



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Ref:13/5/P Eng: Rasethaba Mr Email: Rasethabamr@Edu.Limpopo.Gov.Za Cell No: 082 881 7439

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.

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

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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- 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 LANGUAGE 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 Language Policies to ensure compliance with:

- Section 29 of the Constitution of the Republic of South Africa, 1996
 - South African Schools Act (SASA) No. 84 of 1996, as amended
 - Admission Policy for Ordinary Public Schools, Gazette No. 19377 of 1998
 - Learner Admission Directive Circular 117 of 2025 (Limpopo Department of Education)
- It ensures that the Language Policy promotes equitable access, non-discrimination, legislative alignment, and fair admission practices for all learners, including over-age, under-age, undocumented, and learners with special educational needs

INSTRUCTIONS

- This tool must be completed in duplicate.

QUALITY ASSURANCE AND APPROVAL OF LANGUAGE POLICY TOOL

- 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	School submitted the revised Admission Policy by 27 October 2025.			
A.2	Policy is presented on the official school letterhead and dated.			
A.3	Policy is signed and approved by the SGB Chairperson and Principal.			
A.4	Evidence of SGB meeting minutes to review/adopt policy is attached.			
A.5	Stakeholder consultation evidence (parents, SMT, community) is attached.			
A.6	Policy submission log/reference number recorded by Circuit Office.			
B LEGISLATIVE COMPLIANCE ASPECTS				
B.1	Policy aligns with Section 6 – language of learning and teaching (LOLT) determined fairly and inclusively.			
B.2	Policy promotes constitutional multilingualism principles			
B.3	Policy complies with Constitutional principles and Provincial Admission Directives.			
B.4	Policy reflects equity and non-discrimination.			

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HOD INITIALS: _____

NO	COMPLIANCE CRITERION /ASPECT	YES	NO	COMMENTS / ACTION REQUIRED
B.5	Policy reflects equity and non-discrimination.			
C EQUITY, INCLUSIVITY & ACCESS ASPECTS				
C.1	Policy promotes equitable access to education for all learners regardless of language background			
C.2	Language choice is justifiable based on community demographics and learner profiles			
C.3	Policy ensures no unfair discrimination based on language, race, gender, religion or disability			
C.4	. Language policy promotes multilingualism and ILAL where feasible			
C.5	Policy includes reasonable accommodation measures for learners whose home language differs from LoLT			
C.6	Policy addresses transitional support for non-LoLT learners			
C.7	. Policy outlines appeal procedures for admission disputes			
D LANGUAGE POLICY COMPLIANCE ASPECTS				
D.1	LoLT determination process is clearly described and justified (learner needs, teacher capacity, resources)			
D.2	Policy considers resource availability (educators, materials, infrastructure).			
D.3	Mother tongue-based bilingual education (MTBBE) promoted			

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NO	COMPLIANCE CRITERION /ASPECT	YES	NO	COMMENTS / ACTION REQUIRED
D.4	Language policy promotes inclusive education through language support mechanisms			
D.5	Policy includes incremental introduction of African Languages (IILAL).			
D.6	Language choice reflects public interest and demand (community demographics).			
D.7	Provision for review and amendment of language policy is included.			
E GOVERNANCE & ACCOUNTABILITY ASPECTS				
E.1	Role of SGB in development and proposal of Language Policy clearly stated			
E.2	SMT and stakeholder involvement confirmed and documented			
E.3	Accountability measures for language implementation are defined.			
E.4	Roles and responsibilities between SGB, SMT, and HOD are clearly delineated			
E.5	Mechanisms for monitoring and review of policy are in place.			
E.6	Record-keeping procedures for language policy implementation are defined			
E.7	Appeals and grievance processes related to language policy are addressed			
E.8	Policy identifies responsible persons for implementation and compliance.			

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