

SCHOOL ACCESS AND HOW TO APPLY

**APPLICATIONS FOR SCHOOL ADMISSIONS IN 2024 ARE OPEN.
THE ADMISSIONS WEBSITE IS A FREE SERVICE, THAT IS
ZERO-RATED SO YOU DO NOT NEED DATA TO ACCESS IT.**

WHAT CERTIFIED DOCUMENTS YOU WILL NEED

- The last official school Report Card
- Proof of identity:
 - ID, Birth certificate, or passport of the learner,
 - In the case of a learner who is not originally from South Africa: a passport, or a study permit or proof of application for a study permit, or a copy of the parent's Asylum seeker or Refugee Permit
 - OR a police affidavit if these documents are not available
- Immunisation card (Road to Health Chart) [Primary Schools only]
- Proof of Residence (Rates account, Lease agreement, an affidavit confirming residence).

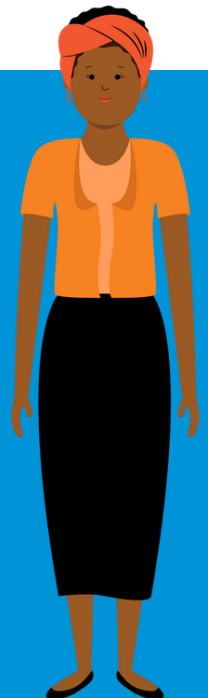
You can certify copies of your documents at any police station or post office. Keep these copies together, as you will need to submit the hard copies later this year to the final school your child is accepted to.

Information on how to apply, with step-by-step registration and application guidelines and videos are available on the WCED website: <https://wcedonline.westerncape.gov.za/admissions-202324>

We understand that this is a stressful period for parents, and that the application process can seem daunting.

TIPS FOR PARENTS

- Apply early – don't wait until the last day of the applications window.
- Apply to more than one school.
- Check the admissions policies of the schools to which you would like to apply.
- Remember that schools may not use their own forms or online systems for applications and may not request any additional information from parents that is not in line with the South African Schools Act, the Admissions Policy for Public Ordinary Schools, or the POPI Act.



FREQUENTLY ASKED QUESTIONS

DO NON-SOUTH AFRICAN CHILDREN HAVE A RIGHT TO EDUCATION IN SOUTH AFRICA?

Section 29(1) of the Constitution grants everyone the right to education, and does not draw any distinction between learners based on their citizenship status. Non-South African children, including children who are undocumented, asylum seekers, and refugees may not be denied access to a basic education in South Africa. The right to a basic education for all, regardless of documentation, has been upheld by South African courts and this was confirmed in the Centre for Child Law case.

WHAT DO I DO IF MY CHILD IS DENIED PLACEMENT BECAUSE THEY ARE UNDOCUMENTED?

If you are told that your child cannot enrol in school because your child does not have documentation in South Africa, or needs additional documentation, then you must give the school the Department of Education Circular 1 of 2020.

The Circular says that your child can be registered at a school after submission of any document showing their identity. This can be a clinic card, a birth certificate, or an affidavit signed at a police station by you as the child's parent or caregiver.

IS MY CHILD SUBJECT TO PAYING MORE SCHOOL FEES IF THEY ARE ACCEPTED INTO A PUBLIC SCHOOL?

Non-South African children are subject to the same school fees as South African children. Parents / caregivers with refugee or asylum seeker status, who cannot afford school fees, can apply for a fee exemption, which is applied for at the school. Applicants must submit proof of monthly salary and expenses. Additionally, a learner cannot be excluded from school due to non-payment of fees (note that this applies to public schools). A school may also not withhold a learner's report because the parent cannot pay fees. It is very important that if you cannot afford school fees that you apply for a fee exemption as early as possible as delay in this may result in fee exemption applications being denied. If you are not happy with the outcome of your fee exemption application, you may appeal against the decision. Parents and caregivers are advised to submit applications for learner placement at schools where they can afford to pay the school fees. Additionally, No Fee Schools are an option where parents and caregivers have no means to pay school fees.

MY CHILD HAS NOT BEEN ACCEPTED AT ANY OF THE SCHOOLS I APPLIED TO, WHAT CAN I DO?

If your child is not enrolled in any of the schools because they are too full we advise that you contact your local district education office.

The local district education department is better placed to assist with the placement of your child as they will have a list of available spaces in other schools.

Additionally, you can reach out to other schools directly to check for possible openings as some students transfer at the start of the school year and this opens up space for unplaced learners.

WHERE CAN I GO FOR HELP IF I AM STILL LOOKING FOR A SCHOOL TO ENROL MY CHILD?

The Western Cape Education Department has identified officials who are responsible for managing enrolments of learners in Western Cape schools.

Parents are welcome to contact these officials if they have been unsuccessful in finding places for their children at schools

HELPFUL LINKS



FREQUENTLY ASKED QUESTIONS ANSWERED BY WCED

<https://wcedonline.westerncape.gov.za/learner-enrolment-faq>

STRUGGLING WITH THE ONLINE APPLICATION FORM?

<https://wcedonline.westerncape.gov.za/school-admission-help-metropolitan-areas>