner's records may be completed.
4. Kindly assist the parent/guardian with the processing of the following (tick where applicable):
 - Birth Certificate
 - Identity Document (for learner aged 16+)
 - Study Permit

5. The learner has been admitted in accordance with Section 51A of the South African Schools Act 84 of 1996 (as amended), as well as Section 5, which obligates the Principal to assist parents/guardians in securing the required learner documentation.

6. For further information or verification, please contact the school at _____ (Contact) and _____ (Email address).

_____ (Signature)
_____ (Name of Principal)
_____ (Title eg Principal)

Date

AFFIDAVIT TEMPLATE FOR PARENTS/GUARDIANS OF A LEARNER WITHOUT DOCUMENTATION

(To be completed by a Parent/Guardian of a Learner Without a Birth Certificate)

I, the undersigned,

Full Name: _____

Surname: _____

ID/Passport Number: _____

Residential Address: _____

Contact Number: _____

do hereby make oath and state that:

1. LEARNER DETAILS

1.1. Full Names: _____

1.2. Surname: _____

1.3. Date of Birth: _____

1.4. Place of Birth (Town/City, Province): _____

1.5. Gender: _____

1.6. Nationality: _____

1.7. Special circumstances: (Tick ✓if applicable)

Orphaned , Abandoned , Unaccompanied minor)

2. MOTHER'S DETAILS

2.1. Full Names: _____

2.2. Surname: _____

2.3. Maiden Name (if applicable): _____

2.4. ID/Passport Number: _____

2.5. Nationality: _____

2.6. Residential Address: _____

2.7. Contact Number: _____

3. FATHER'S DETAILS (If known/applicable)

3.1. Full Names: _____

3.2. Surname: _____

3.3. ID/Passport Number: _____

3.4. Nationality: _____

3.5. Residential Address: _____

3.6. Contact Number: _____

3.7. (If unknown/not involved, state so): _____

4. MARITAL STATUS OF PARENTS

(Select the applicable status by making a tick✓ in the box)

4.1. Married Not Married Divorced Widowed

4.2. If married:

i. Date of Marriage: _____

ii. Type of Marriage (Civil/Customary): _____

5. GUARDIAN/CAREGIVER DETAILS (If applicable)

5.1. Full Names: _____

5.2. ID/Passport Number: _____

5.3. Relationship to Learner: _____

5.4. Residential Address: _____

5.5. Contact Number: _____

6. REASON FOR LACK OF DOCUMENTATION

I declare that the learner does not possess a Birth Certificate because:

(Include any attempts to apply for the Birth Certificate)

7. Declaration

I hereby declare that the information provided in this affidavit is **true and correct**, and I understand that it will be used for **school admission** and for **application for learner documentation** at the Department of Home Affairs. I understand that providing false information is an offence.

Signature of Parent/Guardian: _____

Date: _____

Commissioner of Oaths

Signed and sworn before me at _____

on this _____ day of _____ 20____.

Name of Commissioner: _____

Designation: _____

Signature: _____

Official Stamp: _____