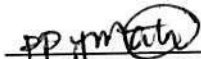




DEPARTMENT OF  
**EDUCATION**

## LIMPOPO DEPARTMENT OF EDUCATION MANAGEMENT PLAN FOR 2024 LEARNER ADMISSION TO PUBLIC SCHOOL

NO	ACTIVITY	DATE
01	Submission of monthly learner statistics for academic year 2023	First working date of week in new month
02	Schools, Circuits and Districts must set up <b>Admission Committees</b> and <b>organize workshops to refresh their memories</b> about admission policies.	25 April 2023 – 02 May 2023
03	Learner admission advocacy done during District QLTC Launch	16 March 2023 – 14 April 2023
04	Schools must conduct a vigorous <b>advocacy campaign for 2024 admissions</b> , where applicable, by a. <b>Issuing letters to parents, churches, burial societies, football clubs</b> and any other organized group with the ability to mobilize people. b. Addressing <b>parents' meetings</b> and other meetings such as those of the Senior Traditional Leaders and <b>headmen, churches, burial societies</b> etc. c. <b>Displaying posters</b> at public places e.g. clinics, hospitals etc. d. Distributing <b>pamphlets</b> in taxis and buses etc.	25 <sup>th</sup> April -29 <sup>th</sup> July 2023
05	Advocacy by the Department, The department will address the public through <b>public meetings and electronic media</b> e.g. a. <b>Departmental Website</b> , b. <b>SABC Combo &amp; local community radio stations</b> ; c. <b>During the launch of QLTC</b> d. <b>Admission Launch by MEC and HoD</b> or e. Using any other method that will inform the public.	25 April 2023 until admission is concluded
06	Learner Admission Workshop with with Governance officials on content of the Draft circular	21 April 2023
07	Issuing Learner Admission Circular for 2024 i	25 <sup>th</sup> April 2023
08	Learner admission workshop with Principals and SGB Chairpersons by District Officials	25 <sup>th</sup> April -02 <sup>nd</sup> May 2023
09	Learner admission workshop with Associations by Provincial Officials	26 <sup>th</sup> April 2023

  
Dederen KO  
Head of Department

25/04/2023  
Date

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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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NO	ACTIVITY	DATE
10	Distribution of Application Forms Gr R, ! and 8: Schools <b>must ensure that Application forms are distributed</b> to all applicants. The distribution of applications should not disturb school programmes. It must be done in a designated Area. [It is only Distribution] Circuit must monitor the process to ensure that there is compliance and fairness	15 <sup>th</sup> May-31 <sup>st</sup> July2023
11	Distribution of confirmation forms [Re-registration] for Internal grades [Gr 2, 3, 4, 5, 6, 7,9, 10, 11 and 12] learners who will be returning to school in 2024 Schools should administer Distribution of Confirmation Forms <b>Note Reregistration is not an exclusion process of learners who will fail</b>	1 <sup>st</sup> -4 <sup>th</sup> August 2023
12	Closing date for submission confirmation (Re-registration)applications	4 <sup>th</sup> August 2023
13	Submission or returning of Entry Grades [Gr R; Gr 1 and Gr 8] Application to school <b><u>application forms (as returned by parents) should be recorded in the register and a number be allocated.</u></b> Parents or his/her delegate shall make such entries in the designated Register for returning application using his/her own handwriting [Applies to New Applicants only] Each application form must be classified during submission in terms of the following categories. (i) <b>Residential address</b> learners residing in the same area (suburb, township or village) where the school is located (ii) <b>Primary located in particular residential area</b> learners attending school within the same area (suburb, township or village), (iii) <b>Siblings</b> (iv) <b>Work address</b> (v) <b>Schools of Choice</b> Classification of applications will facilitate and simplify admission process <b>NOTE No any application must be rejected on the basis of Criteria</b>	22 <sup>nd</sup> May – 31 <sup>nd</sup> July 2023

  
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NO	ACTIVITY	DATE
14	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 2023
15	Resident Verification of new applications as it is the first criteria to be considered	1 – 11 August 2023
16	Processing of entry grades Application [i.e. informing parents about status of their applications (Admitted or not Admitted)]	14 August – 15 September 2023
17	Processing of Confirmation [Re-registration] Application Forms [Not to be used as a disciplinary process]	18-22 September 2023
18	Distribution of internal grades [Gr 2; 3, 4, 5, 6, 7, 9, 10, 11 & 12] Application Forms	15-22 September 2023
19	Submission of Internal Grades Application to school	25-29 September 2023
20	Residents Verification of internal grades new applications as it is the first criteria to be considered	25 Sep – 6 Oct 2023
21	Processing of internal grades Application [that is informing parents about status of their applications (Admitted or not Admitted)]	9 – 13 October 2023
22	Distributing Forms for late applications for all grades in a school	9 – 13 October 2023
23	Submission of late Applications to school	16 -20 October 2023
24	Residents Verification of late applications as it is the first criteria to be considered	16-27 October 2023
25	Processing of late Application [i.e. informing parents about status of their applications (Admitted or not Admitted)]	30 October – 3 November 2023
26	Cosing Date of late application	20 October 2023
27	Information of Admitted Learners are captured Electronically.	03 November 2023
28	All learners who are not admitted are submitted to circuit electronically ( <b>Note: no any criteria shall be used as a reason for not admitting</b> ) <b>The school shall not have waiting list except the circuit</b>	07 November 2023

  
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NO	ACTIVITY	DATE
29	Appeal submission to circuit [Parents not satisfied with the decision of not being admitted by the school] Appeals are recorded once electronically and manually by the parent who is appealing and dates must correlate [Circuits are urged to keep record efficiently]	1-10 November 2023
30	Adjudication of Appeals and Learner Placement done by the Circuit. Verifying the list submitted by the school	13-22 November 2023
31	Submission of admission report including statistics for 2024 to District	24 November 2023
32	District intervenes on unresolve appeals and conduct placement	27 Nov – 1 Dec 2023
33	Submission of admission report including statistics for 2024 to Province	06 December 2023
34	Province intervenes on unresolve appeals and conduct placement	07-12 Dec 2023
35	Attending outstanding appeals and applications of relocated parents	08-12 January 2024
36	Attending outstanding appeals and applications of relocated parents	08-12 January 2024
37	Unsatisfied Applicants with the decision of HoD appeal to the MEC	08-12 January 2024
38	Adjudication of Appeal	15-19 January 2024
39	Special Admission cases attended	15-19 January 2024

  
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**Dederen KO**  
**Head of Department**

2023-04/25  
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**Date**

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