

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

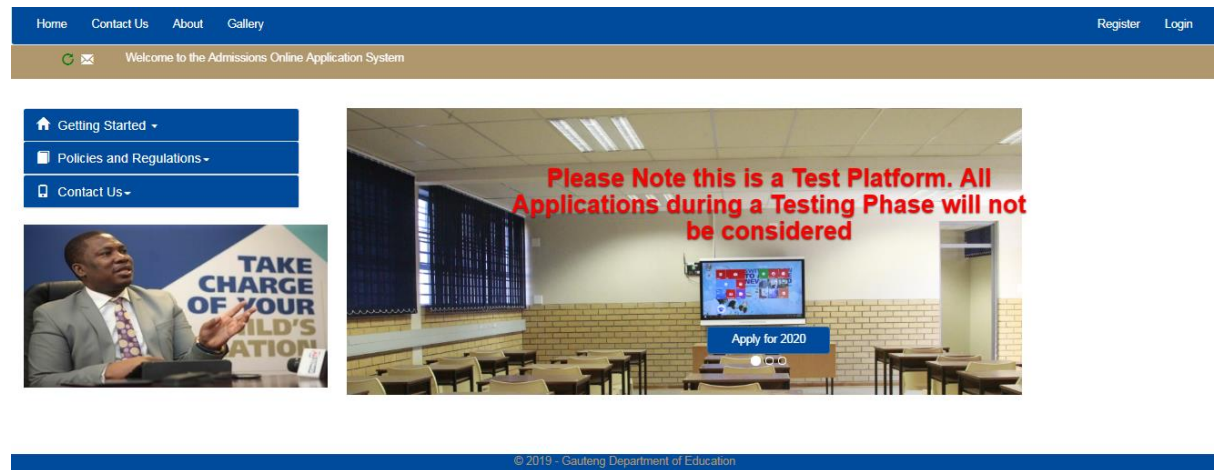
APPLICATION PROCESS

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 8 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 with the application, 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 more than 2 learners simultaneously e.g. Twins & Triplets**)
3. Step 3 – Application Page

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

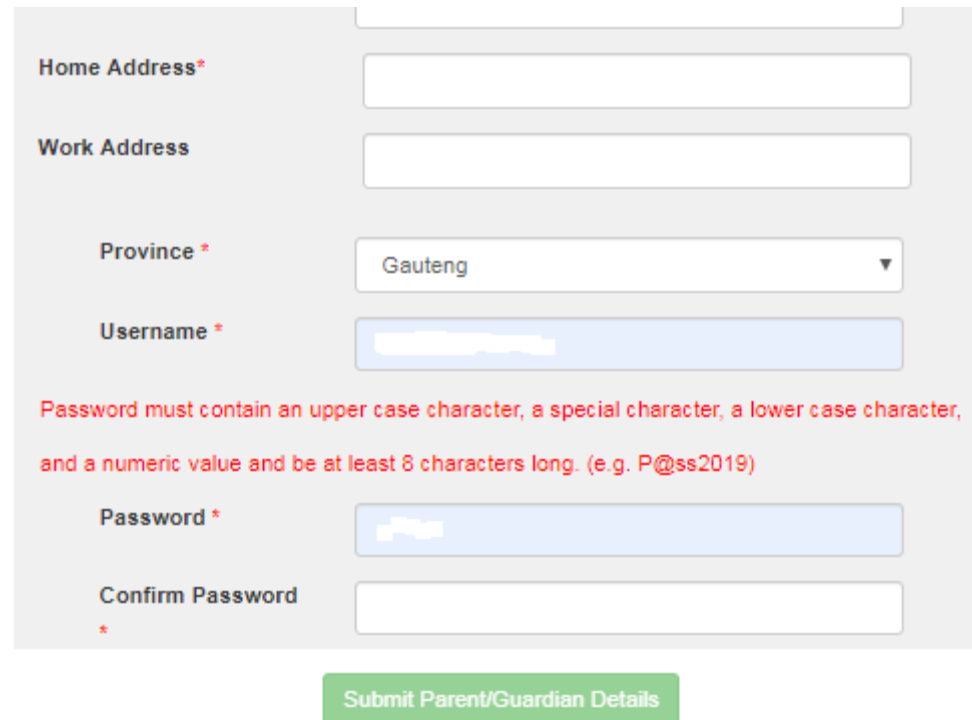
STEP 1: ENTER PARENT DETAILS

1. First time user will be required to click “**Apply for 2020**” button or click on **Register** to enter parent information before making an application (**ALL users must create new credentials**)
2. The “**Enter Parent/Guardian Details**” form will pop-up and parent should complete all fields on the form. All fields with an asterisk are **compulsory**. The Landline and Email Address fields are **not compulsory**.
3. **A Username and Password will be created by Parent to login and access the main application as a User. The Password must have eight (8) characters long 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" value="Please select a Gender"/>
Cellphone Number *	<input type="text"/>
Telephone	<input type="text"/>
Email Address	<input type="text"/>



A screenshot of a web form titled "Submit Parent/Guardian Details". The form is set against a light gray background and contains several input fields. At the top, there is a "Home Address*" field with a red asterisk. Below it is a "Work Address" field. The "Province*" field is a dropdown menu currently showing "Gauteng" with a downward arrow. The "Username*" field is followed by a red error message: "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)". Below this is a "Password*" field, and at the bottom is a "Confirm Password*" field. All text input fields have a light blue background. A green button labeled "Submit Parent/Guardian Details" is positioned at the bottom center of the form.

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

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

1. On this page a parent can:

- Enter learner Details (Application cannot be made unless learner's details are captured)

➤ APPLICATION FOR AN INDIVIDUAL LEARNER

Step 1 Completed: Parent/Guardian Details Step 2: Enter Learner Details Step 3: Apply To A School

My Applications
Edit Parent/Guardian Details
My Learners
Edit Learners
Support

Enter Learner Details

Race is only for statistical purposes and has no bearing on allocation of school

One Child Twins Triplets

South African Citizen Non South African Citizen

ID/Passport Number * ID Number

Date of Birth * Date of Birth Gender * Please select Gender

Name(s) * Surname *

Preferred language of Learning and Teaching * Select Language Race * Select a Race

Province * Gauteng Grade Applying for * Select the grade a learn

Enter Learner 2 Details

ID/Passport

➤ APPLICATION FOR TWINS

Edit Learners
Support

South African Citizen
Non South African Citizen

ID/Passport Number
ID Number

Date of Birth
Date of Birth

Name(s)

Preferred language of Learning and Teaching
Select Language

Province
Gauteng

Gender
Please select Gender

Surname

Race
Select a Race

Grade Applying for
Select the grade a learner

Enter Learner 2 Details

ID/Passport Number
ID Number

Gender
Please select Gender

Name(s)
Surname

Next

➤ APPLICATION FOR TRIPLETS

Preferred language of Learning and Teaching
Select Language

Race
Select a Race

Province
Gauteng

Grade Applying for
Select the grade a learner

Enter Learner 2 Details

ID/Passport Number
ID Number

Gender
Please select Gender

Name(s)
Surname

Enter Learner 3 Details

ID/Passport Number
ID Number

Gender
Please select Gender

Name(s)
Surname

Next

2. Click **NEXT, once Learner(s) details** have been captured on the Learner Details page
3. Messages requiring an Applicant to confirm whether a correct Grade has been selected will pop-up for verification purposes.
4. An applicant will have to accept the **Declaration** by ticking the checkboxes confirming that the information provided in STEP 1 and STEP 2 is **correct** and **accurate**.
5. **STEP 2** will change to **GREEN** and the application will automatically proceed to **STEP 3 (APPLY TO A SCHOOL**

STEP 3: APPLICATION PAGE

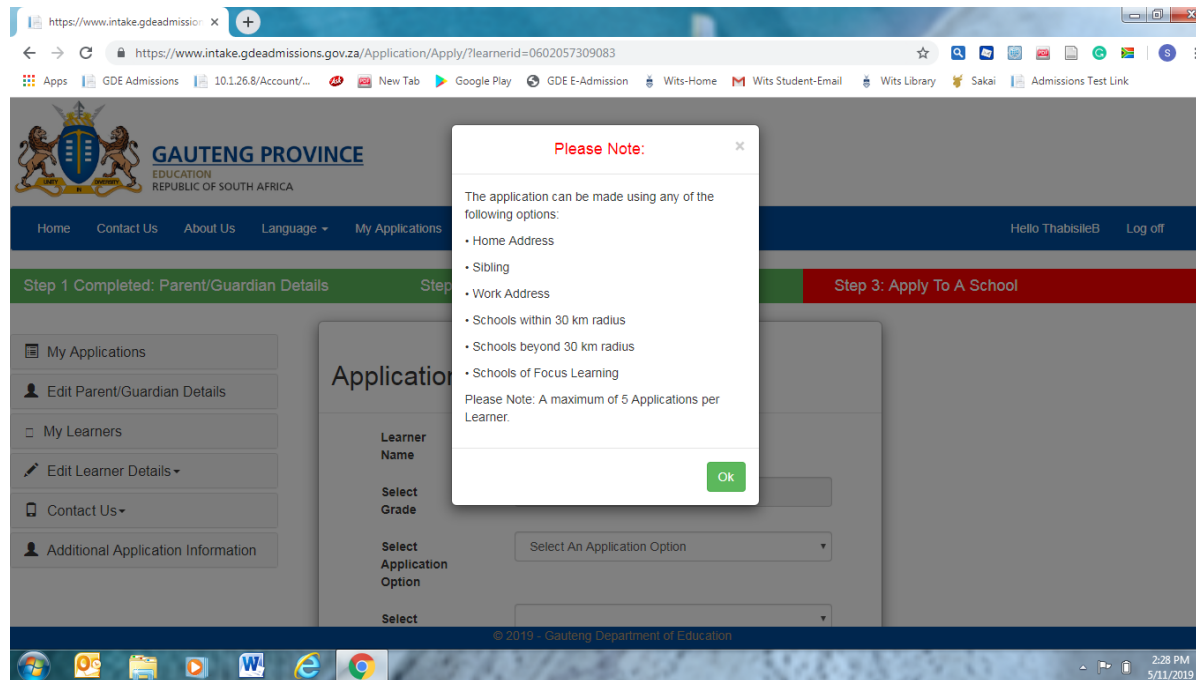
➤ **A parent can apply using the following options:**

1. **Home Address** (Applying to a school closest to the home address within the feeder zone)
2. **Sibling** (Applying to a school where your child 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)
5. **School beyond 30 kilometre radius** (Applying to a school beyond 30 km radius)
6. **School of Focus Learning** (It is an option not an application criteria) only schools of focus learning will pop-up when applying to school of focus learning

The following options will only be used for placement purposes and not used to make an application:

1. Boarding school
2. Previous School

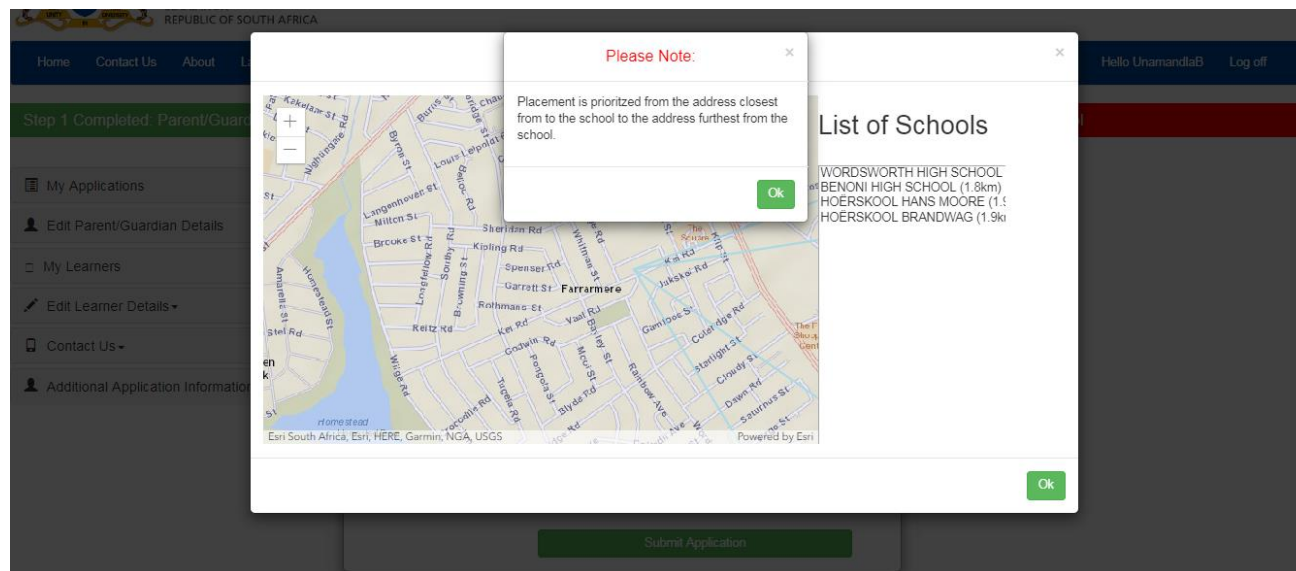
- A message indicating that a parent can apply using any of the application options will pop-up and also indicating that applicants can apply to a maximum of 5 schools per child



- **Parent must complete all the required fields on the page**
- Select a learner
 - A **Grade** applying for will automatically pop-up on Step 3
(Parent can only apply for **Grade 1** or **Grade 8**)

➤ A message that reads, *Applications where home address is used to apply to the closest school will be prioritised* will pop-up

➤ When using Home Address application option, the feeder zone map of the school closest to the home address will pop-up



- Only one school will pop-up when applying for the first time

[Home](#) [Contact Us](#) [About](#) [Language](#) [My Applications](#) [My Learners](#) Hello 7701065645083 [Log off](#)

Step 1 Completed: Parent/Guardian DetailsStep 2: Enter Learner DetailsStep 3: Apply To A School

My Applications

Edit Parent/Guardian Details

My Learners

Edit Learner Details

Contact Us

Additional Application Information

Application

Learner NameTHABISILE LUBANZI

Select Grade1

Select Application OptionHome

Select SchoolFARRARMERE PRIMARY SCHOOL

Submit Application

APPLICATION FOR A SIBLING

- When a **parent applies using the Sibling option**, they will have to provide the **Name & Surname of the sibling**, a **current grade**, and the **name of a school where the sibling currently is**

- My Applications
- Edit Parent/Guardian Details
- My Learners
- Edit Learner Details ▾
- Contact Us ▾
- Additional Application Information

Application

Already applied to the school

Learner Name

THABISILE LUBANZI ▾

Select Grade

1 ▾

Select Application Option

Sibling ▾

Add Sibling

Select School

Please Select A School ▾

Submit Application

- My Applications
- Edit Parent/Guardian Details
- My Learners
- Edit Learners ▾
- Support ▾

Enter Sibling Learner Details

ID/Passport Number

ID Number

Name(s)

First Name

Surname

Last Name

Gender

Please select Gender ▾

Current Grade

Select the grade a learner is currently in ▾

Current School

Please Select the learners current school ▾

Submit

APPLICATION USING WORK ADDRESS

The screenshot shows the Gauteng Department of Education application portal. A modal window titled "Please select a School and Apply" is open, displaying a map of the Northerm Park area. The map shows streets like Boshoff Rd, Kalkbult Rd, and Kalkbult Rd. A search bar at the top of the map shows "Costa Rica, Northerm Park". To the right of the map, a "List of Schools" is displayed, listing "NORKEM PARK HIGH SCHOOL (1.8km)" and "HOERSKOOI JEUGLAND (1.8km)". Below the map, there is a "School Selected" dropdown menu and a "Submit Application" button. The background shows the portal's navigation menu with options like "Home", "Contact Us", "About", "Language", "My Applications", "Edit Parent/Guardian Details", "My Learners", "Edit Learner Details", "Contact Us", and "Additional Application Information".

The screenshot shows the Gauteng Department of Education application portal. The "Application" form is displayed, showing the following fields: "Select Learner Name" (LISAKHANYA), "Select Grade" (8), "Select Application Option" (Work), and "School Selected" (NORKEM PARK HIGH SCHOOL). Below the form is a "Submit Application" button. The background shows the portal's navigation menu with options like "Home", "Contact Us", "About", "Language", "My Applications", "My Learners", "Edit Parent/Guardian Details", "My Learners", "Edit Learner Details", "Contact Us", and "Additional Application Information".

APPLICATION FOR A SCHOOL WITHIN AND BEYOND 30 KILOMETRE RADIUS OF PARENT'S HOME ADDRESS

The screenshot shows a web application interface for school applications. At the top is a blue navigation bar with links: Home, Contact Us, About, Language (dropdown), My Applications, and My Learners. On the right of this bar, it says 'Hello Okungileyo' and 'Log off'. Below the navigation bar is a green progress bar with three steps: 'Step 1 Completed: Parent/Guardian Details', 'Step 2: Enter Learner Details' (which is the current step), and 'Step 3: Apply To A School'. On the left side, there is a sidebar with buttons: '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 showing 'LISAKHANYA'), 'Select Grade' (a dropdown menu showing '8'), 'Select Application Option' (a dropdown menu showing 'Home address within 30km of the school'), and 'School Selected' (a field with a blue circular loading icon). At the bottom of the form is a green button labeled 'Submit Application'. The footer of the page is a blue bar with the text '© 2019 - Gauteng Department of Education'.

- A list of schools within 30 Kilometre radius of the parent's Home Address will pop-up for an Applicant to select a school
- A list of ALL schools beyond 30 Kilometre radius of the parent's Home Address will pop-up for an Applicant to select a school

Home Contact Us About Language ▾ My Applications My Learners Hello 7701065645083 Log off

Step 1 Completed: Parent/Guardian Details Step 2: Enter Learner Details Step 3: Apply To A School

Application
Already applied to the school

Learner Name

Select Grade

Select Application Option

Select School

Please Select A School

Submit Application

Please Select A School

A RE THABENG PRIMARY SCHOOL, BLOCK L, SOSHANGUVE
 AB XUMA PRIMARY SCHOOL, ORLANDO EAST, SOWETO
 ABINALA PRIMARY SCHOOL, VOSLOORUS, BOKSBURG
 ABRAM HLOPHE PRIMARY SCHOOL, MOLELEKI EXT 2, KATLEHONG
 ACTONVILLE PRIMARY SCHOOL, ACTONVILLE, BENONI
 AGNES CHIDI PRIMARY SCHOOL, MAMELODI WEST, MAMELODI
 AHANANG INTERMEDIATE SCHOOL, POORTJIE, LENASIA
 ALBERTINA SISULU PRIMARY SCHOOL, KINGSWAY, BENONI
 ALBERTON PRIMARY SCHOOL, NEW REDRUTH, ALBERTON
 ALBERVIEW PRIMARY SCHOOL, RANDHART, ALBERTON
 ALOE RIDGE PRIMARY SCHOOL, HARTZENBERGFOITEIN, WALKERVILLE
 ALPHA PRIMARY SCHOOL, EXTENSION 1, LENASIA
 ALRAPARK PRIMARY SCHOOL, ALRA PARK, NIGEL
 ALSTON PRIMARY SCHOOL, LEONDALE, GERMISTON
 ANDREW ANTHONY PRIMARY SCHOOL, LAUDIUM, PRETORIA
 ANZAC PRIMARY SCHOOL, ANZAC, BRAKPAN
 APEX PRIMARY SCHOOL, LENASIA, LENASIA
 ARBOR PRIMARY SCHOOL, NORTHMEAD EXT 4, BENONI
 ARCADIA PRIMARY SCHOOL, ARCADIA, PRETORIA

APPLICATION TO A SCHOOL OF FOCUS LEARNING

- When applications are made to school of focus learning, learners will be subjected to Admission Tests

Gauteng Province
EDUCATION
REPUBLIC OF SOUTH AFRICA

Home Contact Us About Language ▾ My Applications My Learners Hello Okutungileyo Log off

Step 1 Completed: Parent/Guardian Details Step 2: Enter Learner Details Step 3: Apply To A School

Application

Select Learner Name: LISAKHANYA

Select Grade: 8

Select Application Option: Schools of focused learning

School Selected: Please Select A School

Submit Application

Schools with Special Focus

Schools with a Special focus on talent, require a pre-selection test/audition.

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- Upon applying using a school of Focus Learning application option, only schools of Focus Learning will pop-up

- After completing the **Application** Page, the parent must click on “**Submit Application**” to conclude the application process
- The parent will receive a Waiting List number as confirmation that the application has been made

- An application Waiting List number with a confirmation note will appear on the screen
- Parents will receive a **SMS** confirming the successful submission of an application
- Parents will be expected to submit all the required documentation to a school applied to **within 7 school days**
- A List of required documents will appear on the confirmation note of application for both **SA citizens** and **Non-SA citizens**
- Parent 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 is living closest to the school in the feeder zone
 - **WA2** – A child has a Sibling at the school
 - **WA3** – Parent works within a feeder zone of a school
 - **WA4** – Parent’s Home Address is within 30 Kilometre radius of a school
 - **WB** – Parent’s Home Address is beyond 30 kilometre radius of a school
 - **WA5** – Schools of Focus Learning

NOTE: Documents must be submitted within 7 school days after applying: 20 May 2019 – 31 July 2019