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MEMORANDUM

TO: PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES
SCHOOL GOVERNING BODIES ASSOCIATIONS
LABOUR UNIONS

CC: DEPUTY DIRECTOR-GENERALS, CHIEF DIRECTORS AND DISTRICT DIRECTORS

FROM: MR T.S. KOJANA
SUPERINTENDENT-GENERAL

SUBJECT: MANAGEMENT OF LATE 2018 LEARNER ADMISSION

Despite extensive efforts by the Department and schools to have learners admitted and registered in schools before the end of each year, annually district offices and schools are still inundated with late applications for registration. Some parents do not apply to register their children in schools until schools open in January of each year.

Late admission and registration affect the commencement of teaching and learning on the first day.

There are schools where parents queue to apply for their children in January which prevent teachers from going to class and teach. The security of the school also gets compromised by this practice.

It is for this reason that the Department request District Directors, Circuit Managers and School Principals to put the following late admissions process systems in place:



Ikamva eliqaqambileyo!

- No school in the Province will be allowed to manage late learner admissions during teaching contact time. Schools with available spaces are requested to notify parents that all late admissions will be dealt with daily from 14h00 until 16h00 within the first four (4) weeks of January 2018 when schools open. **In this regard, schools are advised to put up visible notices to this effect.**
- All late admissions in the identified "hot spot" areas (**East London, Port Elizabeth, Queenstown and Mthatha**) should be referred to the district offices to direct applicants to identified schools that have spaces taking into consideration the aspect of proximity and curriculum. Districts are requested to establish a suitable venue within the districts to accommodate the number of envisaged applicants and inform schools and communities about the procedure for the registration and the venue where parents can apply.
- The District Director must establish a late Admission Task Team to be led by a Chief Education Specialists consisting of Circuit Managers, EMIS & IMG&D Officials, identified Subject Advisors, Officials managing LTSM, scholar transport and teaching provision.
- The role of the late Admissions Task Team will be to:
 1. Collect Admission information of all schools per circuit in advance to be able to direct late applications to relevant schools accordingly;
 2. Liaise with schools when directing learners for late admissions;
 3. Write letters to be signed by an official delegated by the District Director to schools informing them to register a learner;
 4. Verify admission status of schools in Districts per circuit to determine if a school or grade can be considered full;
 5. Advise the District Director where additional resources such as classrooms, furniture, LTSM, teachers, and/or scholar transport will be required;
 6. Consolidate all admissions information and write a district report to be submitted to Head Office by 31 January 2017.

Each District is expected to provide and publish a list of schools that are full to capacity (verified by District officials), in the same manner a list of school with vacancies per grade is to be provided and shared with the community including visible notices on the District Offices notice boards. These lists must also be published in the local newspapers to ensure that communities have easy access to this important information.

Your cooperation is always appreciated.

Yours sincerely

MR T.S. KOJANA
SUPERINTENDENT-GENERAL

DATE:

13/12/2017

building blocks for growth.

