

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

APPLICATION PROCESS

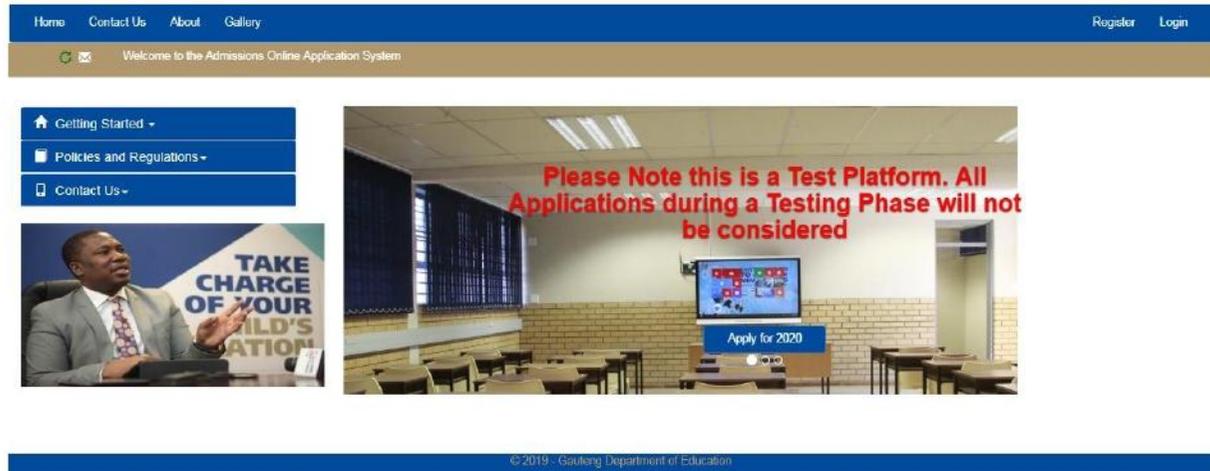
In terms of Section 9 of NEPA, the Admission Policy of a Public School and the administration of Admissions by an Education Department must not unfairly discriminate in any way against an applicant for Admission. Admissions Regulation 2019 as Amended provides the preference order of Admissions as:

- (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

Home Register Login

Terms and Conditions

Online Application for admission of learners to Public Ordinary Schools

- The information requested is confidential and is intended only for purposes of Grade 1 and 3 applications in the Gauteng Province
- Once information on the application form is completed and submitted no changes can be made
- The Gauteng Department of Education therefore does not accept liability for any errors or omissions committed while completing the Online Application Form.
- Information and Documentation provided will be validated by the school where an application is made
- Any falsified or incorrect information/documentation provided may result in an application being rejected and/or disqualified
- Submission of the application does not guarantee placement of a learner at the schools selected. However, the Department will ensure that all learners that applied are placed
- Ensure that you read the Admissions Regulations and South African School Act for more information regarding the Admissions

Accept Terms and Conditions

Home Page Continue

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To proceed, 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 and apply for Twins & Triplets simultaneously**)
3. Step 3 - Application Page

Parents must complete all three steps for the application to be completed

STEP 1: ENTER PARENT DETAILS.

1. **ALL users must create new credentials, namely a Username and a Password**
2. The "***Enter Parent/Guardian Details***" form will pop-up and parent should complete all fields on the form. **Compulsory** fields are identified by a RED asterisk *. Landline and Email Address fields are **not compulsory**.
3. Parent needs to enter a Username and Password. The username and password will be sent to the parent's cell phone number and must be kept safely. The username and password must be used to login and access the main application as a User.
4. The Password must have eight (8) characters, 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

South African Citizen <input checked="" type="radio"/>	Non South African Citizen <input type="radio"/>
ID/Passport Number *	<input type="text" value="ID Number"/>
Name(s) *	<input type="text"/>
Surname *	<input type="text"/>
Gender *	<input type="text"/>
Cellphone Number *	<input type="text"/>
Telephone	<input type="text"/>
Email Address	<input type="text"/>
Home Address*	<input type="text"/>

Home Address*

Work Address

Province* Gauteng ▼

Username*

Password must contain an upper case character, a special character, a lower case character, and a numeric value and be at least 8 characters long. (e.g. P@ss2019)

Password* 

Confirm Password* 

[Submit Parent/Guardian Details](#)

5. In the event that the parents forgot the password and username, the system will allow parents to **reset** the password and username

6. 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**

STEP 2: ENTER LEARNER DETAILS

On this page a parent is able to:

- ENTER LEARNER DETAILS (Application cannot be made unless learner's details are captured)

The parent may enter learner details of an individual (ONE) learner or TWINS, or TRIPLETS as indicated below

➤ APPLICATION FOR AN INDIVIDUAL LEARNER

The screenshot shows a web application interface for entering learner details. The top navigation bar includes links for Home, Contact Us, About, Language, My Applications, and My Learners, along with a user profile 'Hello John12' and a 'Log off' button. A progress indicator at the top shows three steps: 'Step 1 Completed: Parent/Guardian Details' (green), 'Step 2: Enter Learner Details' (orange, currently active), and 'Step 3: Apply To A School' (red). A left sidebar contains navigation options: 'My Applications', 'Edit Parent/Guardian Details', 'My Learners', 'Edit Learners-', and 'Support+'. The main form, titled 'Enter Learner Details', features radio buttons for 'One Child' (selected), 'Twins', and 'Triplets'. It also has radio buttons for 'South African Citizen' (selected) and 'Non South African Citizen'. The form fields include: 'ID/Passport Number' (0705080397002), 'Date of Birth' (2007/05/09), 'Gender' (Female), 'Name(s)' (Lige), 'Surname' (Will), 'Preferred Language of Learning and Teaching (LoLT)' (Zulu), 'Race' (Coloured), 'Province' (Gauteng), and 'Grade Applying for' (Select the grade a learn). A red warning message states: 'Race and LoLT are only for statistical purposes and has no bearing on allocation of school'. At the bottom, there is an 'Accept declaration' checkbox and a green 'Next' button.

Parent needs to provide details of one learner

➤ APPLICATION FOR TWINS

The screenshot shows a web application interface for entering learner details. At the top, there are three progress steps: 'Step 1 Completed: Parent/Guardian Details' (green), 'Step 2: Enter Learner Details' (orange), and 'Step 3: Apply To A School' (red). On the left, a blue sidebar contains navigation options: 'My Applications', 'Edit Parent/Guardian Details', 'My Learners', 'Edit Learners -', and 'Support -'. The main content area is titled 'Enter Learner Details' and includes a note: 'Race is only for statistics purposes and has no bearing on allocation of school'. Below this, there are radio buttons for 'One Child', 'Twins', and 'Triplets', with 'Twins' selected. There are also radio buttons for 'South African Citizen' and 'Non South African Citizen'. The form contains several input fields and dropdown menus: 'ID/Passport Number' (ID Number), 'Date of Birth *' (Date of Birth with a calendar icon), 'Gender *' (Please select Gender), 'Name(s) *', 'Surname *', 'Preferred language of Learning and Teaching *' (Select Language), 'Race *' (Select a Race), 'Province *' (Gauteng), and 'Grade Applying for *' (Select the grade a learner is applying for). Below this form, the 'Enter Learner 2 Details' form is partially visible, showing an 'ID/Passport' field.

Parent needs to provide details of the second learner (Twin)

➤ APPLICATION FOR TRIPLETS

The screenshot shows the continuation of the application form for triplets. It displays the 'Enter Learner 2 Details' and 'Enter Learner 3 Details' sections. The 'Enter Learner 2 Details' form includes fields for 'ID/Passport Number' (ID Number), 'Gender' (Please select Gender), 'Name(s)', and 'Surname'. The 'Enter Learner 3 Details' form includes fields for 'ID/Passport Number' (ID Number), 'Gender' (Please select Gender), 'Name(s)', and 'Surname'. Above these forms, there are dropdown menus for 'Preferred language of Learning and Teaching *' (Select Language), 'Province *' (Gauteng), 'Race *' (Select a Race), and 'Grade Applying for *' (Select the grade a learner is applying for). At the bottom, there is a green 'Next' button.

Parent needs to provide details of the 3rd learner (Triplet)

A Message requiring a parent to confirm whether a correct Grade has been selected will pop-up for verification purposes.

The screenshot displays the Gauteng Province Education website interface. At the top, the logo for the Republic of South Africa is visible alongside the text "GAUTENG PROVINCE EDUCATION REPUBLIC OF SOUTH AFRICA". A navigation bar includes links for Home, Contact Us, About, Language, My Applications, and My Learners. A progress indicator shows "Step 1 Completed: Parent/Guardian Details", "Step 2. Enter", and "Step 3. Apply To A School". A user profile "Hello John12" and a "Log off" link are in the top right.

The main content area is titled "Enter Learner Details" and contains a form with the following fields and options:

- Radio buttons for "One Child", "Twins", and "Triplets".
- Radio buttons for "South African Citizen" and "Non South African Citizen".
- Text input for "ID/Passport Number" with the value "0705093997082".
- Date of Birth: "2007/05/09".
- Gender: "Female" (dropdown).
- Name(s): "Lige".
- Surname: "Will".
- Preferred Language of Learning and Teaching (LoLT): "Zulu" (dropdown).
- Race: "Coloured" (dropdown).
- Province: "Gauteng" (dropdown).
- Grade Applying for: "8" (dropdown).
- Current School: "Please Select School" (dropdown).

A red note states: "Race and LoLT are only for statistical purposes and has no bearing on allocation of school." At the bottom of the form is a checkbox for "Accept declaration".

A white pop-up dialog box titled "Confirm Grade Selection:" is centered over the form. It contains the text: "You have selected Grade 8. Please confirm your Grade selection." and two buttons: "Yes" and "No".

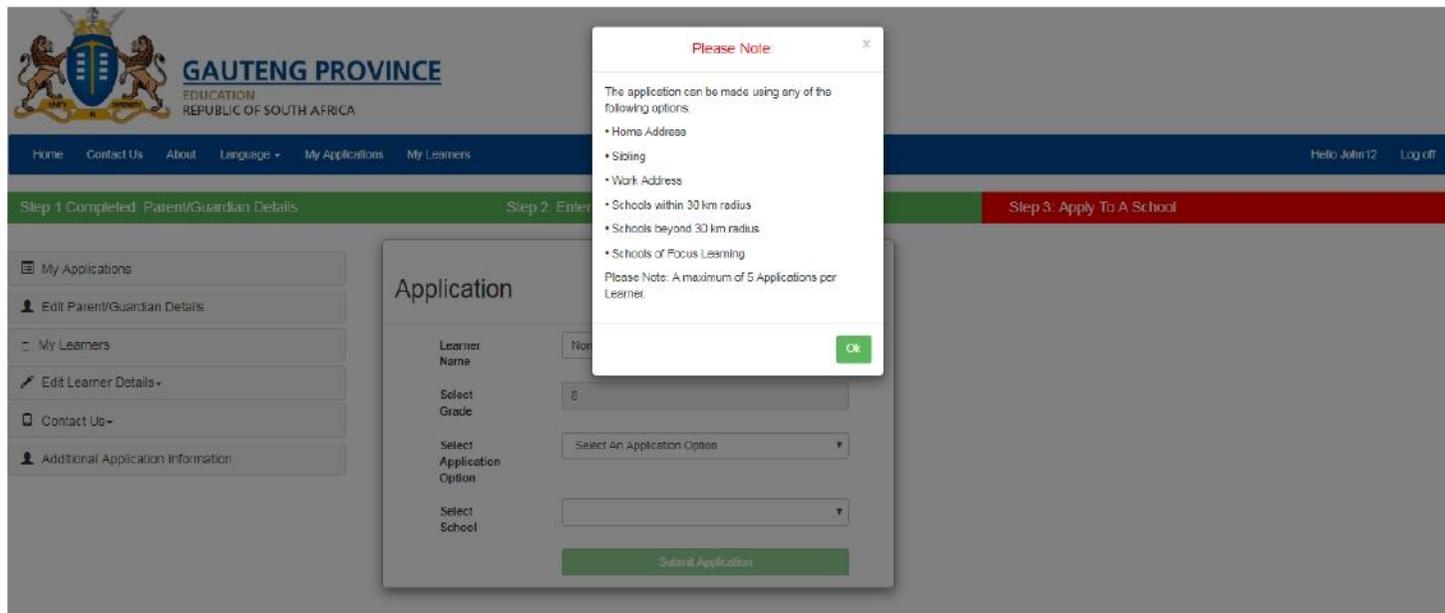
The parent must accept the **Declaration** by ticking the checkboxes confirming that the information provided in STEP 1 and STEP 2 is **correct** and **accurate**.

The screenshot shows the 'Enter Learner Details' page on the South African Education website. A modal box titled 'Declaration' is overlaid on the form. The modal contains three checkboxes, all of which are checked. The text in the modal reads: 'Declaration (Tick checkboxes below to accept the Declaration)'. The three checked items are: 'I have provided accurate and correct information', 'I have full knowledge that the placement process will be in line with the Admissions criteria as outlined in the Admissions Regulations', and 'I have full knowledge that the home address closest to the school will be prioritised'. There is an 'Accept' button at the bottom right of the modal. The background form shows fields for 'One Child', 'South African Citizenship', 'ID/Passport Number', 'Date of Birth' (2007/05/09), 'Gender' (Female), 'Name(s)' (Ligo), 'Surname' (Wili), 'Preferred Language of Learning and Teaching (LoLT)' (Zulu), 'Race' (Coloured), 'Province' (Gauteng), 'Grade Applying for' (6), and 'Current School' (ARCADIA PRIMARY SCHOOL, ARCADIA, PRETORIA). A 'Next' button is visible at the bottom of the form.

Once **Declaration** is accepted on the Learner Details page, **click NEXT**
STEP 2 will change to **GREEN** and the application will automatically proceed to **STEP 3 (APPLY TO A SCHOOL)**

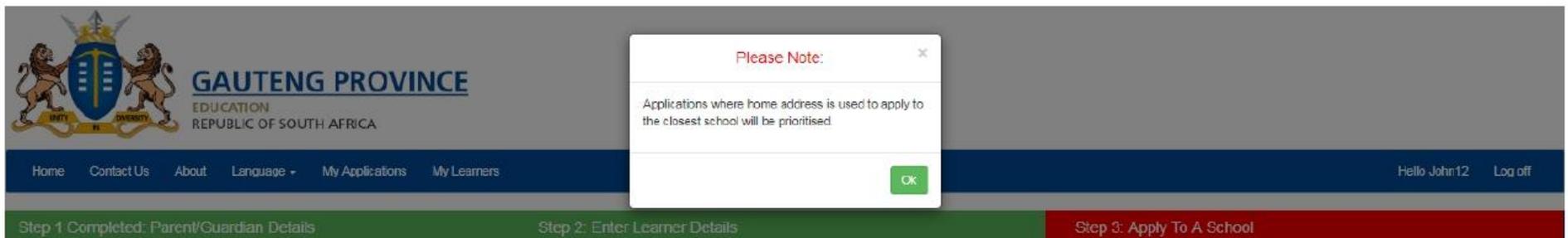
STEP 3: APPLY TO A SCHOOL

- **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 the applicant learner 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 of the parent's home address)
 5. **School beyond 30 kilometre radius** (Applying to a school beyond 30 km radius of the parent's home address)
 6. **School of Focus Learning** (It is an option not an application criteria) only Schools of Focus Learning will be available when a School of Focus Learning is selected. Applicant learners must pass an Admissions Test to be eligible for admission to a Schools of Focus Learning
- A message indicating that a parent can apply using any of the application options will pop-up and indicating that applicants can apply to a maximum of 5 schools per child

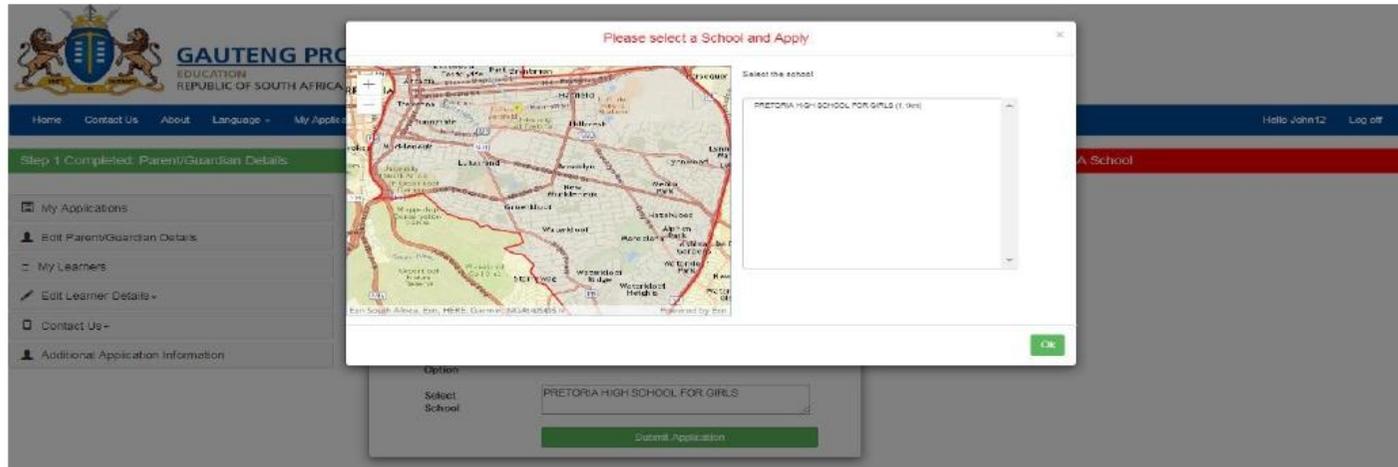


- **Parent must complete all the required fields on the page**
 - Select a learner
 - The **Grade Applying For** (selected in Step 2) will automatically pop-up on Step 3 (Parent can only apply for Grade 1 or Grade 8)

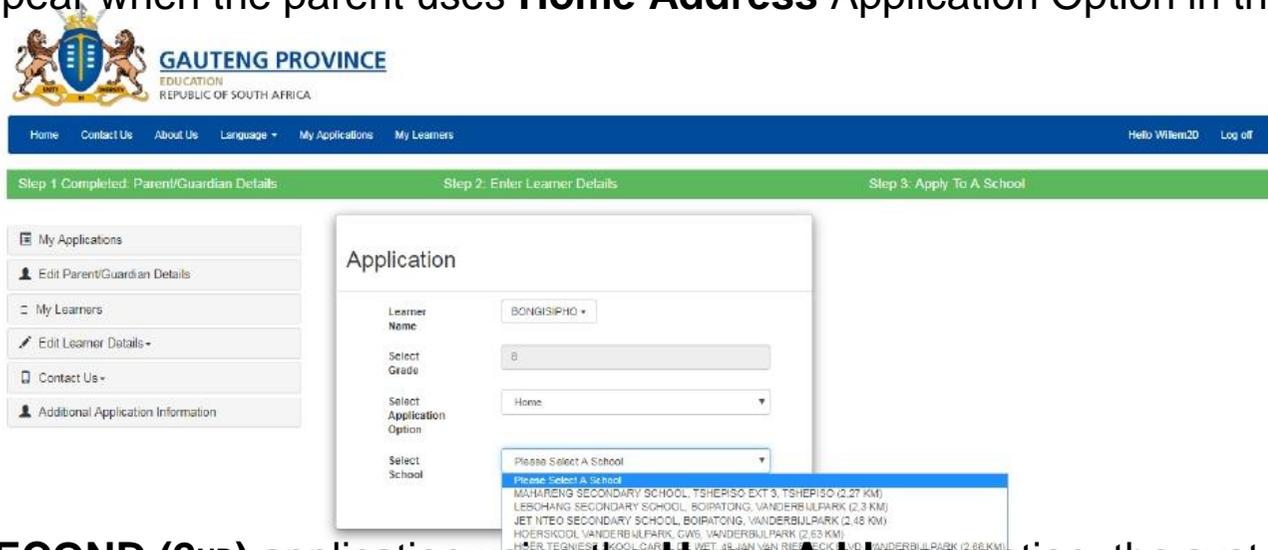
➤ The following message will appear in a pop-up note: *Applications where home address is used to apply to the closest school will be prioritised*



- When making the **FIRST (1ST)** application using **Home Address** application option, the feeder zone map of the school closest to the home address will pop-up



Only one school will appear when the parent uses **Home Address** Application Option in the **FIRST** application



- When making the **SECOND (2ND)** application using the **Home Address** option, the system will provide additional schools closest to the applicant's home address without school Feeder Zone maps

APPLICATION FOR A SIBLING

The screenshot shows a web interface with a progress bar at the top indicating three steps: Step 1 (green), Step 2 (green), and Step 3 (red). On the left is a navigation menu with options like 'My Applications', 'Edit Parent/Guardian Details', 'My Learners', 'Edit Learner Details', 'Contact Us', and 'Additional Application Information'. The main content area is titled 'Application' and contains the following fields:

- Learner Name: A dropdown menu with 'Lige' selected.
- Select Grade: A text input field containing '8'.
- Select Application Option: A dropdown menu with 'Sibling' selected, and a blue 'Add Sibling' button below it.
- Select School: A dropdown menu with the placeholder text 'Please Select A School'.
- A green 'Submit Application' button at the bottom.

- When a parent applies using the **SIBLING OPTION** he/she must provide the **Name & Surname of the sibling who is currently in Grade 1 - 6 OR Grade 8- 11 at the selected school as well as the current grade, and the name of a school**

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Contact Us', 'About', 'Language', 'My Applications', 'My Learners', 'Hello 7701065645083', and 'Log off'. Below the navigation bar is a progress bar with three steps: Step 1 (green), Step 2 (red), and Step 3 (red). On the left is a navigation menu with options like 'My Applications', 'Edit Parent/Guardian Details', 'My Learners', 'Edit Learners', and 'Support'. The main content area is titled 'Enter Sibling Learner Details' and contains the following fields:

- ID/Passport Number: A text input field with 'ID Number' as a placeholder.
- Name(s): A text input field with 'First Name' as a placeholder.
- Surname: A text input field with 'Last Name' as a placeholder.
- Gender: A dropdown menu with 'Please select Gender' as the placeholder.
- Current Grade: A dropdown menu with 'Select the grade a learner is currently in' as the placeholder.
- Current School: A dropdown menu with 'Please Select the learners current school' as the placeholder.
- A blue 'Submit' button at the bottom.

APPLICATION USING WORK ADDRESS

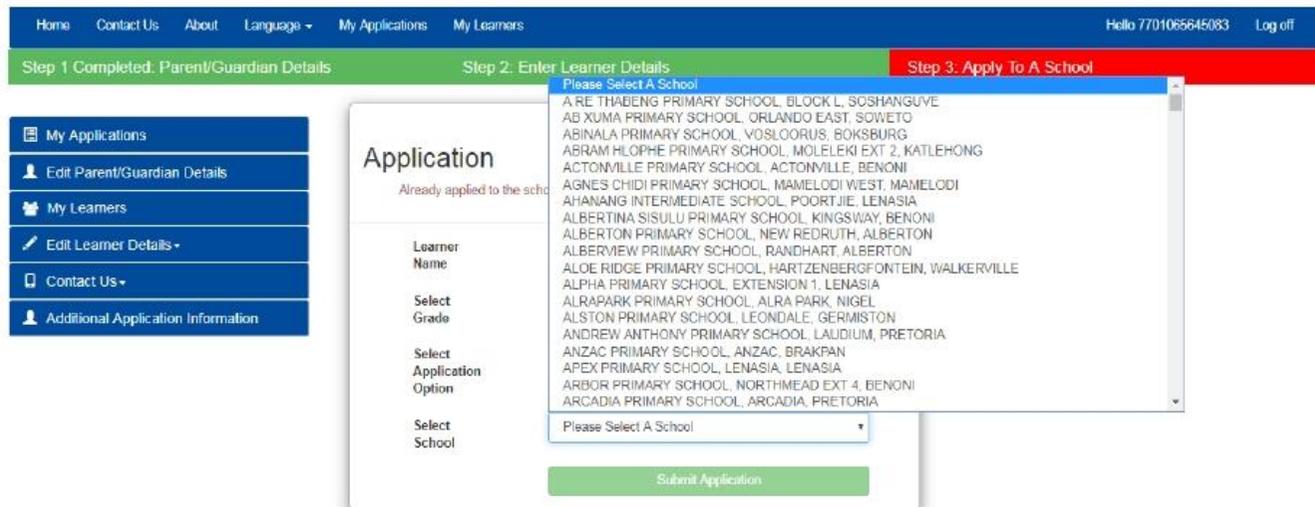
The screenshot shows a web application interface for school applications. At the top, there is a navigation bar with links for Home, Contact Us, About, Language, My Applications, and My Learners. On the right, it says 'Hello Okukungileyo' and 'Log off'. Below the navigation bar, there are three progress steps: 'Step 1 Completed: Parent/Guardian Details', 'Step 2: Enter Learner Details', and 'Step 3: Apply To A School'. On the left side, there is a sidebar menu with options: My Applications, Edit Parent/Guardian Details, My Learners, Edit Learner Details, Contact Us, and Additional Application Information. The main content area is titled 'Application' and contains the following fields: 'Select Learner Name' (a dropdown menu with 'LISAKHANYA' selected), 'Select Grade' (a dropdown menu with '8' selected), 'Select Application Option' (a dropdown menu with 'Work' selected), and 'School Selected' (a dropdown menu with 'NORKEM PARK HIGH SCHOOL' selected). At the bottom of the form, there is a green button labeled 'Submit Application'. The footer of the page reads '© 2019 - Gauteng Department of Education'.

- When a Parent applies using the **WORK ADDRESS Option**, a list of schools closest to the parent's work address within the Feeder Zone will appear. **Parent must select ONE school**

APPLICATION FOR SCHOOL WITHIN 30 KILOMETRE RADIUS AND/OR BEYOND 30 KILOMETRE RADIUS

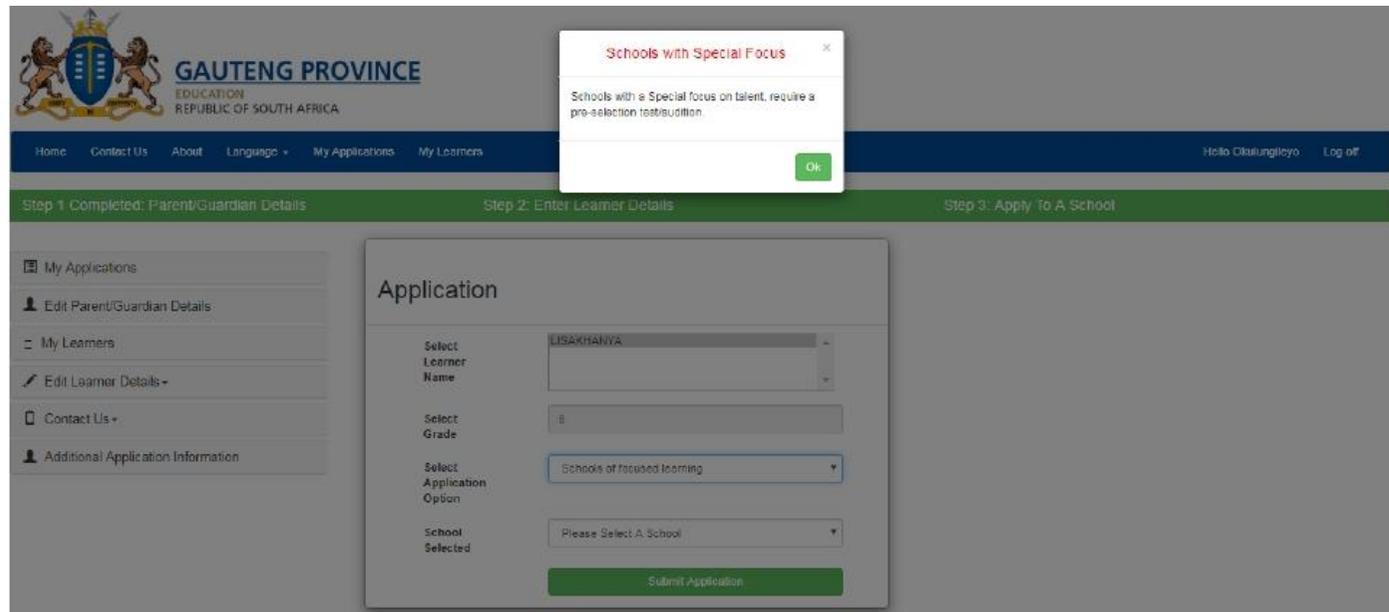
The screenshot shows a web application interface for school applications. At the top, there is a navigation bar with links for Home, Contact Us, About, Language, My Applications, and My Learners. On the right, it says 'Hello Okukungileyo' and 'Log off'. Below the navigation bar, there are three progress steps: 'Step 1 Completed: Parent/Guardian Details', 'Step 2: Enter Learner Details', and 'Step 3: Apply To A School'. On the left side, there is a sidebar menu with options: My Applications, Edit Parent/Guardian Details, My Learners, Edit Learner Details, Contact Us, and Additional Application Information. The main content area is titled 'Application' and contains the following fields: 'Select Learner Name' (a dropdown menu with 'LISAKHANYA' selected), 'Select Grade' (a dropdown menu with '8' selected), 'Select Application Option' (a dropdown menu with 'Home address within 30km of the school' selected), and 'School Selected' (a dropdown menu with a loading spinner). At the bottom of the form, there is a green button labeled 'Submit Application'. The footer of the page reads '© 2019 - Gauteng Department of Education'.

- When a parents applies using the **Schools Withinh 30 km radius OR Schools Beyond 30 KM radius Option**, a list of ALL Public Schools will appear for an Applicant to select a school within 30 km radius or beyond 30 km radius



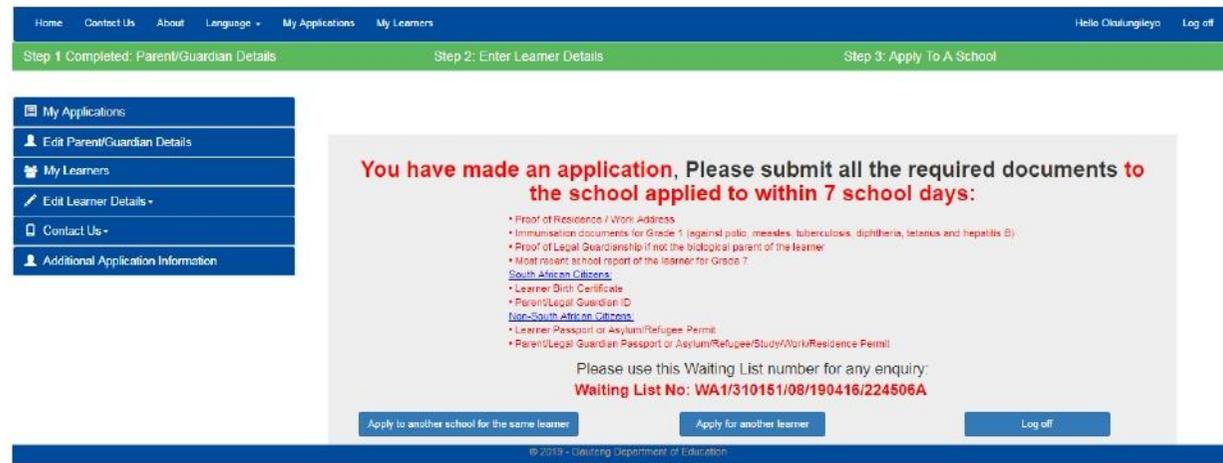
APPLICATION TO A FOCUS SCHOOL OF LEARNING

- When a parent applies to a **School of Focus Learning**, children will be subjected to an Admissions Test or auditions



- Upon applying to a **School of Focus Learning**, only schools that are registered as Schools of Focus Learning will be available for parents to select a school

- After selecting a school on the **Application** Page, the parent must click the "**Submit Application**" button to conclude the application process
- **After the application is submitted**, the parent will immediately receive an **SMS** on the cell phone number provided. The SMS will contain the List of Documents required and a Waiting List number as a **confirmation** that **an application has been made**



- An application Waiting List number with a confirmation note will appear on the Computer Screen
- Parents will be expected to submit all the required documentation to a school applied to **within 7 school days after submission of application**
- A list of required documents will appear on the confirmation note of application for both **South African Citizens** and **Non-South African Citizens**
- Parents 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's home address is closest to the school in the feeder zone
 - **WA2** - The learner applicant has a Sibling at the school
 - **WA3** - Parent works within a feeder zone of the school
 - **WA4** - Parent applied to a school within a 30 Kilometre radius of parent home address
 - **WA5** - Parent applied to a School of Focus Learning
 - **WB** - Parent applied to a school beyond 30 kilometre radius of parent home address

NOTE:

- **Documents must be submitted within 7 school days after applying: 13 May 2019 - 24 July 2019**
- **The Parent home address provided must be the address where the learner applicant is residing**
- **Schools will verify all Documents and falsified documents may result in the application being rejected**