

# 2024 ONLINE ADMISSIONS APPLICATION PROCESS



**GAUTENG**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**GGT2030**  
GROWING GAUTENG TOGETHER



## 2024 ONLINE ADMISSIONS APPLICATION PERIOD

The Gauteng Department of Education (GDE) wishes to announce the **2024 Online Admissions for Grade 1 and 8 Application Period**:

### Application Period

**OPEN**

**THURSDAY, 15 JUNE 2023 AT 08:00 AM**

**CLOSE**

**FRIDAY, 14 JULY 2023 AT 00:00 AM**

## ONLINE ADMISSIONS SYSTEM REVIEW

- Changes and improvements made to the GDE Online Admissions Application System are informed by feedback from the Annual Stakeholder Review of the System which was conducted from 7 February 2023 to 10 March 2023
- Stakeholders who annually participate in the review process include Parents of applicant learners, School Governing Body Associations, School Administrators, School Principals, District Officials and Provincial Call Centre Agents

## SINGLE APPLICATION PROCESS

- The 2024 Online Admissions will follow a **single application process**
- This means that parents and guardians applying for Grade 1 and Grade 8 will all apply at the same time and, during the placement process, offers will also be issued at the same time



## 2024 ONLINE ADMISSIONS APPLICATION PERIOD

To apply, parents and guardians must log in to:

[www.gdeadmissions.gov.za](http://www.gdeadmissions.gov.za)

which will go live on Thursday, **15 June 2023 at 08:00**  
**AM** to open for applications

Applications will then close on **Friday, 14 July 2023 at**  
**00:00 AM (midnight)**

## 2024 ONLINE ADMISSIONS APPLICATION PERIOD

- During the application period, applicants will be required to create login credentials (username and password) which they will use to access the Online Admissions System
- Once applicants have gained access to the System, they **MUST BEGIN** with the Registration process and ensure that to follow each Application step correctly

## IMPORTANCE OF CELLPHONE NUMBER

- **NB:** Applicants must provide **ONE reliable and correct cellphone number** when registering in order to receive important SMS notifications and updates regarding their application
- Every step of the application process **will be confirmed via SMS** for security and verification purposes
- Applicants are **discouraged from using internet cafés** to avoid errors. Instead, please go to any School, District Office or use one of the 80 Decentralised Walk-in Centres for assistance
- Note that the Department does **NOT charge a fee** when assisting parents to submit applications



## 5 STEP APPLICATION PROCESS

When applying for Grade 1 and/or Grade 8 during the 2024 GDE Online Admissions application process, **parents MUST complete the following 5 Step Application Process to submit a complete application:**

**STEP 1**

**Register Parent/Guardian Details**

**STEP 2**

**Register Home Address Details**

**STEP 3**

**Register Learner Details**

**STEP 4**

**Apply to a Maximum of Five (5) Schools**

**STEP 5**

**Uploading Documents to System or Submitting Documents at Schools (Within 7 school Days of Applying)**



## 5 STEP APPLICATION PROCESS

- Applicants **MUST** ensure that they complete the full **5 Step application process**
- Applicants who have Registered their details without Applying to any school, will not be considered for placement
- Accordingly, there will be weekly pop-up messages on the System and SMS notifications sent to registered applicants as reminders to complete their application
- Applicants must ensure that they respond to the SMS when required to do so. If not sure, they can visit the offices of the department for clarity

## 5 STEP APPLICATION PROCESS

- Parents are encouraged to use **home address within school feeder zone application option** to see schools with feeder zones that cover the parent's home address
- **To increase the chances of placement closer to the parent's home address, parents should select schools with feeder zones that cover the parent's home address**
- Parents are encouraged to apply to a **minimum of 3 schools** and a **maximum of 5 schools** for each learner
- **Parents cannot make more than one application for one learner to the same school**
- Parents must remember to **read and accept the Terms and Conditions**

## SCHOOL AVAILABILITY

- **All schools will remain open and accessible on the System** for applications during the Application Period
- This means **no school will disappear from the System during the application period**
- Parents are discouraged from **applying to less than 3 schools.**
- **NB: Placement will be based on Placement criteria and availability of spaces in line with school capacity**

## DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

1. Parent and Child ID or Passport
2. Refugee Permit
3. Asylum Seeker Permit
4. Permanent Residence Permit
5. Study Permit
6. Your South African Birth Certificate
7. Proof of Home Address
8. Proof of Work Address
9. Latest Grade 7 School Report (**Grade 8 applicants only**)
10. Clinic Card/Immunisation Report (**Grade 1 applicants only**)

## DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

All required documents must be either:

**1. Uploaded online on the Online Admissions System**

**OR**

**2. Submitted physically** at the school(s) selected during application, and such parents will receive a receipt to acknowledge submission of documents

**Note:** Documents that are **uploaded once** will be **viewed by all schools**; Documents that are **submitted to schools physically** **must be submitted to all schools** applied to

## DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

- Parents and guardians must ensure that **the information on the documents they provide matches the information they enter onto the System** when applying
- When uploading online, please pay attention to the document format and size required (example: PDF 10MB File Size Max)
- Parents and guardians are once again reminded that they **must either upload their documents or submit them physically to schools applied for**

## DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

- All documents must be submitted within 7 days of applying
- Constant System alerts on parent profile and SMS notifications will be sent to parents to submit or upload documents within 7 days
- Applications without a valid Proof of Home Address will be considered **INCOMPLETE**
- During the Application Period, consistent reminders will be sent to applicants with **INCOMPLETE APPLICATIONS** to submit outstanding documents within 7 days
- 7 Days after the Application Period, all Applicants with Incomplete Applications are informed via SMS and a message on their profile, that their applications are not valid

## PROOF OF HOME ADDRESS

- **The Proof of Home Address is the most important document when submitting an application**
- **Placement is confirmed on whether the school could verify the details of the Proof of Home Address**
- **Proof of Home Address should have the details as per the parent details in the application**
- **PLEASE do not submit fraudulent documents as schools have systems to verify such documents**



## PROOF OF HOME ADDRESS

The following documents are accepted as Proof of Home Address:

### Homeowners:

- 1. Municipal account not older than 3 months in the name of the applicant parent bearing the full residential address**

### Tenants / renters

- 1. Municipal account not older than 3 months in the name of the landlord (homeowner) bearing the full physical residential address**
- 2. Certified copies of the following documents**
  - a. Landlord's ID
  - b. Lease agreement signed by landlord and tenant, not older than 3 months bearing the full physical residential address
  - c. Rental Payment slip with full physical residential address not older than 3 months
  - d. Statement of any account in the name of the applicant parent bearing the full physical residential address

## VERIFICATION OF DOCUMENTS

- **The System will prompt schools *to verify and update* ALL document status whether uploaded online or submitted physically**
- **SMS notifications will be sent to parents to acknowledge submission and verification of documents**
- **During and up to 7 days after the end of the Application Period, schools will receive an auto alert each time applicants upload new documents**
- **The System will highlight all uploaded and physically submitted documents for schools to verify**
- **The System will also generate a report indicating the number of unverified documents per School on the School, District and Provincial Dashboard**

# LANGUAGE OF TEACHING AND LEARNING

## GRADE 1:

- Parents to **select preferred Language of Learning and Teaching** from a list of 11 official languages
- System to queue learners for placement at schools that offer preferred Languages selected by parents

## LANGUAGE OF TEACHING AND LEARNING

### GRADE 8:

- System will prompt applicants to select Language of Learning and Teaching (LOLT), Home Languages and Additional Languages per application
- The selected Language of Learning and Teaching (LOLT), Home Languages and Additional Languages **must be the same as these languages in the learner's Grade 7 School Report**
- Schools will **verify** Languages on Learner Grade 7 Report

## APPLICATIONS TO GRADE 1

**NB:** Grade R learners are **NOT** automatically accepted in Grade 1 at the school where they are currently enrolled in Grade R

This means that all learners that are 5 turning 6 by 30 June 2024 and are currently enrolled in Grade R in a school or ECD site as well as learners that are not in any type of school must apply on the system for admission to a minimum of three and a maximum of five schools

## APPLICATION TO OTHER GRADES

- Parents and guardians who wish to apply for **Grade R, Grade 2-7 and Grade 9-12** at a public school in Gauteng for the 2024 academic year **MUST apply directly at their identified school(s)** closest to their home address and not on the GDE Online Admission System
- Parents and guardians are urged to keep their children in schools where they are already enrolled.
- Applications for Grade 2-7 and 9-12 will be considered on merit only

## SCHOOLS OF SPECIALISATION & BOARDING SCHOOLS

- Parents who apply to Schools of Specialisation must ensure that they contact the school to arrange for the auditions or admission tests from Thursday, 15 June 2023 to 14 July 2023, and urged to accompany their children to complete the process.
- Parents applying for residence at boarding schools in Gauteng must first confirm acceptance within the boarding facilities
- Parents of applicants that are accepted in any school's boarding facility, will still be required to apply online for admission to the schools

## PLACEMENT CRITERIA

When the parent applies to a school for their child, **it is critical to remember that the following criteria is considered in order of priority below:**

- 1** Home address within the school's feeder zone closest to the school
- 2** Sibling/previous schools
- 3** Work address within school's feeder zone
- 4** Home address within 30km radius
- 5** Home address beyond 30km radius



## PLACEMENT PERIOD

- **SMSes with Placement Offers will be sent to parents from 4 September 2023**
- **The placement period will continue until the very last learner is placed**

## **ADDITIONAL CLASSROOMS**

- To avoid overcrowding at high pressure schools, we are continuing to fund identified schools to increase their capacity through our Self Build programme and provision of mobile classrooms**
- We are aware that a number of schools in high pressure areas are oversubscribed, and that some schools have converted classrooms dedicated for teaching as specialist rooms, as such schools may not change / convert teaching classrooms without the approval of the department**

## ONLINE ADMISSIONS SYSTEM

- **Since its introduction in 2015, the Gauteng Online Admissions Application System has successfully assisted many parents and guardians of Grade 1 and 8 learners with securing a space for their children in schools. This System has proven to be much more advanced than the previous manual approach, which led to thousands of parents and guardians camping outside of certain schools especially in high pressure areas for days when seeking placement**
- **Accordingly, the system has a 99.5% placement rate; which recently successfully processed the placement of over 350 000 learners ahead of the 2023 academic year. This translated to 139 367 Grade 1 learners and 152 681 Grade 8 learners being placed in Gauteng's more than 2 000 public schools for the 2023 academic year**

# ONLINE ADMISSIONS SYSTEM

## The System:

- **Allows applicants to submit applications from the comfort of their homes, offices or one of multiple decentralised Admissions Walk-in Centres strategically placed across the province**
- **Provides accurate statistics to the department for planning and reporting purposes; and also**
- **Provides immediate access to data and statistics to facilitate a transparent admissions process**

## DECENTRALISED WALK-IN CENTRES

- Applicants who may not have access to internet or resources required to apply are once again encouraged to visit any one of our **80 Decentralised walk-in centres** located across our 15-education district offices where our officials will safely assist with applications
- In addition:
  - **47 Libraries** will also be available to assist parents to apply
  - **ALL Schools, District Offices and the GDE Head Office** will serve as walk-in centres
- **Information on Decentralised Walk-In Centres/Libraries is available on the GDE Website, GDE Social Media Platforms and all our Districts**

## RETENTION OF LEARNERS

- **We have realized that retention of learners at inner grades, have a negative impact and contributes to overcrowding at some schools**
- **Accordingly, we will engage all stakeholder to improve this concerning situation**

## SCHOOL SAFETY

- **We have noted with great concern the recurring challenges of safety, including stabbings and gangsterism in and around schools in the province.**
- **Just this past Tuesday, on 16 May 2023, a 16 year old boy learner from Aha-Thuto Secondary School in Orange Farm stabbed a 17 year old boy learner to death.**
- **The Gauteng Department of Education (GDE), in collaboration with fellow GPG departments, law enforcement agencies and communities, will be rolling out initiatives to intensify its Safe School Strategy and other related interventions to ensure our schools remain relatively stable, peaceful and disruption-free.**

## SCHOOL SAFETY INTERVENTIONS

- **On Wednesday, 31 May 2023, we will be launching School Safety Week which will entail various activities and interventions such as:**
  - Educational visits to police stations and prisons
  - Meetings with Community Policing Forum
  - Expansion of the Adopt-A-Cop programme where schools are assigned with their own police officer
  - Training of school-based safety committees at the 225 schools at risk. Training started on 17 February and is set to conclude on 10 June 2023.
  - Search-and-seizure operations at identified high risk schools
  - Intensification of advocacy programmes against the anti-social acts and behaviour



## CONCLUSION

**Dear parents and guardians, if your child will be seeking space at a school in Gauteng for Grade 1 or 8 in 2023, make sure you diarise the announced dates as they are very important. Officials incorporated inputs from our stakeholders on how to improve the system. Indeed, we are hopeful that these implemented enhancements will be helpful to all applicants. Accordingly, we must reiterate that capacity remains our challenge in Gauteng, and a factor that applicants must always bear in mind when applying, without a doubt, we are working tirelessly to resolve the capacity challenge**

## CONTACT US

For more information, assistance or comments:

Call us on **0800 000 789**

WhatsApp us on **060 891 0361**

Email: [admissions.hotline@gauteng.gov.za](mailto:admissions.hotline@gauteng.gov.za) or [gdeinfo@gauteng.gov.za](mailto:gdeinfo@gauteng.gov.za)

You can also reach out to us on our social media pages:

 Facebook: [The Gauteng Department of Education](#)

 Twitter: [@EducationGP1](#)

 Instagram: [@gautengdepartmentofeducation](#)

For further information, visit [www.education.gauteng.gov.za](http://www.education.gauteng.gov.za)

# PLAY YOUR PART!

**Apply ONLINE for Grade 1 and/or Grade 8  
to secure your child's space at a Gauteng  
public school**

**#2024OnlineAdmissionsGP**