ADMISSIONS APPLICATION ONLINE USER GUIDE FOR PARENTS

‘BE AN EARLY BIRD’
REGISTER AND APPLY NOW FOR YOUR CHILD ONLINE FOR 2017 SCHOOL YEAR

Apply from home, work or at your own convenience. . . .

Use your internet connected laptop/ desktop / cell phone to access the Admission Online website through www.gdeadmissions.gov.za to register/verify information and apply for your child

OR

Visit the advertised helpdesk sites on www.education.gpg.gov.za / All Ordinary Public Schools /Internet Café/ Wi-Fi hotspots

WHY THE USE OF ONLINE APPLICATION SYSTEM?
The Online Application system is for convenience, easy access, accurate reporting and planning.

WHO SHOULD APPLY ONLINE?
First time Grade 1 and 8 applicants and those relocating from other areas for 2017 learner intake.
NOTE:

Re-enrolments: for learners who are currently in Grade 1 to 6 in primary schools and Grade 8 to 11 in Secondary schools applications will be processed by schools from 11 – 29 April 2016

No transfers between schools (school hopping): learners already registered at schools must remain in those schools

No applications for the in between grades must be processed on line unless the parents will be relocating in 2017

Parents who are relocating and would like to apply for the in between grades (Grades 2 to 7 and Grades 8 to 11) must consult with the school to verify availability of spaces. Spaces will be confirmed pending the current learner enrolment, learner retentions in each grade and in line with the capacity of the school.

WHEN IS THE SYSTEM GOING LIVE?

The Admission Period for 2017 commences on 11 April 2016 and ends on 7 September 2016 by which date all applicants should be placed.

Phase 1: Registration and verification of information

Parents should register or verify their details and learner details from 11 April 2016.

Phase 2: Application

The application period commences on 19 April 2016 at 8H00 in the morning and will close midnight on 1 June 2016

Phase 3: Placement

The placement period commences from 24 June until 07 September 2016

HOW DO I APPLY?

Step - by - step application process

Parent access the web address: http://www.gdeadmissions.gov.za to be on the “Welcome to Admissions Online Application for 2017” page
Welcome page: Parents are required to note all hyperlinks (Terms and Conditions and Education Pillars)

The navigation bar at the top of the Welcome page has a support link that provides the Story board and online manual

First time user will be required to click the “Register “button to register parent information before applying

The pop-up screen will then request the parent to “Select the Registration Type” for South African or non-South African Citizen. This will be followed by the pop-up screen for “ID Number for South African Citizen and Passport Number for non-South African Citizens.

Parents who registered in 2015 and those who have learners in school currently must verify information by clicking the verification tab. The verification process will require parents to enter the ID/Passport Number.

Create login credentials

- Once a parent has registered their information they must proceed to create the login credentials to access the main application page to register learner information.
- Parents who created login credentials in 2015 use the same credentials
- Parents who may have forgotten login credentials click the reset password to create new login credentials
• Login credentials must have a **username** and a **password**

**On the Home page a parent can:**
- view or edit details by clicking on the “My Details” link
- register learner information by clicking on the “Register Learner” link (Application cannot be made unless a learner is registered)
- apply by clicking the link “Apply For 2017”

**On the “My Application” page a parent can do the following:**

- **Application using the “home or work address” option (Waiting List A)**
  - select a learner
  - select the grade applying for in 2017
  - select the address (home or work) for the system to pop-up the three closest schools to the address
  - click “Apply” to submit your application
  - **An automated SMS will be sent to the parent’s cell phone number to confirm the submission of the online application**

  OR

- **Application for a learner with a “sibling at a school” option (Waiting List A)**
  - Not applicable if the sibling is in Grade 7 and 12
  - select a learner
  - select the grade applying for
  - tick the checkbox to select the sibling’s school
  - if the sibling’s school is not found click the “Add Sibling Details” to register sibling information first, then select the sibling’s school
  - select the address (home or work) for the system to pop-up the two closest schools to the address
  - click “Apply” to submit your application
  - **An automated SMS will be sent to the parent’s cell phone number to confirm the submission of the online application**
NOTE:
The application provides for additional options should the Waiting List A criteria not suit the applicant. Applications outside the criteria of working, living in the area or having a sibling at the school will be on Waiting List B e.g. School of choice, previous school, Independent school

- Application to a “school of choice” option (Waiting List B)
  - select a learner
  - select the grade applying for in 2017
  - select “school of choice” option on the address dropdown to select a school
  - select an address (home or work) on the second address dropdown for the system to pop-up the two closest schools to the address
  - click “Apply” to submit your application
  - An automated SMS will be sent to the parent’s cell phone number to confirm the submission of the online application

After clicking the APPLY button you should receive an SMS confirming the successful submission of the application.

WHAT DOCUMENTS DO I NEED TO SUBMIT AT SCHOOL?
- Proof of parent’s residential or work address
- Certified copy of learner birth certificate
- Immunization card for Grade 1
- Latest report card
- Parent’s copy of identity document
- Study permit for legal immigrants
- Proof of legal guardianship if not a biological parent

N.B. It is important to submit all the required documents needed at the schools identified by the system within 14 working days
THE ONLINE APPLICATION CANNOT BE USED TO APPLY FOR GRADE R AND SPECIAL SCHOOLS

Note:
- Apply at the school for Grade R and Special School learners
- Grade R is managed by the School Governing Body
- Special School learners are allocated a special number used for placement at a school

WHO DO I CONTACT FOR INFORMATION/QUERIES?

- Contact the Gauteng Department of Education between 08h00 to 16h00 from Monday to Friday on the following numbers:
  - Switchboard: (011) 355 0000
  - Call Centre: (011) 355 0966/0559/0198/0600
  - Toll Free number: 0800 000 789
  - E-mail: gdeinfo@gauteng.gov.za

- Or visit the offices at:
  - Gauteng Department of Education
  - 111 Commissioner Street
  - Johannesburg
  - 2001

All members of society are encouraged to support the Department in its drive to achieve the Transformation, Modernisation and Re-industrialisation (TMR) vision as outlined in the Medium Term Strategic Framework and the NDP.