

**FACT PAGE FOR THE ON-LINE  
APPLICATION FOR NEW APPLICANTS FOR THE  
2017 LEARNER INTAKE**

**[www.gdeadmissions.gov.za](http://www.gdeadmissions.gov.za)**

First time applicants for Grade 1 and 8 2017 learner intake must apply on-line.

No transfers - No re-enrolment – No applications for the in between grades must be processed on line unless the parents have or will be relocating to Gauteng in 2017

Re-enrolments are processed by schools from 11 – 18 April 2016 for learners in Grade 2 to 6 in primary schools and Grade 8 to 11 in Secondary schools.

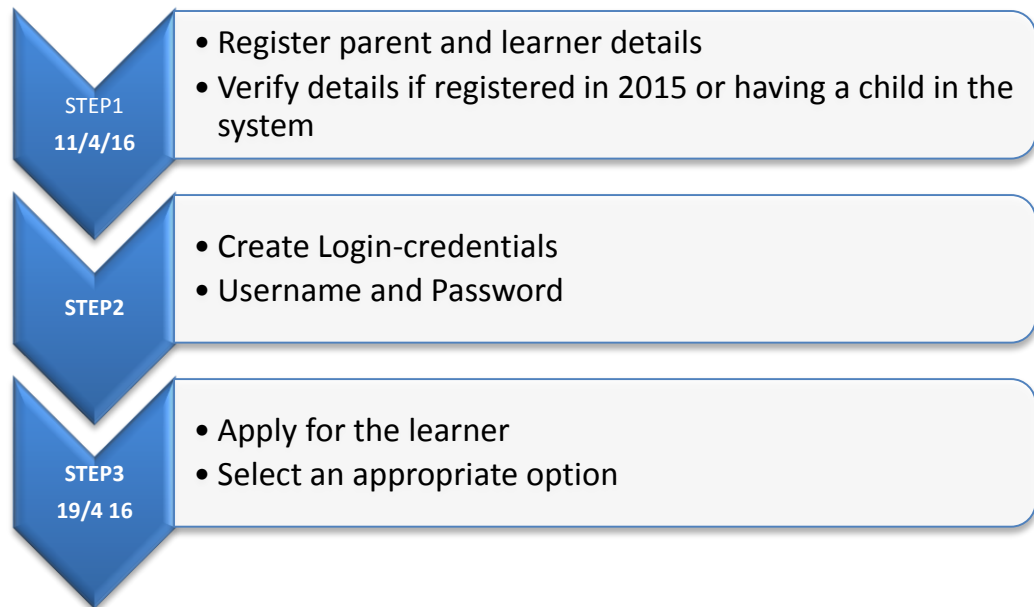
Parents who would like to apply for these grades (Grades 2 to 7 and Grades 8 to 11) must consult with the school to verify availability of spaces. Spaces will be confirmed pending the current learner enrolment, learner retentions in each grade and in line with the capacity of the school. Parents are urged not to ask for transfer cards from the current schools. Similarly school are also asked not to provide transfer cards should parent not provide confirmation from the receiving school.

## Admissions Processes - 2017

The **Admission Period** for 2017 commences on **11 April 2016** and ends on **7 September 2016** by which date all applicants should be placed.

Parents should verify their details and learner details from 11 April 2016. The application period commences on **19 April 2016** at **8H00** in the morning and will close midnight on **1 June 2016**.

*NB: Need parents and learner Identity numbers or Passport number to complete the Online Application*



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### REGISTER / VERIFY INFORMATION FROM 11 APRIL 2016

Parent access the web address: [http://:www.gdeadmissions.gov.za](http://www.gdeadmissions.gov.za) to be on the “Welcome to Admissions Online Application for 2017” page

**Welcome page:** Parents are required to read all hyperlinks with Terms and Conditions, Education Pillars.

The navigation bar at the top of the Welcome page has a support link that provides the Story board, and manual

First time user will be required to click the “Register “ button to register parent information before making an application.

The pop-up screen will then request the parent to “Select the Registration Type” for South African or non-South African Citizen. This will be followed by the pop-up screen for “ID Number for South African Citizen and Passport Number for non-South African Citizens.

Parents who registered in 2015 and those who have learners in school currently must verify information by clicking the verification tab. The verification will require parents to enter the ID/Passport Number.

### **CREATE LOGIN CREDENTIALS**

Once a parent has registered both parent and learner information they must click the created login credentials tab to log-in to access the main application page:

Parents who created login credentials in 2015/2016 use the same credentials

Parents who may have forgotten login credentials click the reset password to create new login credentials

Login credentials must have a **username** and a **password**

On this page a parent can:

- view or edit details by clicking on the “ My Details” link
- register learner information by clicking on the “ Register Learner “ link (Application cannot be made unless a learner is registered)
- view the status of applications
- apply by clicking the link “Apply For 2017”

### **APPLICATION PROCESS – FROM 19 APRIL TO 01 JUNE 2016**

The application based on the criteria as outlined in the Regulations will be allocated Waiting List A:

- Living or working in the area
- Having a sibling at the school
- Schools of focus learning (Technical Schools)

The application provides for additional options should the Waiting List A criteria not suit the applicant. Applications outside the criteria of working, living in the area or having a sibling at the school will be on Waiting List B

- School of choice
- Previous school
- Independent school

**(a) General Application**

- select a learner
- select the grade applying for in 2017
- select the address (home or work) for the system to pop-up the three closest schools to the address
- click “ Apply” to submit your application
- **An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application**

**(b) Application for a learner with a sibling at a school**

**Not applicable if the sibling is in Grade 7 and 12.**

- select a learner
- select the grade applying for in 2017
- tick the checkbox to select the sibling’s school
- if the sibling’s school is not found click the “Add Sibling Details” to register sibling information first, then select the sibling’s school
- select the address (home or work) for the system to pop-up the two closest schools to the address
- click “ Apply” to submit your application

- **An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application**

**(c) Application to a school of choice(Waiting List B)**

- select a learner
- select the grade applying for in 2017
- select “school of choice” option on the address dropdown to select a school
- select an a address(home or work) on the second address dropdown for the system to pop-up the two closest schools to the address
- click “ Apply” to submit your application
- **An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application**

After clicking the APPLY button and receiving a SMS message , it is important to submit all documents needed at the school.

Documents needed:

- Id copy of the parent
- Birth Certificate of learner
- Passport and Study permit if obtained from Home Affairs
- Proof of address for home or work

**THIS APPLICATION CANNOT BE USED TO APPLY FOR GRADE R AND SPECIAL SCHOOLS. For both apply at the school. Remember that Special School learners are allocated a special number used for placement at a school.**

**Grade R applications are a responsibility of the School Governing Body. School are encouraged to use the same criteria for Grade R to facilitate placement at the same school.**

**For more information contact:**

**The GDE Help Desk**

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All members of society are encouraged to support the Department in its drive to achieve the TMR vision as outlined in the Medium Term Strategic Framework and the NDP.