



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

## ADMISSIONS 2019/20 – FREQUENTLY ASKED QUESTIONS AND ANSWERS

APPLICATION PERIOD	
FREQUENTLY ASKED QUESTIONS	ANSWERS
1. When can we start applying to schools for 2020?	The Department will <b>open for applications for Admissions on 20 May 2019, at 8:00 AM and close on 22 July 2019 at midnight (24:00)</b>
2. Is the Admissions Online application system available for applications to ALL Grades	<b>No.</b> Parents may apply online for <b>Grade 1 and Grade 8 ONLY</b> . Learners in Grade 2-7 and 9 -12 will be re-enrolled at their current schools <b>Note that the Department does not encourage parents to move learners from one school to the other as majority of school are full in all grades</b>
3. Where should I go to apply?	You may logon on to <b><a href="http://www.gdeadmissions.gov.za">www.gdeadmissions.gov.za</a></b> OR Go to <b>any Public Ordinary School in your area, any District Office or the Provincial Department of Education</b> for face to face assistance. In addition, the Office of the Premier, <b>identified public libraries</b> and community centres will serve as walk-in centres to assist with applications
4. Can the parent register and apply for more than one child at the same time?	<b>Yes.</b> The system allows a parent to <b>register and apply for more than one child at the same time</b>
5. Can I apply for my TWIN children to go to the same school?	Yes. You may apply on the <b>same form for your Twins or Triplets</b>
6. How many times can I apply for my child or children?	A <b>parent may make a maximum of 5 applications to five (5) different schools per learner</b>
7. Will I be able to register and apply at the same time?	Yes, the System <b>allows for the parent to register and apply at the same time</b>
8. May I provide my friend's cell phone number when I register my details on the system?	<b>NO.</b> It is <b>very important for parents to provide their OWN, valid and reliable cell phone numbers as the Department will be sending</b>

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	<b>SMS messages</b> about the application to the parent <b>Should you provide someone else cellphone number, you will be responsible to ensure that that person provides you with all information sent by the Department</b>
<b>9. What SMS messages will I be receiving on the cell phone number that I register on the system?</b>	The following information will be sent to the cell phone number registered on the System: <b>Username and Password; Waiting list Number; Reminder to submit Documents; Offer of placement and Final Placement at a school</b>
<b>10. What should I do if I have changed my cell phone number?</b>	Parents will be <b>allowed to edit their cell phone numbers on the System.</b>
<b>11. Will I be allowed to edit and change any other information after submitting my application?</b>	<b>No. No other information may be edited after the application is submitted</b>
<b>12. How will I know if the school that I applied at has received my application?</b>	The system will automatically <b>send an SMS confirming that you have made an application.</b>
<b>13. Are non-South Africans allowed to apply for Grade 1 and Grade 8?</b>	<b>Yes. The System allows for South African and Non-South African Citizens to apply</b>
<b>14. Will I be allowed to apply without an ID Document?</b>	Yes. Application without ID will be allowed. However, for placement to be effected, parent must submit proof of application for the ID as received from Department of Home Affairs (DHA) within 2 weeks of making the application. After 6 weeks, the ID Document should be submitted.
<b>15. Will the system be able to detect if the ID or Passport number is valid?</b>	<b>Yes, all Admissions Online Applications are linked to the Department of Home affairs for validation of ID numbers</b>
<b>16. What will happen to parents/applicants who submit falsified/invalid documents?</b>	Any <b>falsified or incorrect information may result in the application being rejected or disqualified</b>
<b>17. Can I submit documents only to ONE school?</b>	Only if you applied to one school only. Parents must <b>submit documents to all the schools applied to</b>

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<b>18. How much time do I have to submit Documents?</b>	All documents must be <b>submitted within 7 days of making the application</b>
<b>19. What will a parent receive as proof of submission of documents?</b>	Parents must insist on signing a Register of Document Submission and receive a <b>Confirmation of submission of documents receipt from the school when they submit documents</b>
<b>20. Do parents have to complete hard copy Application Forms at schools when they go to apply or submit documents?</b>	<b>No. The GDEs Admissions Online Application System at <a href="http://www.gdeadmission.gov.za">www.gdeadmission.gov.za</a> is the only official Application that parents need to complete when applying for Grade 1 and 8</b>
<b>21. Will applicant learners of parents who submitted some, but not ALL Documents be offered placement /space?</b>	A learner cannot be offered space without <b>proof of residence</b> . If any other documents are outstanding, the applicant learner <b>may be placed provisionally for a period of 6 weeks only</b>
<b>22. What can the parent do if the school requested additional documents upfront from parents like registration fee, payslip / proof of employment before processing the application?</b>	Parents must <b>report the matter to the District or Provincial Office for investigation</b>
<b>23. Will applicants who have applied and submitted only some documents or have not submitted any documents at school be allowed to submit?</b>	Yes. Parents who have not submitted documents will receive a <b>maximum of two (2) reminders or be disqualified</b>
<b>24. Is the Department using school's Feeder Zones for placement?</b>	<b>Yes. Applicant learners will be placed at a school with a School Feeder Zone that covers the parent's the Home address where space is available.</b> Date and time will also be used during placement.
<b>25. Where can a parent view the feeder zones of the schools in his/her area?</b>	Feeder Zones are published on the <b>GDE WEBSITE: <a href="http://www.gdeeducation.gov.za">www.gdeeducation.gov.za</a> and a link is available on the Admissions Online application system at <a href="http://www.gdeadmissions.gov.za">www.gdeadmissions.gov.za</a></b>
<b>26. Is the feeder zone a factor if a parent applied to a Schools of Focused Learning?</b>	<b>No. Schools of Focused Learning administer Admissions Tests.</b> Learners are placed only if they pass the test
<b>27. Can I apply to a School with Boarding Facilities?</b>	<b>Parents may apply to all schools available on the system, however, if you would like you</b>

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	<b>child to be accommodated in the school's boarding facilities, please go to the school directly</b>
<b>28. Will the Online Application allow a parent to apply at a school of his/her choice?</b>	Parents may apply to any school based on the Admissions Criteria. <b>The following options are available for parents to use when applying: Home Address; Sibling, Work Address; within 30km radius; beyond 30km radius</b>
<b>29. When will I receive an offer of placement?</b>	<b>Parents should expect offers of placement from 27 August 2019 to 30 October 2019</b>
<b>30. What happens if a parent does not confirm the offer of placement?</b>	<b>If the offer of placement is not confirmed within 7 days, the learner will automatically be placed at one of the schools that made the offer, pending availability of space</b>
<b>31. Will a parent receive an offer of placement from ALL the schools that he/she applied to?</b>	<b>No.</b> The parent will receive offers of placement from schools with feeder zones that cover the parent's Home Address where the applicant learner resides. Parents are required to accept an offer within 7 days
<b>32. Will a parent be allowed to accept more than ONE (1) offer of placement</b>	<b>No. A learner can only be placed at ONE school</b>
<b>33. What will happen if an applicant learner is not accepted at any of the 1 to 5 schools applied to?</b>	The learner will be <b>placed at a school with available space.</b> The parent will receive offers of placement from schools with feeder zones that cover the parent's Home Address where the applicant learner resides
<b>34. My child is currently in Grade 7 at a combined school. Do I still have to apply to Grade 8 Online?</b>	<b>You DO NOT have to apply if you are planning to keep the child at the same school for Grade 8. However, if you wish to send your child to a different school in Grade 8, you must apply online</b>
<b>35. What happens if I forget my username and password?</b>	Logon to <a href="http://www.gdeadmissions.gov.za">www.gdeadmissions.gov.za</a> and click the <b>login tab to reset the username and password</b>
<b>36. Will a parent be able to delete his/her child's application or an offer of placement that is already confirmed on the system?</b>	<b>No. Neither a submitted application nor a confirmed offer of placement can be deleted.</b> If a parent no longer wants space at any public ordinary school in the Gauteng Province, he /she needs to state that in writing
<b>37. Will a parent be expected to place</b>	<b>No. The Department will make provision for</b>

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his/her Grade 8 child in a school closest to my home address that does not offer the Language of Learning and Teaching (LoLT) that he/she did from Grade 1 to Grade 7	such children to be accepted at the secondary school closest to his/her current primary school, where there is space available. Please remember to provide the correct current school when entering Learner Details
38. All the schools that appear when I select HOME ADDRESS option are offering language(s) that I do not want my child to learn. What should I do?	<b>For Grade 8 learners, the Department will manage placement of learners at the secondary school closest to their primary school where space is available. For Grade 1, the parent may use any option to apply.</b> Placement is offered at schools with available space where the feeder zone covers the Home Address of the parent where the applicant learner resides
39. Will Grade R learners be required to apply online?	<b>No. The system only caters for Grade 1 applications.</b> Please go to the nearest primary school or Grade R centre in your area to apply for Grade R Admission
40. What is the admissions age of a learner who is going to Grade 1 for the first time?	The admissions age of a Grade 1 learner is <b>five (5) turning six (6) before 30 June in the year of admission and / or six turning 7 in that year</b>
41. I have relocated to another area before placement. How do I get placement based on my new address?	<b>Please inform the Admissions Coordinator at the relevant District Office and submit proof of relocation (new residential address) as well as proof of residence of the address used during the application</b>
42. Will online applications of parents from other provinces who are applying in Gauteng be processed?	Yes. <b>Applications are processed for national and international applicants.</b> Placement is based on admission criteria
43. Will I be able to submit documents electronically or must I do it manually?	<b>Documents must be submitted manually (in hard copy) at each one of the schools applied to</b>
44. Will my child be placed at the school where I am assisted with the application?	The school that assists with the application will <b>not automatically accept your child for placement. All schools are assisting walk-in applicants to apply only.</b> Placement is offered at schools with available space where the feeder zone covers the Home Address of the parent where the applicant learner resides

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<b>45. Are parents required to pay school fees or registration fee when submitting documents to schools or making applications at schools or districts?</b>	<b>No. Please note that no official or school should be charging any fee for admission or registration. School fees are payable only after the learner is admitted in the year that he/she starts schooling at the school</b>
<b>46. Is a parent required to submit a Grade R Report Card when applying for Admission to Grade 1</b>	<b>No. Grade R is not part of formal schooling; therefore, no report card is required. A Grade 7 report card must be submitted when applying for Grade 8</b>
<b>47. Will GDE issue admission user manuals to schools and parents?</b>	<b>A Step-by-Step User Guide for Parents has been uploaded on the Admission Online Application System on the Landing Page under “Support” menu and on the GDE website: <a href="http://www.education.gpg.gov.za">www.education.gpg.gov.za</a></b>
<b>48. Where can I send my other questions to?</b>	<b>Kindly forward questions to Call Centre on (011) 355 0000; Toll free number 0800 000 789; or Email: <a href="mailto:Gdeinfo@gauteng.gov.za">Gdeinfo@gauteng.gov.za</a> OR Log a call on the Online Application System</b>
<b>LIST OF REQUIRED DOCUMENTS</b>	
<b>SOUTH AFRICAN CITIZENS:</b>	<b>NON - SOUTH AFRICAN CITIZENS</b>
Parent/Legal guardian ID (or sworn affidavit in a case where the parent / legal guardian does not have an identity document)	Valid Visa for Temporary or Permanent residence issued by DHA Parent/Legal Guardian Passport/Asylum Seeker/Refugee Permit
Proof of Home/Work address	Proof of Home/Work address A Municipal Account in the name of the parent with the home address used during application OR A legal lease agreement between the tenant and the owner of the property / Landlord

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Child's Birth certificate	Study Visa (Only if the learner entered the country on a Study Visa, issued by DHA after the school provided conditional placement to an applicant learner); Child's Asylum Seeker Permit/Refugee Permit
Clinic Card / Proof of immunisation (Gr1)	Proof of immunisation (Gr1)
Current school Academic Report Card and Transfer (Gr 8)	Current school Academic Report Card and Transfer (Gr 8)
Proof of Sibling-relationship where Sibling option is used	Proof of Sibling-relationship where Sibling option is used