



## education

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PROVINCE OF KWAZULU-NATAL

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To: The Chief Director: District Operations  
The District Directors  
The CES: Circuit management  
The Circuit managers  
The Principals of Schools  
Chairpersons of School Governing Bodies  
Associations of School Governing Bodies

### **KZN CIRCULAR NO 21 OF 2021**

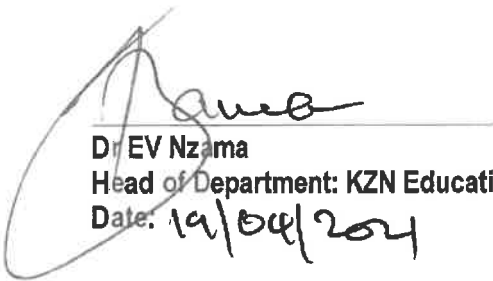
#### **SUBJECT: ADMINISTRATION OF LEARNER ADMISSIONS IN PUBLIC SCHOOLS FOR 2022**

1. The purpose of this circular is to outline the administrative processes to be followed when admitting Learners in public schools in KwaZulu-Natal for 2022. These processes must be in line with the following prescripts:
  - a. The Constitution of the Republic of South Africa, Act No 108 of 1996
  - b. The South African Schools Act, No 84 of 1996 (SASA), as amended and
  - c. Admission Policy for Ordinary Public Schools published in Government Gazette No 19377, Notice No 2432 of 1998
  - d. Learner Admission Policy for Public Schools in KwaZulu-Natal: KZN Circular No. 99 of 2006 and
  - e. Any other applicable provincial law.
2. The Learner admissions period for all public schools in KwaZulu-Natal will commence from the 3<sup>rd</sup> of May 2021 and end on the 1<sup>st</sup> of October 2021.
3. School Governing Bodies are hereby requested to comply with section 5(5) of the SASA which states that "Subject to this Act and any applicable provincial law, the admission policy of a public school is determined by the governing body of such school". The admission policy must be

consistent with the Constitution of the Republic of South Africa, Act No. 108 of 1996 and the South African Schools Act No. 84 of 1996 as amended. School principals must have submitted copies of the admission policies to the Circuit Managers. If not yet submitted, this must be done by the 30<sup>th</sup> of April 2021.

4. Schools must communicate to parents dates by when:
  - a) Application forms will be available for collection from school
  - b) Application forms must be returned to school
  - c) The school will respond to parents regarding the outcome of the applications
  - d) Parents must confirm to the school acceptance of admission of a learner. The date by when parents must have confirmed acceptance of admission for their children must not be later than the 31<sup>st</sup> of August 2021.
5. Schools must make parents aware that the following official documents are required for admission of learners to public schools:
  - a. An official Birth Certificate of the learner
  - b. Immunization Card
  - c. Transfer Card if a learner transfers from one public school to another
  - d. Last report card in the absence of a transfer card
  - e. Temporary or Permanent Residence Permit from the Department of Home Affairs or a Study Permit for non-RSA citizens or evidence that an application for permission to stay in South Africa has been made
6. The undocumented Learners must not be refused admission, they must be admitted. Principals must assist Parents in the process of documenting such Learners.
7. In terms of section 5(4)(a) of SASA the admission age of a learner to a public school to
  - i) Grade R is age four turning five by 30 June in the year of admission;
  - ii) Grade 1 is age five turning six by 30 June in the year of admission.
8. The function to administer the admission of learners in public schools is, in terms of paragraph 6 of the Admission Policy for Ordinary Public Schools, is the responsibility of the Head of Department. The Head of Department has delegated this function to Principals of public schools. Principals of public schools are hereby referred to paragraph 4 of KZN Circular No 99 of 2006 which states that all public schools must have completed their **learner admission processes for 2022 by the prescribed date.**
9. School Principals must, on regular basis, submit progress reports to Circuit Managers with regard to 2022 learner admissions using the attached template.

10. The District Admissions Committees must resolve all 2022 Learner Admission queries and ensure that learners are placed accordingly. District Admissions Committees are expected to report, on regular basis, to the Head of Department on progress made in respect of the 2022 Learner Admissions.
11. Any learner or parent of a learner who has been refused admission to a public school may appeal against the decision to the Member of the Executive Council in terms of section 5(9) of SASA.
12. In line with the spirit of Clause 10 above, Principals must alert Parents whose children's applications are unsuccessful that they must approach Circuit offices to raise their concerns or for alternative placements. That will ensure swift resolution of cases and help minimize the number of Learners that may still be seeking admission at the beginning of 2022.
13. Districts must submit monthly Learner Admission progress reports to the Head of Department from the end of May 2021 through the Directorate: Governance and Management.
14. Your co-operation in this regard will be highly appreciated.

  
Dr EV Nzama  
Head of Department: KZN Education  
Date: 19/04/2021