



**TO : CHIEF DIRECTORS: DISTRICT OPERATIONS MANAGEMENT
CHIEF DIRECTOR: CURRICULUM DEVELOPMENT PROGRAMMES
DISTRICT DIRECTORS
CESS: CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES
ASSOCIATIONS OF SCHOOL GOVERNING BODIES**

KZN CIRCULAR NO. 41 OF 2023

**SUBJECT: ADMINISTRATION OF LEARNER ADMISSIONS IN PUBLIC SCHOOLS
FOR 2024**

1. The purpose of this circular is to outline the administrative processes to be followed when admitting learners in public schools in KwaZulu-Natal for 2024. These processes must be in line with the following prescripts:
 - a. The Constitution of the Republic of South Africa, Act 108 of 1996.
 - b. The South African Schools Act, No. 84 of 1996 (SASA), as amended.
 - c. Admission Policy for Ordinary Public Schools published in the Government Gazette No. 19377, Notice no 2324 of 1998.
 - d. Learner Admission Policy for Public Schools in KwaZulu-Natal: KZN Circular No.99 of 1996, and
 - e. Any other provincial law.
2. The Learner Admissions period for all public schools in KwaZulu-Natal will commence from the 12th of April 2023 to 30 September 2023.
3. School Governing Bodies are hereby requested to comply with section 5(5) of the South African Schools Act which states that "*Subject to this Act and any provincial law, the admission policy of a public school is determined by the governing body of such schools*". The admission policy must be consistent with the Constitution of the Republic of South Africa, Act 108 of 1996 and the South African Schools Act No.84 of 1998 as amended. School principals must have submitted copies of the admission policies to their Circuit Managers for scrutiny. If not yet submitted, this must be done by the 31st of March 2023.



4. Schools must communicate to parents dates by when:
 - a. Application forms will be available for collection from school,
 - b. Applications must be returned to school,
 - c. The school will respond to parents regarding the outcome of applications,
 - d. Parents must confirm to the school acceptance of the admission of the learner. The date by when parents must have confirmed acceptance of admission of their children must not be later than the 31st August 2023
5. Schools must make parents aware that the official documents are required for admission for learners to public schools:
 - a. An Official Birth Certificate of the learner,
 - b. Immunization Card,
 - c. Last report card to determine the Grade to place the learner in,
 - d. Temporary or Permanent Residence Permit from the Department of Home Affairs or a Study Permit for non-RSA citizens or evidence that an application for permission to stay in South Africa has been made,
 - e. Transfer Card if a learner transfers from one public school to another (**this is applicable only once a learner has secured a space at a school or when there is confirmation that the learner is taken in the receiving school.**)
6. In line with the Phakisa judgement, the undocumented learners must not be refused admission, they must be admitted. Principals must assist parents in the process of documenting such learners.
7. In terms section 5(4)(a) of SASA the admission age of a learner to a public school to:
 - I. Grade R is age four turning five by 30 June in the year of admission.
 - II. Grade 1 is age five turning six by 30 June in the year of admission.
8. The function to administer the admission of learners in public schools is, in terms of paragraph 6 of the Admission Policy of Learners to Ordinary Public Schools is the responsibility of the Head of Department. The Head of Department has delegated this function to Principals of public schools.
9. Principals of public schools are hereby referred to paragraph 4 of KZN Circular 99 of 2006 which states that all public schools must have completed their **learner admission processes for 2024 by the prescribed date.**
10. School principals must on monthly basis submit progress reports to Circuit Managers about learner admissions for 2024.
11. Schools in compliance with KZN Circular No. 99 of 2006, paragraph 4.5 ensure that *“If a principal refuse to admit a learner, he/she must provide written reasons for such refusal”* and in line with the same circular, paragraph 4.6 clarify that *“learners placed on the waiting list are deemed to have been refused admission.”*



12. The District Admissions Committee must resolve all 2024 Learner Admissions queries within 7 days upon receipt of such queries and ensure that learners are placed accordingly. This means, efforts to place a learner must be made first in a school of choice and if it is full, place a learner in an alternative school.
13. The District Admissions Committees are expected to report, on monthly basis, to the Head of Department on the progress made in respect of 2024 Learner Admissions.
14. Any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the Member of the Executive Committee in terms of section 5(9) of SASA.
15. In line with spirit of clause 11 above, Principals must alert parents whose children's applications are unsuccessful that they must approach the Circuit Offices to raise concerns or to seek alternative placements. That will ensure swift resolution of cases and help minimize the number of learners that may still seek admission at the beginning of 2024.
16. Districts must submit monthly Learner Admission progress reports to the Head of Department from the end of April 2024 through the Directorate: Governance and Management.
17. Your cooperation in this regard is highly appreciated.

Mr. GN Ngcobo

HEAD OF DEPARTMENT: EDUCATION

DATE: 31/3/23