



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Enquiries: Sybil Paddy (0836464150)
Trevor Kalidheen (0715620194)
Anastasia (0648708218)
Thomas
Reabetswe Taela (0768180510)
Dan Bensio (0608910351)

ADMISSION MANAGEMENT PLAN – 2024/2025

	ACTIVITY	RESPONSIBILITY	DATE
A	ADMISSION TO SCHOOLS WITH BOARDING FACILITIES (1 FEBRUARY – 2 AUGUST 2024)		
1	<u>Management of Schools with Boarding Facilities</u> Schools apply for permission to admit a fixed number of boarders who would not qualify for admission to the school according to Regulations - Regulation 5 (7) (a) and (b)	School Principal	1 February 2024 – 30 May 2024
2	Head of Department respond to school's requests to admit a fixed number of learners into boarding facilities – Regulation 5 (7) (a) and (b)	HOD	25 March 2024 – 30 May 2024
3	Schools with Boarding facilities open for Applications to boarding facilities (Advocacy for admission to Boarding Facilities is the Responsibility of the School)	School Principal	16 February 2024
4	Schools with Boarding facilities forward a database of boarders placed, based on Permission from the Head of Department to admit a fixed number of boarders	School Principal	2 August 2024
B	REVISION OF SCHOOLS FEEDER ZONE (13 February 2024 – 30 May 2024)		
1	School review and submit feeder zone maps with identified areas for review to the Districts, signed by District Director, Admission Coordinator School Principal and SGB Chairperson	School Principal District Office Head Office	13 February 2024
2	Head of Department responds to requests for revision of School Feeder Zones	HOD	30 May 2024
C	LEARNER ENROLMENT VERIFICATION IN SCHOOLS (15 May 2024 – 31 May 2024)		
1	Schools submit Capacity Audit reports to District Director (Regulation 4A (1))	School Principal	15 May 2024
2	Districts submit consolidated Capacity Audit Reports indicating infrastructure needs to Infrastructure Directorate	District Director	31 May 2024

	ACTIVITY	RESPONSIBILITY	DATE
D	RE-ENROLMENT		
	RE-ENROLMENT – INNER GRADES (15 AUGUST 2024 – 30 AUGUST 2024)		
1	Learners currently enrolled at the school are re-enrolled (INNER GRADES)	School Principal	15 August 2024
2	Schools submit electronic re-enrolment statistical reports to Districts (INNER GRADES)	School Principal	19 August 2024 – 23 August 2024
3	Districts submit electronic re-enrolment statistical reports to Province (ALL GRADES)	District Directors	26 August – 30 August 2024
E	SCHOOLS OF SPECIALISATION ADMISSION PROCESS (JANUARY – 23 AUGUST 2024)		
1	Schools of Specialisation recruitment of Learners	School Principals	January 2024 – 12 August 2024
2	Schools of Specialisation conduct Placement Tests / Trials / Auditions	School Principals	May 2024 - 2024
3	Schools of Specialisation add and inform applicants / candidates of the outcome of Admissions Tests / Trials / Auditions	School Principals	11 July 2024 – 21 August 2024
4	Capture Placement Test Results on the System	School Principals	11 July 2024 – 23 August 2024
Gr8 F	ADMISSIONS PERIOD AND DOCUMENT VERIFICATION (11 JULY 2024 – 13 SEPTEMBER 2024)		
F1	APPLICATION PERIOD GRADE1 & 8 LEARNERS (11 JULY 2024 - 21 AUGUST 2024)		
1	Online Application for 2024 learner admission starts on 11 JULY 2024 at 8:00– and ends on 12 AUGUST 2024 at 24:00 (Regulation 5(1))	Parents	11 July 2024 - 12 August 2024 (22 School days and 1 School holidays)
2	Parents upload or submit supporting documents to all schools applied to within 7 days after application	Parents	11 July 2024 – 18 August 2024 (26 School Days and 1 School Holidays)
3	Schools verify documents, provide parents with proof of receipt of documents and update applicant's document status on the System	School Principals	11 July 2024 – 21 August 2024 (29 School Days and 1 School Holidays)
F2	WAITING- AND PLACEMENT LIST PREPARATION (SCHOOLS) (21 AUGUST 2024 – 13 SEPTEMBER 2024)		
4	Schools submit electronically signed off Online Waiting List indicating successful and unsuccessful applicants based on document verification to District Director for approval	School Principals	21 August – 23 August 2024 (3 School Days)

	ACTIVITY	RESPONSIBILITY	DATE
5	District Directors quality assure School Waiting Lists in line with admissions criteria and available space and electronically signs off Waiting Lists	District Directors	21 August 2024 - 13 September 2024 (11 Days)
6	Schools receive electronically signed off Waiting Lists from District Director for viewing before placement	School Principals	21 August 2024 - 13 September 2024 (11 Days)
7	Schools confirm Waiting Lists in consultation with Districts	School Principals	11 – 13 September 2024 (3 Days)
G	PLACEMENT OF LEARNERS BY THE SCHOOL (16 SEPTEMBER 2024 – 11 OCTOBER 2024)		
1	Electronic messages to parents (SMS) informing them of successful and unsuccessful applications - Regulation 5 (5) (a) and (c)	School Principal	16 September 2024 – 11 October 2024 (14 School Days and 6 School Holidays)
2	Parents accept/reject placement offers (Within 7 school days) - Regulation 5(5) (b)	Parents	16 September 2024 – 11 October 2024 (14 School Days and 6 School Holidays)
H	PLACEMENT OF LEARNERS BY DISTRICTS (14 October 2024 – until all Learners are placed)		
1	District Director places all unplaced applicants who applied within the application period in schools with available spaces - Regulation 5(6)	District Director	14 October 2024 until all Learners are placed
2	All learners who applied during the application period must be placed - Regulation 5 (6)	Head of Department	Until all Learners are placed
I	PLACEMENT OF UNDOCUMENTED APPLICATIONS (15 November 2024 until all Learners are placed)		
1	All Application that did not submit documents must be placed at schools where there are still spaces available	District Directors	15 November 2024 until all Learners are placed


Rufus Mmutlana
Head of Department

Date: 11 JUNE 2024