

PLEASE NOTE THE PROCEDURE TO COMPLETE AN OBJECTION

1. Within 7 school days of the applicant receiving a written response from the school not placing the learner, the applicant may lodge an Objection by completing an Objection Form
2. The Objection Form is obtainable from the System (www.gdeadmissions.gov.za) or from District or School
3. On the Objection Form, the applicant should state his/her reasons for Objecting
4. The Objection Form must be submitted to the District Director / Admissions Coordinator at the relevant District
5. The District Director is required to provide a written response to the Objection after verifying the concerns by either offering alternative placement or same placement based on the outcome of the District's verification process. (This process should take 7 days)
6. If the applicant remains dissatisfied with the outcome of the Objection, an Appeal may be lodged

Please note the procedure to complete an Appeal:

1. The Appeal Process is followed ONLY if the applicant feels that the District has not responded to the Objection in line with the Admissions Regulations
2. An Appeal Form can be downloaded from www.gdeadmissions.gov.za or received at the District Office
3. An Appeal Form must be completed within 7 school days of receiving a written response regarding the Objection from the District Director
4. An **Appeal Form is completed and submitted with the Objection Form AND the Written Response from the District** Director, to the Department for the attention of the MEC OR emailed to Admissions.Hotline@gauteng.gov.za
5. The Appeal will not be considered if the Objection Form and the Written Response from the District Director is not attached
6. The MEC provides a written response to the parent within 15 school days