



LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

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</b> to <b>refresh</b> their <b>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<br>a. <b>Issuing letters</b> to <b>parents, churches, burial societies, football clubs</b> and any other organized group with the ability to mobilize people.<br>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.<br>c. <b>Displaying posters</b> at public places e.g. clinics, hospitals etc.<br>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</b> and <b>electronic media</b> e.g.<br>a. <b>Departmental Website</b> ,<br>b. <b>SABC Combo &amp; local community radio stations</b> ;<br>c. <b>During the launch of QLTC</b><br>d. <b>Admission Launch by MEC and HoD</b> or<br>e. Using any other method that will inform the public.   | 25 April 2023 until admission is concluded         |
| 06 | Learner Admission Workshop 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

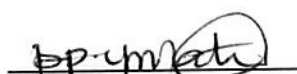
25/04/2023  
Date

**LIMPOPO DEPARTMENT OF EDUCATION MANAGEMENT PLAN FOR 2024 LEARNER ADMISSIONS IN  
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, 1 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]<br>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<br>Schools should administer Distribution of Confirmation Forms<br><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<br><b><u>application forms (as returned by parents) should be recorded in the register and a number be allocated.</u></b><br>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]<br>Each application form must be classified during submission in terms of the following categories.<br>(i) <b>Residential address</b> learners residing in the same area (suburb, township or village) where the school is located<br>(ii) <b>Primary located in particular residential area</b> learners attending school within the same area (suburb, township or village).<br>(iii) <b>Siblings</b><br>(iv) <b>Work address</b><br>(v) <b>Schools of Choice</b><br>Classification of applications will facilitate and simplify admission process<br><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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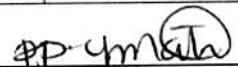
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| NO | ACTIVITY   | DATE                          |
|----|--|-------------------------------|
| 14 | Closing date for submission of all applications in the entry grades (Gr R; 1 and 8)<br>Note that the dates indicated in the above row intends to make 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> )<br><b>The school shall not have waiting list except the circuit</b> | 07 November 2023              |

  
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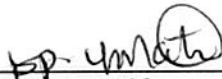
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| NO | ACTIVITY   | DATE                |
|----|--|---------------------|
| 29 | Appeal submission to circuit [Parents not satisfied with the decision of not being admitted by the school]<br>Appeals are recorded once electronically and manually by the parent who is appealing and dates must correlate<br>[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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2023-04/25  
**Date**

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