

STEP-BY-STEP ADMISSIONS ONLINE APPLICATION USER GUIDE FOR THE 2019 LEARNER INTAKE

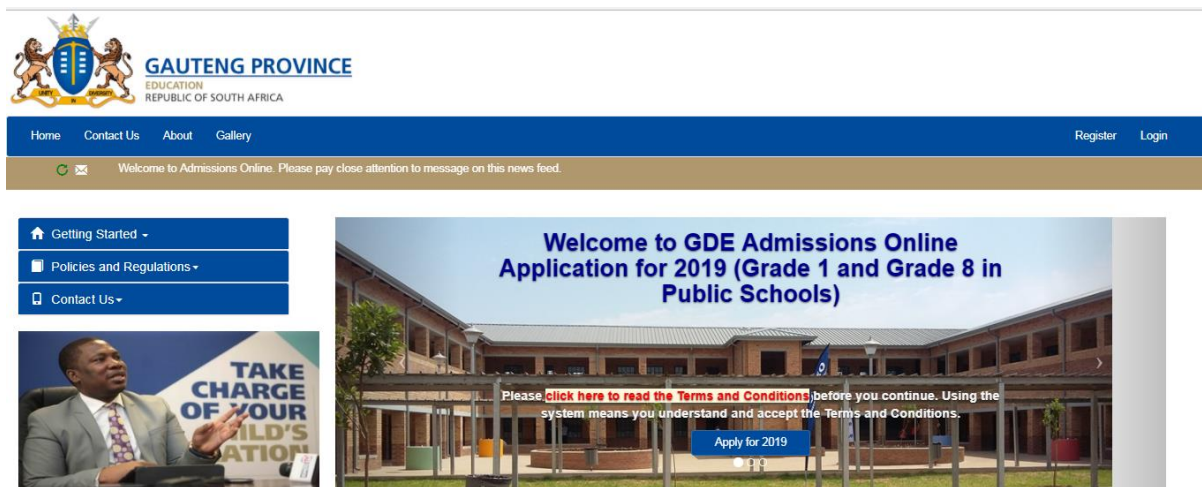
APPLICATION PROCESS

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. Section 34 provides the preference order of admissions as:

- (i) Learners whose parents live in the feeder area in their own or employers' domicile
- (ii) Learners whose parents work address is in the feeder area

The Provincial Admissions Regulations, General Notice No. 4138 of 2001 provides that the learner whose parents live or work in the area must apply to a school closest to the address or apply to a school where the learner has a sibling

Parents access the web address: <http://www.gdeadmissions.gov.za> to be on the "Welcome to Admissions Online Application for 2019" page



The screenshot shows the website interface for the Gauteng Province Education Department. At the top left is the logo with the text "GAUTENG PROVINCE EDUCATION REPUBLIC OF SOUTH AFRICA". A navigation bar includes "Home", "Contact Us", "About", "Gallery", "Register", and "Login". A message banner reads "Welcome to Admissions Online. Please pay close attention to message on this news feed." On the left, there are three menu items: "Getting Started", "Policies and Regulations", and "Contact Us". The main content area features a large banner with the text "Welcome to GDE Admissions Online Application for 2019 (Grade 1 and Grade 8 in Public Schools)". Below the banner, there is a video player showing a man speaking, with the text "TAKE CHARGE OF YOUR CHILD'S EDUCATION" overlaid. A text overlay on the banner says "Please click here to read the Terms and Conditions before you continue. Using the system means you understand and accept the Terms and Conditions." and a button labeled "Apply for 2019".

On the landing page the following items are loaded:

1. Getting Started

- Admission dates
- A video tutorial - explaining a step by step application process
- A Step-by-Step parent manual

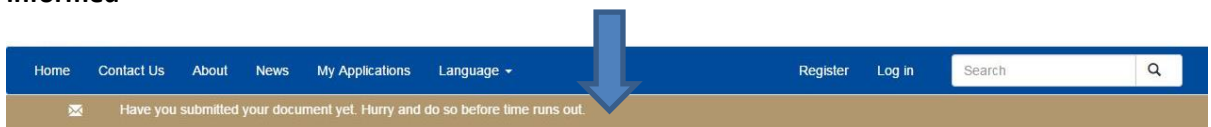
2. Policies and Regulations

- Terms and Conditions
- Admissions Regulations
- Admissions Management Plan
- Frequently asked questions

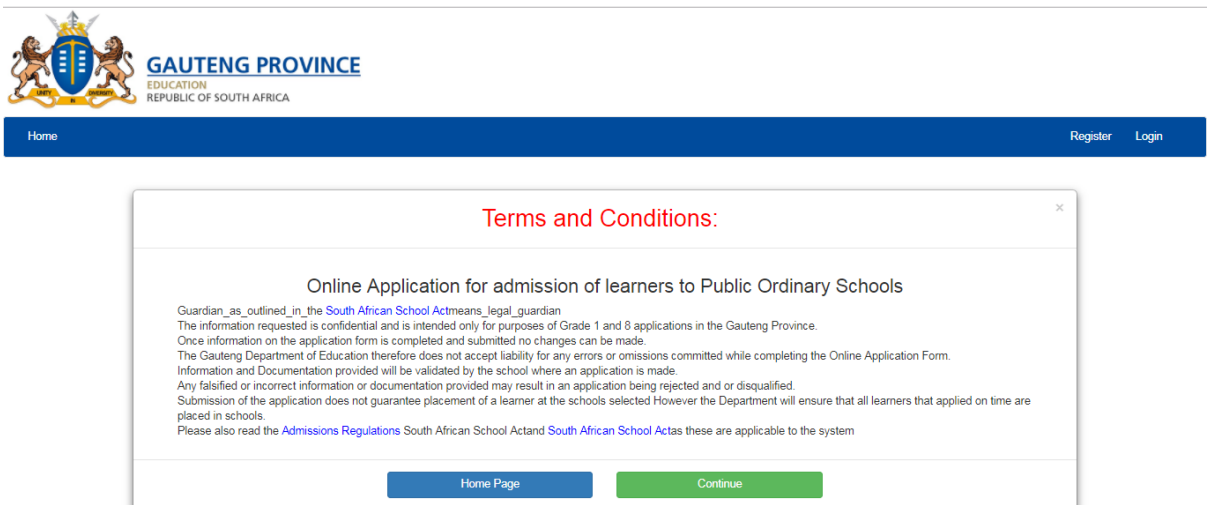
3. Contact us:

- **Log a Call** – to report a query or challenges
- **Call us** – listed contact details of the Department of Education

Regular updated news feeds will be displayed on the **notification bar** below to keep users informed

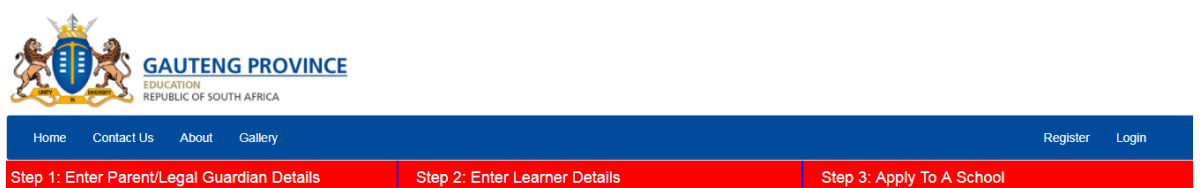


Parents are required to read the information on the Welcome Page and click on **Apply for 2019** to access Terms and Conditions.



Parent clicks **continue** after reading the **Terms and Conditions** to proceed with the application

To proceed with the application, click on Apply for 2019



There are three (3) steps in the application process

1. Step 1 - Enter Parent/Legal Guardian Details
2. Step 2 - Enter Learner Details
3. Step 3 - Apply to a School

Parents must complete all 3 steps for the application to be completed

The 3 steps are outlined below:

STEP 1: ENTER PARENT DETAILS

1. A **first-time** user (parent) will be required to click “**Apply for 2019**” button to enter parent information before making an application (**ALL users must create new credentials**)
2. The “**Enter Parent Information**” form will pop-up and parent should complete all compulsory fields indicated by a star (an asterix). The address fields contain Municipality; City/Town; Suburb/Township; street name and number. **The parent’s cell phone number is compulsory as this number will be used by the Department to communicate with the parents regarding the application. The Landline and Email fields are not compulsory.**

Home Contact Us About Gallery Register Login

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

Getting Started -
Policies and Regulations -
Contact Us -

TAKE CHARGE OF YOUR CHILD'S EDUCATION

Enter Parent/Guardian Details

Please Note Fields marked with * are compulsory

South African Citizen Non South African Citizen

ID/Passport Number 0002028361063

Name(s) * Glen

Surname * Will

Gender * Male

Cellphone Number * 0714754915

Telephone

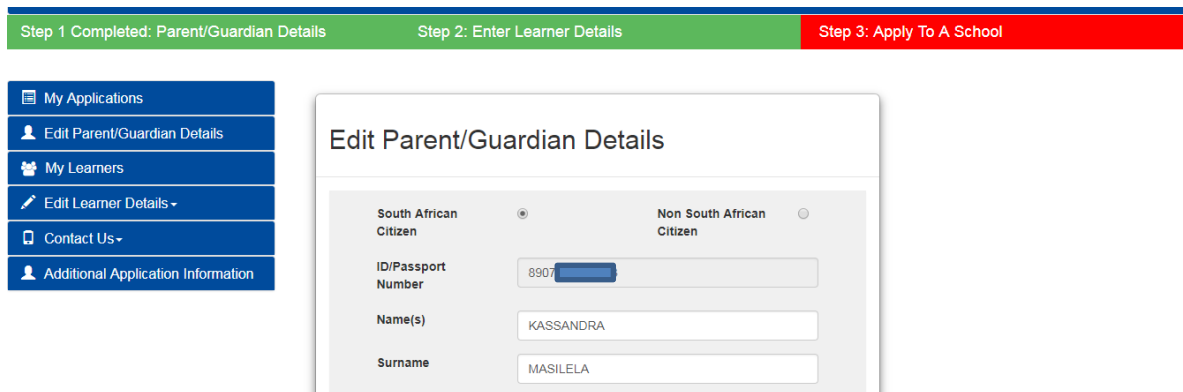
Email Address

Home Address

Home Municipality

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3. ID numbers are validated with the Department of Home Affairs, therefore after entering a valid South African ID number, the system will automatically populate the names associated with the ID number. Parents are therefore reminded to keep the parent’s ID and learner ID at hand when making an application.

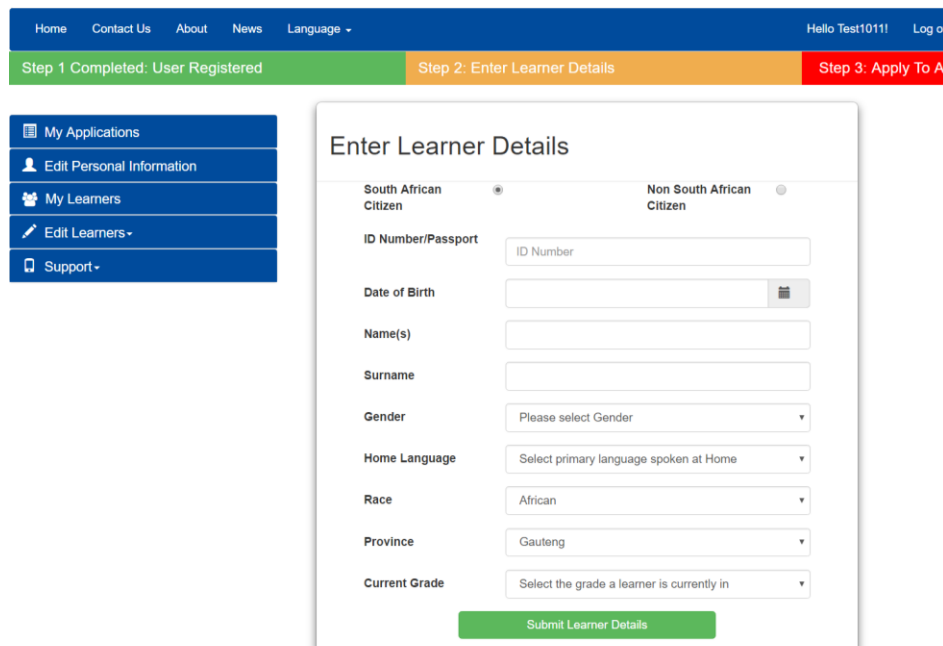


4. **A Username and Password will be created by the parent to login and access the main application as a User. The Password must be eight (8) characters long consisting of a Capital Letter, Small Letters, Numbers and a Special Character, for example, P@ss2019.**
5. A SMS is sent to the parent, providing his/her login username and password. Please keep this information for queries relating to your application
6. After submitting **STEP 1**, 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

On this page a parent needs to:

1. **Enter learner information (Application cannot be made unless learner's details are captured)**



2. Click **Submit Learner Details** after completing the learner information page
3. **STEP 2** will change to **GREEN** and the application will automatically proceed to **STEP 3 (APPLY TO A SCHOOL)**

STEP 3: APPLY TO A SCHOOL

A parent can apply using the following options: Home; Work; Sibling and Previous School (Previous School is for Grade 8 applications **Only**)

The screenshot shows the 'Application' form in Step 3: Apply To A School. The form is titled 'Application' and contains the following fields:

- Learner Name:** Tshiamo Warona
- Select Grade:** 1
- Select Application Option:** A dropdown menu with options: Home, Work, Sibling.
- Select School:** A dropdown menu with the text 'Please Select A School'.

A green 'Apply' button is located at the bottom of the form. The background shows a navigation menu with 'My Applications', 'Edit Parent/Guardian Details', 'My Learners', 'Edit Learner Details', 'Contact Us', and 'Additional Application Information'. The top navigation bar includes 'Home', 'Contact Us', 'About', 'Language', 'My Applications', 'My Learners', 'Hello Masilela@18', and 'Log off'.

1. Home/Work address option – the system will provide schools closest to your home or work address

The screenshot shows the 'Application' form in Step 3: Apply To A School, with the 'Select School' dropdown menu open. The form is titled 'Application' and contains the following fields:

- Learner Name:** Tshiamo Warona
- Select Grade:** 1
- Select Application Option:** A dropdown menu with options: Home, Work, Sibling.
- Select School:** A dropdown menu with the text 'Please Select A School'.

The 'Select School' dropdown menu is open, showing a list of schools in the Gauteng Province, Republic of South Africa:

- FERREIRA PRIMARY SCHOOL, FERREIRASTOWN, JOHANNESBURG
- FORDSBURG PRIMARY SCHOOL, FORDSBURG, JOHANNESBURG
- I H HARRIS PRIMARY SCHOOL, DOORNFONTEIN, JOHANNESBURG
- CROWN REEF PRIMARY SCHOOL, MAYFAIR, MAYFAIR
- PARKTOWN PUBLIC SCHOOL, PARKTOWN, PARKTOWN

A green 'Apply' button is located at the bottom of the form. The background shows the Gauteng Province Education logo and the same navigation menu as in the previous screenshot.

2. Sibling option - Applying to a school where your child has a sibling who is currently in Grade 1-6 and/or Grade 8-11. The sibling's information will be required when this option is used.

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

Enter Sibling Learner Details

ID/Passport Number

Name(s)

Surname

Gender

Current Grade

Current School

3. Previous School Option - **(Grade 8 application only)**

The following options can also be used after the first application was made:

4. School of choice - Applying to a school of preference (NOTE: Applications that do not meet admissions criteria will be allocated a Waiting List B reference number)
5. Application to a School with a Specialised focus (SOS)
6. Application to a School with Boarding facility

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

Application

Learner Name

Select Grade

Select Application Option

Select School

- Select An Application Option
- Select An Application Option
- Home
- Work
- Sibling
- Previous School
- School of Choice
- Schools with a specialised focus on talent
- Schools with Boarding Facility

1. Parent must complete all the required fields on the page

- Select a learner
- Select the **Grade** applying for in 2019 (Parent can only apply for Grade 1 or Grade 8)
- Select one of the application options:

- Address (home or work)
- Sibling
- Previous school

Address (home or work):

When a parent applies using Home/work option, the system will provide schools closest to the home or work address for parent to choose from
Home and Work addresses can only be edited before an application is submitted

The form contains the following fields and values:

- Name(s): Keamogetswe
- Surname: Masilela
- Gender: Female
- Telephone: 01198
- Cellphone Number: 079
- Email Address: (empty)
- Home Address: OSBORN RD, Johannesburg, Norwood. [Edit Home Address](#)
- Work Address: 55 FOX ST, Marshalltown, Johannesburg, City Of J. [Edit Work Address](#)

Update Parent Details

Sibling:

- When a parent applies using the **sibling option, the sibling details must be provided**

The application process shows three steps: Step 1 Completed: Parent/Guardian Details, Step 2: Enter Learner Details (current), and Step 3: Apply To A School.

The 'Enter Sibling Learner Details' form contains the following fields and values:

- ID/Passport Number: 08080
- Name(s): Jess
- Surname: Tone
- Gender: Male
- Current Grade: 4
- Current School: ALBERTON PRIMARY SCHOOL, NEW REDRI

Submit

Previous school:

When a parent applies using the **previous school option**, the name of the school where the learner is currently in Grade 7 must be provided

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 Learner Details
Support
Additional Application Information

Application

Schools that have received applications in excess of the capacity are not available for late application

Learner Name: Caleb

Select Grade: 8
Change Grade

Select Application Option: Previous School

Apply

- After completing the **Application** Page the parent must click “**Apply**” to submit application
- The parent will receive a **Waiting List reference number** (Confirmation that the application was submitted).

Home Contact Us About News Language Hello Test10111 Log off Search

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

My Applications
Edit Personal Information
My Learners
Edit Learners
Support

Confirmation of Successful Submission

Your recent application has been received and will be processed soon.

Please take note of your Waiting List Number for any queries: **Waiting List No: WA131946/1/170406/024533**

Please make sure to submit the following documentation within 7 days to the School Applied to

- Child Birth Certificate
- Proof of Residences / Work Address
- If you not the child's natural parent provide supporting documents to support legal relationship to child
- Immunisation documents (against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B) for Grade 1
- Most recent report of the child (if currently enrolled in another school)

Apply again Apply for another learner

Thank you for Applying

Activate Windows
Go to Settings to activate Windows.

- A **Waiting List** reference number with a confirmation note will appear on the screen
- Parent can “**Apply again**” (Make an application to another school for the same learner) or “**Apply for another learner**” (Enter details of another learner to apply for 2019)
- Parents must note the 3 types of Waiting List Reference Numbers
 - **WA** – Applicant qualifies for placement at the school applied to in terms of the admissions criteria

- **WB** – Applicant does not qualify for placement at the school applied to in terms of the admissions criteria and should apply to a school where the waiting list will be WA
- **WAB** – The system cannot identify the address. In this case the school will calculate the distance from the address provided to the school to ensure that the learner is not disadvantaged

**NOTE: Documents must be submitted within 7 school days after submitting an application:
16 April 2018 - 5 June 2018**