



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

CONFIDENTIAL

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CIRCULAR NO 89 OF 2021

TO: Deputy Director Generals
Chief Directors
Directors [Head Office]
District Directors
Circuit Managers
Principals of Schools
School Governing Bodies

SUBJECT: 2022 ON-LINE LEARNER ADMISSIONS PILOT PROJECT PROCESSES FOR PUBLIC SCHOOLS.

1. INTRODUCTION

- 1.1. The Limpopo Department introduced online learner admission application system on a pilot scale in May 2021.
- 1.2. The **On-Line Learner Admission Pilot Project** is introduced to ensure that in future the Department has all information relating to admission in a central repository for planning and reporting purposes.
- 1.3. The purpose of this circular is to inform the selected schools, parents and social partners on how the **On-Line Learner Admission Pilot Project** will unfold and amended time frame with regard to the management administration of on-line admission application process.
- 1.4. Furthermore to introduce classification of the selected schools into different

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mode of application.

2. ON-LINE LEARNER ADMISSION APPLICATION PERIOD

- 2.1. On-line learner admission period shall commence from 3rd June 2021 and close on the 6th August 2021
- 2.2. From the 3rd June 2021 On-line learner admission will be opened to all parents who wishes to apply for their children at the selected schools for 2022 academic year.
- 2.3. It is the responsibility of every parent or guardian to ensure that their children are registered for the following year, well before the end of the current school year. Parents may register children who are supposed to start school next year, near their home. It is however important to check and adhere to the registration deadlines.

3. LEARNER ADMISSION CRITERIA

- 3.1. All applications submitted through walk in or on-line will be considered according to the following order
 - A. Residence**
 - i. If the applicant reside in the area where the school is located
 - ii. If the applicant's residential area is adjacent to the area where the school is located
 - B. Feeder school**
 - i. If the applicant's child attend a primary school located in the area where the school applied for is located
 - C. Siblings**
 - D. Work address**
- 3.2. As stipulated in the South African Schools Act of 1996, all children between the ages of 7 and 15 are compelled to attend school. Parents and guardians should ensure that all learners of this age are registered to go to school and that their children attend school regularly as per school time table or schedule.

4. REGISTRATION PROCESS [HOW TO REGISTER ONLINE]

- 4.1. Parents must log on to Limpopo Department of Education On-line Learner Admission Pilot Project website www.edu.limpopo.gov.za/LDoEadmissions
- 4.2. Registering and creating login credentials (Use your ID number as Username and a password created during registration).
- 4.3. Applicants are directed to apply to at least 3 schools (Including the ones closest

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to your home) indicate your order of preference on the system

4.4. The application consist of the following steps:

Step 1: parents / guardian registration Enter details of the parent/legal guardian. First of all, you have to press the “**Apply for 2022**” button or click **Register** when you open the official website of the LDoE

Step 2: Learner Profiling [Include detail information about the learner].

Step 3: Application [**Applying** to a school]

Step 4: Uploading of the required documents

4.5. Parents must complete all the steps.

5. FEATURES FOR ADMISSIONS APPLICATION ONLINE SYSTEM

Admission application online system provide the following features

5.1. An application form; Front-end for parents and Back-end for Schools, Districts and Head Office

5.2. Track applications; Front-end and Back-end

5.3. Placements; Front-end for parents to accept offers and Back-end for schools to confirm as well as transferring unplaced learners in Waiting List A to schools with available spaces (Placement Transfers

5.4. Reporting on application status and learner placement

6. DOCUMENTS REQUIRED

6.1. All the required documents are to be uploaded when processing application, through computer devise or smart phone

6.2. The following documents are to be submitted in all mode of applications:

(a) **Proof of Home address** [Municipality Account in the name of the parents with the home address used during application or legal lease agreement between the tenant and the owner]

(b) **Identity documents** of parents of the learner

(c) **Proof of immunization** Current school of academic report or transfer card

(d) If a parent is a foreigner the following additional documents are required:

i. Parents' passport

ii. A certified copy of birth certificate

iii. Asylum seeker document

iv. Study Permits

v. Temporary or permanent residence issued by Department of Home Affairs [DHA]

vi. If a learner was attending in a foreign country, the last report card of the learner is required

6.3. We are appealing to parents to ensure that when conducting on-line application

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they must ensure all the required documents are uploaded

7. SUBMISSION MODE OF APPLICATION

- 7.1. To ensure that all applicants have access to all our schools, the department has demarcated schools into two categories. Schools are classified according to submission mode of application.
- 7.2. Schools are classified into **single submission mode** of application and **hybrid submission mode** of application
- 7.3. **Single submission mode of application** permits parents to submit their application only online. In all schools classified in the single submission mode parents are not allowed to submit their application manually or through walk-in.
- 7.4. **Hybrid submission mode of application** permit parents to process application through walk-in and on-line. The mode is catering for parents who are unable to access resources for on-line and experience challenges with respect to network.
- 7.5. Departmental officials from the level of circuit up to provincial level will have access to the applications submitted to the selected schools through walk-in or manual. Official's role is to check submission register and applications.
- 7.6. Evaluation of both walk-in application and on-line applications simultaneously with single mode applications.
- 7.7. Circuits of all selected schools will serve as resource centres to support parents who are applying online. Each circuit will assign one or two officials to serve as a resource persons for On-line Learner Admission Pilot Project
- 7.8. Our circuits and schools comply with Covid-19 Health and Safety protocols, applicants are cautioned that covid-19 protocols will be strictly observed and adhered to at all times in all our schools and circuits
- 7.9. It is advisable for parents applying to all selected schools for on-line to use on line application in order to reduce high risk of infection and spread of Covid-19.
- 7.10. We urge parents to avoid visiting schools identified for single submission mode of application.
- 7.11. **School hoppers** are discouraged as our system will identify such applications.

8. VERIFICATION AND EVALUATION

- 8.1. The Verification Process entails validating learner and parent information already loaded on the Application

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- 8.2. The Evaluation process entails prioritizing applications based on the prioritization scheme. The period of evaluation process is from 1st of August 2021
- 8.3. Evaluation of applications will be based on admission criteria mentioned in paragraph 3(3.1) above
- 8.4. The application will be prioritize in terms of prioritization scheme written below. Each criteria will be allocated weight.
- 8.5. Verification of the uploaded will be done during the Month of August, from the 9th August 2021 until 31st August 2021, jointly with admission committee led by the principal.
- 8.6. Evaluation of the application will commence from the 1st September 2021 in terms of prioritization scheme below

8.7. Prioritization Scheme

Criteria	Weight
Residential	51
Feeder School	15
Siblings	10
Work Address	10
School of Choice	5
Early Application	10 (Fraction of ten within the submission period)

9. PLACEMENT OF LEARNERS

- 9.1. Learner placement will take place after verification of the uploaded document.
- 9.2. Schools with internet connectivity will be able to draw placed learners list signed off by District Directors.
- 9.3. Schools without internet connectivity will receive placed learners from their r at the District Office.
- 9.4. The District Director will sign off list of learners placed indicating successful and unplaced applicants in line with the capacity schools.
- 9.5. Schools will capture placement of successful applicants into the SA-SAMS system according to the Signed off Lists in the system.
- 9.6. Once placement of successful applicants is captured on the system, an automated SMS/E-mail will be sent to the parents to **ACCEPT OR REJECT** the offer of placement within seven days of receipt.
- 9.7. Parents that accept an offer of placement will receive an SMS/E-mail

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confirming placement. Where parents have confirmed placement, the system will automatically deactivate all applications linked to that applicant.

9.8. Learner placement will remain pending until confirmation of acceptance is received from the parent. Failure to respond to the offer within 7 days will result in parents forfeiting the space provisionally offered.

9.9. Parents who feel that their children were unfairly denied placement may lodge an appeal within 7 days.

10. **THE ROLE OF THE DISTRICT AND PROVINCIAL OFFICE (Institutional Governance and IT)**

10.1. The role of the district is to plan for admissions by:

10.1.1. determining capacity of schools

10.1.2. identifying undersubscribed and oversubscribed schools

10.1.3. projecting number of learners that can be accommodated in available schools to determine the resourcing needs

10.1.4. ratifying Schools Admissions Policies

10.1.5. Monitor the implementation of the Admissions Management Plan.

10.1.6. Manage the challenges that arise from the online admissions process.

10.1.7. Ensure that schools do not distribute manual applications to parents.

10.1.8. Sign off the system generated placement list in consultation with Principals of individual schools and Principals within each cluster.

10.1.9. Place all unplaced learners in available spaces in schools in the District.

10.1.10. Manage online placement transfers of all unplaced learners from one school to another.

10.1.11. View and print reports of all Schools in the District.

10.1.12. Ensure that applications are submitted in line with management plan guideline

10.1.13. Conducting advocacy by communicating with the SGBs of the selected school.

10.1.14. Checking registration made by various parents

10.1.15. District will have access to all applications made in that district

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- 10.1.16. Compile District admission report
- 10.2. The unplaced learners are learners who failed to meet the requirements in all three choices of school.
- 10.3. **The role of the Provincial office is to:**
- 10.3.1. Plan, Organise and Coordinate the admission processes in the Province.
 - 10.3.2. Facilitate and mediate the admission processes and systems.
 - 10.3.3. Monitor the implementation of policy and provide support to Districts and Schools.
 - 10.3.4. View and print reports of all Schools and Districts.
 - 10.3.5. Compile admission reports.
- 10.4. **The role of the IT Support Team is to:**
- 10.4.1. Provide Circuits without any form of connectivity with WIFIs for Internet connectivity.
 - 10.4.2. Provide IT support when needed.
 - 10.4.3. Resolve technical queries and problems arising from the Online Application
11. Determination of Capacity of the school is based on learner enrollment of 2021 in particular about entry grades

12. **CONCLUSION**

- 12.1. This circular applies with immediate effect and it also amend some of the dates appearing in the circular No 63 of 2021 and guidelines for 2022 learner admission
- 12.2. The circular must also be read together with circular No 63 of 2021 and guidelines for 2022 learner admission
- 12.3. We are calling upon all role players to be committed in ensuring that our On-line learner Admission Pilot Project becomes successful, as it will transform our learner admission system.
- 12.4. If application is not successful the school will notify applicant and reasons for non-admission will be provided
- 12.5. We are making a clarion call to all affected parents to respond timeously and careful consider the stipulated timeframes in respect of registration of learners
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to avoid jumping onto the bandwagon of making accusations and counter accusations about things we could have avoided.

12.6. Attached is a list of schools classified in terms of submission mode of applications



Dederen KO
Superintendent General

24/05/2021
Date

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CLASSIFICATION OF SCHOOLS INTO SUBMISSION MODE OF APPLICATIONS

NO	DISTRICT	CIRCUIT	SUBMISSION MODE OF APPLICATIONS	
			SINGLE MODE	HYBRID MODE
01	Capricorn South	Kgakotlou		Garison Ntjie Secondary h
02	Capricorn South	Kgakotlou		Thomo -2 Primary
03	Capricorn South	Kgakotlou		Mapudithomo Primary
04	Capricorn South	Kgakotlou		Klaas Mothapo Secondary
05	Capricorn South	Lebowakgomo		Eureka Primary
06	Capricorn South	Lebowakgomo		Derek Kobe Secondary
07	Capricorn South	Lebowakgomo	S.J. Van Der Merwe Tech secondary	
08	Capricorn South	Lebowakgomo		Dr. Dixon Mphahlele primary
09	Capricorn South	Mankweng		Toronto primary
10	Capricorn South	Pietersburg	Nirvana primary	
11	Capricorn South	Pietersburg	Taxila secondary	
12	Capricorn South	Pietersburg	Capricorn secondary	
13	Capricorn South	Pietersburg	Florapark Compre High secondary	
14	Capricorn South	Pietersburg	Pietersburg Compre primary	
15	Capricorn South	Pietersburg	Pietersburg English Me primary	
16	Capricorn South	Pietersburg	Laerskool Piet Noord	
17	Capricorn South	Pietersburg	Hoerskool Noorderland	
18	Capricorn South	Pietersburg	Florapark Comprehe primary	
19	Capricorn South	Pietersburg	Tom Naude Tech secondary	
20	Capricorn South	Pietersburg	Piet Hugo primary	
21	Capricorn South	Pietersburg	Laerskool Ivypark	
22	Capricorn South	Seshego		Rev M.P. Malatjie primary
23	Capricorn North	Bochum East	Dendron primary	
24	Mogalakwena	Potgietersrus	Potgietersrus Compre Prim	

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Superintendent General



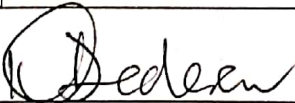
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NO	DISTRICT	CIRCUIT	SUBMISSION MODE OF APPLICATIONS	
			SINGLE MODE	HYBRID MODE
25	Mogalakwena	Potgietersrus	Waterberg high	
27	Mogalakwena	Mahwelereng		Ebenezer secondary
26	Mogalakwena	Potgietersrus	Potgietersrus primary	
28	Mogalakwena	Potgietersrus	Laerskool Potgietersrus	
29	Mogalakwena	Potgietersrus	Hoërskool Piet Potgieters	
30	Mopani East	Lulekani	Hoërskool Frans Du Toit	
32	Mopani East	Lulekani	Laerskool Phalaborwa Noord	
33	Mopani East	Lulekani	Laerskool Phalaborwa suid	
34	Mopani East	Lulekani	Fauna Park Primary	
35	Mopani East	Man'ombe		Giyani High
36	Mopani East	Man'ombe		Laerskool Kremetart
37	Mopani East	Man'ombe		Risinga Secondary
38	Mopani West	Tzaneen	Laerskool Tzaneen	
39	Mopani West	Tzaneen	Merensky Secondary	
40	Mopani West	Tzaneen	Hoërskool Ben Vorster	
41	Mopani West	Tzaneen		Unity Primary
42	Mopani West	Mafarana		Laerskool Dr. Annecke
43	Sekhukhune E	Bogwasha	Laerskool Burgersfort	
44	Sekhukhune E	Bogwasha	Mogale Wa Bagale secondary	
45	Sekhukhune E	Dilokong		Laerskool Atokia
46	Sekhukhune E	Moroke		Poo secondary
47	Sekhukhune E	Mmashadi	Jane furse compre	
48	Sekhukhune E	Ngwaabe	laerskool steelpoort combine	
49	Sekhukhune E	Tubatse		Leolo secondary
50	Sekhukhune S	Masemola		Mahwetše secondary
51	Sekhukhune S	Groblersdal	Esther Maleka Compre Secondary	


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Superintendent General



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			SINGLE MODE	HYBRID MODE
52	Sekhukhune S	Groblerdal		Hoërskool Ben Viljoen
53	Sekhukhune S	Groblerdal	Laerskool Marble-Hall	
54	Sekhukhune S	Groblerdal	Laerskool Julian Muller	
55	Sekhukhune S	Groblerdal	Groblerdal combine	
56	Sekhukhune S	Lobethal Circuit		Rantobeng Secondary
57	Sekhukhune S	Phokoane		Moreko secondary
58	Vhembe East	Tshilamba	Thengwe seconadry	
59	Vhembe East	Tshinane	Tshivhase secondary	
60	Vhembe East	Sibasa	Mbilwi secondary	
61	Vhembe East	Malamulele North E		Jim Chavani Secondary
62	Vhembe East	Luvuvhu		Azwifarwi seconadry
63	Vhembe East	Malamulele North E		Basopa secondary
64	Vhembe East	Mvudi	Tshedza Comprehensive primary	
65	Vhembe East	Malamulele Central		E.P.P. Mhinga secondary
66	Vhembe East	Sibasa	Laerskool Bergvlam	
69	Vhembe East	Sibasa	Makwarela primary	
70	Vhembe East	Mvudi	Tshiluvhi Primary	
71	Vhembe East	Mvudi	Marude Secondary	
72	Vhembe East	Mvudi	Tohoyandou secondary	
73	Vhembe East	Mvudi	Tohoyandou Technical secondary	
74	Vhembe East	Vhuronga 1		Edison Nesengani secondary
75	Vhembe West	Soutpansberg East		Litshovhu secondary
76	Vhembe West	Soutpansberg East	Laerskool Soutpansberg	
77	Vhembe West	Soutpansberg East	Eltivillas primary	
78	Vhembe West	Soutpansberg East	Laerskol Louis Trichardt	
79	Vhembe West	Soutpansberg North	Laerskool Messina	
80	Vhembe West	Soutpansberg North	Hoerskool Eric Louw	

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			SINGLE MODE	HYBRID MODE
81	Vhembe West	Soutpansberg East	laerskool Louis Trichardt	
82	Vhembe West	Soutpansberg North		Beitbridge primary
83	Vhembe West	Soutpansberg North		Martin De Porrez primary
84	Vhembe West	Soutpansberg North		Renaissance secondary
85	Vhembe West	Nzhelele West		Patrick Ramaano secondary
86	Vhembe West	Lwamondo		Lwamondo secondary
87	Vhembe West	Nzhelele West		Tshikuwi primary
88	Vhembe West	Dzondo		Laerskool Levubu
89	Waterberg	Nylstroom	Laerskool Eenheid	
90	Waterberg	Ellisras	Laerskool Ellisras	
91	Waterberg	Warmbad	Laerskool Warmbad	
92	Waterberg	Nylstroom	Laerskool Nylstroom	
93	Waterberg	Naboomspruit	Hoerskool Hans Strijdom	
94	Waterberg	Naboomspruit	Laers Eugene N. Marais	
95	Waterberg	Warmbad	Hoerskool Warmbad	
96	Waterberg	Nylstroom	Lord Milner primary	
97	Waterberg	Nylstroom	Settlers Agricultural secondary	
98	Waterberg	Dwaalboom	Laerskool Koedoeskop	
99	Waterberg	Nylstroom	Hoerskool Nylstroom	
100	Waterberg	Ellisras	Hoerskool Ellisras	
101	Waterberg	Dwaalboom	Laerskool Platina	
102	Waterberg	Warmbad		Jinnah Park primary
103	Waterberg	Dwaalboom		Chrome Mine primary
104	Waterberg	Thabazimbi	Hoerskool Frikkie Meyer	
105	Waterberg	Thabazimbi	Laerskool Thabazimbi	
106	Waterberg	Ellisras	Lephalale primary	

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