



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE HEAD OF DEPARTMENT

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**TO: CHIEF DIRECTORS: DISTRICT OPERATIONS
CHIEF DIRECTOR: CURRICULUM DEVELOPMENT PROGRAMMES
DISTRICT DIRECTORS
CESs: CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES
ASSOCIATIONS OF SCHOOL GOVERNING BODIES**

KZN CIRCULAR NO. 17 OF 2026

SUBJECT: ADMINISTRATION OF LEARNER ADMISSIONS IN PUBLIC SCHOOLS FOR 2027

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 2027.
2. These processes must be in line with the following prescripts:
 - a) The Constitution of the Republic of South Africa, 1996.
 - b) The South African Schools Act, No. 84 of 1996 (SASA), as amended.
 - c) Admission Policy for Ordinary Public Schools published in the Government
 - d) Gazette No. 19377, Notice no 2324 of 1998.
 - e) Learner Admission Policy for Public Schools in KwaZulu-Natal: KZN Circular No.99 of 1996, and
 - f) Any other provincial law.
3. The Learner Admissions period for all public schools in KwaZulu-Natal will commence from the 8th of April 2026 to 31 August 2026.
4. School Governing Bodies are hereby requested to comply with section 5(5) of the South African Schools Act as amended by section 4 of the Basic Education Laws Amendment Act 32 of 2024 which states that "Subject to this Act and any provincial law, the admission policy of a public school is determined by the governing body of such schools in line with the constitution and relevant legislation...". The admission policy must be consistent with the Constitution of the Republic of South Africa, 1996 and the South African Schools Act No.84 of 1998 as amended.
5. School principals must submit copies of the admission policies to their Circuit Managers for approval. This must be done every year before the end of the first term.



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6. Schools must communicate to parents the dates by when:
 - a) Application forms will be available for collection from school,
 - b) Applications must be returned to school,
 - c) The school will respond to parents regarding the outcome of applications,
 - d) Parents must confirm to the school acceptance of the admission of the learner. The date by when parents must have confirmed acceptance of admission of their children must not be later than the 30th of August 2026.

7. Schools must make parents aware that the official documents are required for admission of learners to public schools:
 - a) An official Birth Certificate of the learner,
 - b) Immunization Card,
 - c) Last report card to determine the Grade to place the learner in,
 - d) 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,
 - e) Transfer Card if a learner transfers from one public school to another (this is applicable only once a learner has secured a space at a school or when there is confirmation that the learner is taken in the receiving school.)

8. In line with the Phakamisa judgement and section 5(1A) of the South African Schools Act as Amended, the undocumented learners must not be refused admission, they must be admitted. Principals must assist parents in the process of documenting such learners during the year of admission.

9. In terms section 5(4)(a) of the South African Schools Act as Amended, 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. If a school has limited capacity, preference must be given to learners who are subject to compulsory attendance.
 - II. In terms of section 3 of the South African Schools Act as Amended, it is compulsory to send a child to school once the child reaches the age of six. However, it is important to note that even a child who has reached the age of six must start in Grade R.

10. The function to administer the admission of learners in public schools is, in terms of paragraph 6 of the Admission Policy of Learners to Ordinary Public Schools the responsibility of the Head of Department. The Head of Department has delegated this function to Principals of public schools.

11. Principals of public schools are hereby referred to paragraph 4 of KZN Circular 99 of 2006 which states that all public schools must have completed their learner admission processes for 2027 by the prescribed date.

12. School principals must on monthly basis submit progress reports to Circuit Managers about learner admissions for 2027 starting from the end of April.



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13. Schools in compliance with KZN Circular No. 99 of 2006, paragraph 4.5 must ensure that "If a principal refuses to admit a learner, he/she must provide written reasons for such refusal" and in line with the same circular, paragraph 4.6 clarifies that "learners placed on the waiting list are deemed to have been refused admission." This must be emphasized to parents whose children are placed in the waiting list.
14. The District Admissions Committee must resolve all 2027 Learner Admissions queries within 7 days upon receipt of such queries and ensure that learners are placed accordingly. This means, efforts to place a learner must be made first in a school of choice and if it is full, the learner must be placed in an alternative school.
15. The District Admissions Committees are expected to report on monthly basis to the Head of Department on the progress made in respect of 2027 Learner Admissions. This must be done via the Directorate for Governance and Management at: Ndumiso.Dlamini@kzndoe.gov.za
16. 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 Committee in terms section 5(9) of the South African Schools Act.
17. In line with spirit of clause 11 above, Principals must alert parents whose children's applications are unsuccessful that they must approach the Circuit Offices to raise concerns or to seek alternative placements. That will ensure swift resolution of cases and help minimize the number of learners that may still seek admission at the beginning of 2027.
18. Districts must submit monthly Learner Admission progress reports to the Head of Department from the end of April 2026 through the Directorate: Governance and Management.

Your cooperation in this regard is highly appreciated

MR. GN NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION
DATE: 13/03/2026