



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

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TO : District Directors

ATTENTION: Circuit Manager

SUBJECT : DELEGATION OF AUTHORITY TO CIRCUIT MANAGERS FOR THE
QUALITY ASSURANCE AND APPROVAL OF LEARNER
ADMISSION AND LANGUAGE POLICIES

1. The above matter bears reference.
2. The promulgation of the **Basic Education Laws Amendment Act, 34 of 2024 (BELA Act)** has introduced significant amendments to the **South African Schools Act, 84 of 1996**, particularly in **Sections 3, 5, 6 and 7**, including their respective subsections. These amendments have implications for the **governance, management, and regulatory compliance** of public schools, particularly with regard to **learner admission and language policies**.
3. In line with the provisions of the amended Act, and to ensure uniform compliance across the district, **Circuit Managers are hereby delegated** the authority to **quality assure and approve** the *Learner Admission and Language Policies* of all public schools within their respective circuits.
4. This delegation empowers Circuit Managers to:
 - 4.1. Verify that each school's policy is consistent with the **Constitution of the Republic of South Africa**, the **South African Schools Act**, and the **BELA Act**.
 - 4.2. Ensure that policies promote **equity, inclusivity, diversity, and non-discrimination** in learner admission and language practices.

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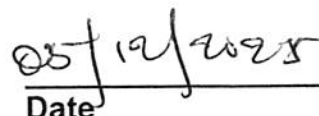
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Institutional Governance and Learner Support Sub-directorate Tel: 015 290 9420 / 015 290 7601

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- 4.3. Provide **feedback and guidance** to School Governing Bodies (SGBs) where amendments or improvements are required before approval.
- 4.4. Record and report findings using the **approved Quality Assurance and Approval Checklist Tool** attached to this notice.
5. **Submission and Approval Timelines:**
 - 5.1. **Submission of Policies by SGBs:** *5th December 2025 – 23rd January 2026*
 - 5.2. **Final Approval by Circuit Managers:** *No later than 23rd January 2026*
 - 5.3. **Submission of Circuit Compliance Reports to District Director:** *By 27th January 2026*
6. The **Quality Assurance Approval Tool** attached to this circular must be used by all Circuit Managers to ensure consistency and transparency in the evaluation and approval process. The tool outlines the key compliance indicators relating to governance requirements, legislative alignment, inclusivity, Language and Learner Admission policy provisions, and procedural fairness.
7. All schools are required to adhere strictly to the submission and approval timelines to enable implementation of the approved policies from the **2026 academic year**
8. Your continued support and dedication to ensuring compliance with legislative reforms and strengthening governance and management in our schools are appreciated.



Mr Seshibe MV
Head of Department



Date

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QUALITY ASSURANCE AND APPROVAL OF LEARNER ADMISSION POLICY TOOL

CIRCUIT MANAGERS' QUALITY ASSURANCE AND APPROVAL OF LANGUAGE POLICY TOOL

| School Name: | School Principal: | SGB Chairperson |
|----------------|--------------------------|--------------------------|
| EMIS No: | Principals' contact No.: | Chairperson Contact No.: |
| Email Address: | | |

PURPOSE

This tool enables Circuit Managers to conduct quality assurance and approve school Learner Admission Policies to ensure they are:

- consistent with Section 29 of the Constitution (right to basic education),
- legally compliant with Section 5 of the South African Schools Act (SASA),
- aligned with Gazette No. 19377 of 1998 (Admission Policy for Ordinary Public Schools), and

QUALITY ASSURANCE AND APPROVAL OF LEARNER ADMISSION POLICY TOOL

HOD INITIALS: _____

- fully compliant with **Learner Admission Directive Circular 117 of 2025** (Limpopo Department of Education).

INSTRUCTIONS

- This tool must be completed in duplicate.
- One copy shall be filed at the Circuit Office; the original must be returned to the school with feedback.
- All criteria must be marked and commented on accordingly.
- Final approval is subject to compliance with legal and policy directives.

| NO | COMPLIANCE CRITERION /ASPECT | YES | NO | COMMENTS / ACTION REQUIRED |
|---|--|-----|----|----------------------------|
| A ADMINISTRATIVE ASPECTS | | | | |
| A.1 | Revised Learner Admission Policy submitted by prescribed deadline. | | | |
| A.2 | Policy presented on official school letterhead, dated and referenced. | | | |
| A.3 | Policy signed and approved by the SGB Chairperson and Principal. | | | |
| A.4 | SGB minutes confirming adoption of the policy attached. | | | |
| A.5 | Evidence of stakeholder consultation (parents, SMT, community) provided. | | | |
| A.6 | Circuit Office logged and recorded the policy submission. | | | |
| B. LEGISLATIVE AND POLICY COMPLIANCE | | | | |
| B.1 | Policy aligns with Section 5 of SASA and Circular 117 of 2025. | | | |

QUALITY ASSURANCE AND APPROVAL OF LEARNER ADMISSION POLICY TOOL

HOD INITIALS: _____

| NO | COMPLIANCE CRITERION /ASPECT | YES | NO | COMMENTS / ACTION REQUIRED |
|----------|---|-----|----|----------------------------|
| B.2 | Policy reflects constitutional right to basic education (Section 29) and principles of lawful administrative action (PAJA, PEPUDA, PAIA). | | | |
| B.3 | Policy is consistent with Gazette No. 19377 of 1998 and other national/provincial admission directives. | | | |
| B.4 | Policy prohibits unfair discrimination on the basis of language, race, nationality, disability, gender, or socio-economic status. | | | |
| B.5 | Policy accommodates lawful admission of over-age, under-age, undocumented and foreign learners. | | | |
| B.6 | Policy integrates principles of administrative justice and lawful admission processes (PAJA, PEPUDA, PAIA). | | | |
| B.7 | Policy provides for fair admission to full-service and special schools where applicable. | | | |
| | Policy respects admission of undocumented learners in line with Immigration Act and Constitution. | | | |
| C | EQUITY, ACCESS AND INCLUSIVITY | | | |
| C.1 | Policy promotes equitable access for all learners, regardless of language, age, or documentation status. | | | |
| C.2 | Policy ensures no learner is excluded based on language of learning and teaching (LoLT). | | | |
| C.3 | Reasonable accommodation measures are included for learners with barriers to learning. | | | |
| C.4 | Policy allows admission of learners through lawful under-age and over-age provisions. | | | |

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HOD INITIALS: _____

| NO | COMPLIANCE CRITERION /ASPECT | YES | NO | COMMENTS / ACTION REQUIRED |
|---|--|-----|----|----------------------------|
| C.5 | Policy supports inclusive placement in full-service and special schools. | | | |
| C.6 | Policy includes clear, fair and accessible appeal procedures. | | | |
| D ALIGNMENT WITH ADMISSION DIRECTIVES (CIRCULAR 117 OF 2025) | | | | |
| D.1 | Policy supports early admission to facilitate planning and resourcing | | | |
| D.2 | Policy reflects age-grade norms and complies with over-age and under-age admission provisions. | | | |
| D.3 | Policy is consistent with legislative provisions governing compulsory school attendance. | | | |
| D.4 | Policy provides for lawful admission of undocumented learners (in line with Immigration Act and Constitution). | | | |
| D.5 | Policy prohibits language-based or performance-based exclusion. | | | |
| D.6 | Policy supports early and transparent admission processes to facilitate planning. | | | |
| D.7 | Policy provides for fair and lawful processing of personal information (POPIA) | | | |
| D.8 | Policy provides for regular review to ensure ongoing compliance with legislation. | | | |
| E GOVERNANCE, ACCOUNTABILITY AND IMPLEMENTATION | | | | |

HOD INITIALS: _____

| NO | COMPLIANCE CRITERION /ASPECT | YES | NO | COOMENTS / ACTION REQUIRED |
|-----|---|-----|----|----------------------------|
| E.1 | Roles of SGB, Principal and SMT in administering admission are clearly defined (Section 5(8) SASA). | | | |
| E.2 | Mechanisms for monitoring, reporting, and reviewing admission practices are outlined. | | | |
| E.3 | Policy outlines accountability measures to ensure legal compliance. | | | |
| E.4 | Record-keeping processes for admission and placement decisions are defined. | | | |
| E.5 | Policy prohibits illegal admission practices (fees, language exclusion, testing, interviews). | | | |
| E.6 | Designated officials responsible for policy implementation are identified. | | | |

NOTES

PROHIBITED PRACTICES DURING LEARNER ADMISSION

(Per Circular 117 of 2025 and Section 5 SASA 84 OF 1006 as amended)

- No language-based exclusion from collecting/submitted application forms
- No charging of registration or admission fees prior to placement
- No academic or performance-based admission criteria
- No admission screening interviews or tests No use of preschool experience as entry requirement
- No unauthorized online admission systems
- No exclusion based on nationality or documentation status
(Any non-compliance must be reported and addressed immediately.)

QUALITY ASSURANCE AND APPROVAL OF LEARNER ADMISSION POLICY TOOL

HOD INITIALS: _____

CERTIFICATION AND DECISION [mark with a tick ✓]

Approved

Conditionally Approved

Not Approved

COMMENTS

OUTSTANDING NON-COMPLIANCE ISSUES:

Resubmission Date if not approved: _____

NAME OF CIRCUIT MANAGER _____

SIGNATURE _____

DATE _____

HOD INITIALS: _____