



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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UPDATED SCHOOL ADMISSION MANAGEMENT PLAN – 2019/2020

	ACTIVITY	RESPONSIBILITY	DATE
A	RE-ENROLMENT		
	Re-enrolment (2 May 2019 – 7 June 2019)		
1.1	Learners currently enrolled (ALL GRADES) at the school are re-enrolled	School Principal	2 May 2019 – 31 May 2019
1.2	Schools submit Electronic enrolment statistical reports to Province	School Principal	7 June 2019
B	ADMISSIONS PERIOD (20 May 2019 – 31 October 2019)		
	APPLICATION PERIOD (20 May 2019 - 22 July 2019)		
1.1	Online Application for 2020 learner admission starts on 20 May 2019 at 8h00 – and ends on 22 July 2019 at 24:00. Parents must submit the supporting documents to all schools they applied to within 7 days after application	Parents	20 May 2019 – 22 July 2019
1.2	Submission of documents to schools	Parents	20 May 2019 – 31 July 2019
C	WAITING LIST MANAGEMENT (20 May 2019 - 29 August 2019)		
1.1	Schools submit Online Waiting Lists electronically indicating successful and unsuccessful applicants (based on document verification) to the Department for approval	School Principal	12 August 2019
1.2	The Department manages the Waiting Lists from schools in line with available spaces and approves Waiting Lists	Department	12 August 2019 - 28 August 2019
1.3	Schools view electronically approved Waiting Lists	School Principal	29 August 2019 – 31 October 2019
D	PLACEMENT OF LEARNERS (31 August 2019 - 30 September 2019)		
1.1	Parents receive automated messages (SMSes); generated by the System and informing them of successful and unsuccessful applications	Department	30 August 2019
1.2	Parents accept/reject placement offers (Within 7 school days)	Parents	30 August 2019 – 30 September 2019

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	ACTIVITY	RESPONSIBILITY	DATE
1.3	Parents receive automated SMSes confirming placement	School Principal	30 August 2019 – 30 September 2019
E	PLACEMENT OF UNPLACED LEARNERS BY DISTRICTS (1 October 2019 – 31 October 2019)		
1.1	District Director provides Head Office with data and plans informing management of mitigations to place unplaced learners in high pressure areas	District Director	1 - 7 October 2019
1.2	District Director facilitates placement of unplaced learners	District Director	1 October 2019 – 31 October 2019
1.3	All qualifying learners who applied during the application period must be placed.	Department	31 October 2019

SIGNED BY
EDWARD MOSUWE
HEAD OF DEPARTMENT
DATE: 10 MAY 2019