STEP–BY–STEP ADMISSIONS ONLINE APPLICATION USER GUIDE FOR THE 2020 LEARNER INTAKE

APPLICATION PROCESS

In terms of Section 9 of NEPA, the Admission Policy of a Public School and the administration of Admissions by an Education Department must not unfairly discriminate in any way against an applicant for Admission. Admissions Regulation 2019 as Amended provides the preference order of Admissions as:

(a) The applicant learner’s place of residence is closest to the school within the feeder zone;
(b) The applicant learner has a sibling attending the school;
(c) The place of employment of at least one of the applicant learner’s parents is within the feeder zone of the school;
(d) The applicant learner’s place of residence is within a 30 kilometre radius of the school; or
(e) The applicant learner’s place of residence is beyond a 30 kilometre radius of the school

NB: The ranking of the applications for admission shall be in the order of the categories referred to the above, in paragraphs (a) to (e) of sub-regulation (2) and in the order in which the applications were received
➢ Parents access the web address: http://www.gdeadmissions.gov.za to be on the “Welcome to Admissions Online Application for 2020” page

➢ Regular updated news feeds will be displayed on the notification bar below to keep users informed
➢ Parents are required to read the information on the Welcome Page and click on **Apply for 2020** or click on **Register** to access Terms and Conditions

➢ Parents must accept the **Terms and Conditions** and click **continue** to proceed with an application

➢ To proceed with the application, click on **Apply for 2020** or on **Register**

**There are three (3) steps in the application process**

1. Step 1 - Enter Parent/Legal Guardian Details
2. Step 2 - Enter Learner Details (parent can register more than 2 learners simultaneously e.g. Twins & Triplets)
3. Step 3 – Application Page

**Parents must complete all three steps for the application to be completed**
**STEP 1: ENTER PARENT DETAILS**

1. First time user will be required to click “Apply for 2020” button or click on Register to enter parent information before making an application **(ALL users must create new credentials)**

2. The “Enter Parent/Guardian Details” form will pop-up and parent should complete all fields on the form. All fields with an asterisk are compulsory. The Landline and Email Address fields are not compulsory.

3. A Username and Password will be created by Parent to login and access the main application as a User. The Password must have eight (8) characters long consisting of a Capital Letter, Small Letters, Numbers and a Special Character, for example, P@ss2018.
Enter Parent/Guardian Details

Please note fields marked with * are compulsory

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<th>South African Citizen</th>
<th>Non South African Citizen</th>
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4. In an event that the parents forgot the password and username, the system will allow parents to reset the password and username.

5. After submitting STEP 1, by clicking NEXT, the application will automatically proceed to STEP 2 (ENTER LEARNER DETAILS) and the colour of STEP 1 will change to GREEN.
1. On this page a parent can:
   • Enter learner Details (Application cannot be made unless learner’s details are captured)
   ➢ APPLICATION FOR AN INDIVIDUAL LEARNER
   ➢ APPLICATION FOR TWINS
➢ APPLICATION FOR TRIPLETS
2. Click **NEXT, once Learner(s) details** have been captured on the Learner Details page.

3. Messages requiring an Applicant to confirm whether a correct Grade has been selected will pop-up for verification purposes.

4. An applicant will have to accept the **Declaration** by ticking the checkboxes confirming that the information provided in STEP 1 and STEP 2 is **correct** and **accurate**.

5. **STEP 2** will change to **GREEN** and the application will automatically proceed to **STEP 3 (APPLY TO A SCHOOL)**

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**STEP 3: APPLICATION PAGE**

- **A parent can apply using the following options:**
  
  1. **Home Address** (Applying to a school closest to the home address within the feeder zone)
  2. **Sibling** (Applying to a school where your child has a sibling doing Grade 1-6 and/or Grade 8-11 currently)
  3. **Work address** (Applying to a school closest to the parent’s work address within the feeder zone)
  4. **School within 30 kilometre radius** (Applying to a school within 30 km radius)
  5. **School beyond 30 kilometre radius** (Applying to a school beyond 30 km radius)
  6. **School of Focus Learning** (It is an option not an application criteria) only schools of focus learning will pop-up when applying to school of focus learning

**The following options will only be used for placement purposes and not used to make an application:**

  1. Boarding school
  2. Previous School

- **A message indicating that a parent can apply using any of the application options will pop-up and also indicating that applicants can apply to a maximum of 5 schools per child**
➢ Parent must complete all the required fields on the page
- Select a learner
- A Grade applying for will automatically pop-up on Step 3
  (Parent can only apply for Grade 1 or Grade 8)
➢ A message that reads, *Applications where home address is used to apply to the closest school will be prioritised will pop-up*

➢ When using Home Address application option, the feeder zone map of the school closest to the home address will pop-up
➢ Only one school will pop-up when applying for the first time
APPLICATION FOR A SIBLING

➢ When a parent applies using the Sibling option, they will have to provide the Name & Surname of the sibling, a current grade, and the name of a school where the sibling currently is
APPLICATION USING WORK ADDRESS
A list of schools within 30 Kilometre radius of the parent’s Home Address will pop-up for an Applicant to select a school.

A list of ALL schools beyond 30 Kilometre radius of the parent’s Home Address will pop-up for an Applicant to select a school.
APPLICATION TO A SCHOOL OF FOCUS LEARNING

➢ When applications are made to school of focus learning, learners will be subjected to Admission Tests
➢ Upon applying using a school of Focus Learning application option, only schools of Focus Learning will pop-up

➢ After completing the Application Page, the parent must click on “Submit Application” to conclude the application process
➢ The parent will receive a Waiting List number as confirmation that the application has been made
• An application Waiting List number with a confirmation note will appear on the screen
• Parents will receive a SMS confirming the successful submission of an application
• Parents will be expected to submit all the required documentation to a school applied to within 7 school days
• A List of required documents will appear on the confirmation note of application for both SA citizens and Non-SA citizens
• Parent can “Apply to another school for the same learner” or “Apply for another learner” or Log off
• Parents must note the 6 types of Waiting List numbers
  ▪ WA1 – Parent is living closest to the school in the feeder zone
  ▪ WA2 – A child has a Sibling at the school
  ▪ WA3 – Parent works within a feeder zone of a school
  ▪ WA4 – Parent’s Home Address is within 30 Kilometre radius of a school
  ▪ WB – Parent’s Home Address is beyond 30 kilometre radius of a school
  ▪ WA5 – Schools of Focus Learning

NOTE: Documents must be submitted within 7 school days after applying: 20 May 2019 – 31 July 2019