

### **BRANCH: CURRICULUM MANAGEMENT & DELIVERY**

Private Bag X9137, PIETERMARITZBURG, 3200 Suite 217A: Department of Education - Head Office 247 Burger Street | Pietermaritzburg | 3200 Tel: 033 392 1201 |

Enquiries: Sandile Mkhize Email: Sandile.Mkhize3@kzndoe.gov.za

TO : DEPUTY DIRECTORS-GENERAL

CHIEF DIRECTORS

**DIRECTOR: GOVERNANCE AND MANAGEMENT** 

**DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS)** 

**DISTRICT DIRECTORS** 

**CES: GOVERNANCE AND MANAGEMENT** 

**CES: INFRASTRUCTURE, PLANNING AND EMIS** 

**CES: CIRCUIT MANAGEMENT CLUSTERS** 

DCES: EMIS

DCES: CIRCUIT MANAGEMENT

PRINCIPALS OF PUBLIC SCHOOLS

### **KZN CIRCULAR NO.141 OF 2024**

SUBJECT: CAPTURING THE DETAILS OF GRADE 1 & 8 LEARNERS ADMITTED FOR 2025 ON SA-SAMS FUTURE LEARNERS SUB-MODULE.

- 1. KZN Circular No. 29 of 2024 and KZN Circular No. 131 of 2024 refers. (Annexure A & B)
- 2. In terms of the circulars referred to above, all public schools were requested to conduct admissions processes for year 2025, document/capture admitted learners and parent details, and collect all necessary supporting documents. The circulars also states that schools were requested to submit a list of admitted learners via a system.
- 3. This Circular hereby provides guidance on how schools are to capture and submit using **SA-SAMS**, the list of admitted learners for year 2025 in Grade 1 and 8 after the extension of admissions and closing on **31 October 2024** as per KZN Circular 131 of 2024.
- 4. The districts that are part of phase-1 implementation of the Online Admissions System (Amajuba, Pinetown, uMgungundlovu and uMlazi) are requested to comply in full to this circular.



## CAPTURING THE DETAILS OF GRADE 1 & 8 LEARNERS ADMITTED FOR 2025 ON SA-SAMS FUTURE LEARNERS SUB-MODULE.

- 5. Schools should capture data under future learners' sub-module on SA-SAMS, this includes capturing of learner and parent details under future learners sub-module following the attached SA-SAMS Guideline for this sub-module. **Annexure C.**
- 6. Schools are kindly requested to update future learner details on SA-SAMS, quality assure data and submit to EMIS Districts Office via the standard route of submissions using department official online platforms on **Friday 01 November 2024**.
- 7. Immediately when databases reach the EMIS District Office, EMIS officials are kindly requested to quality assure data captured by schools under Future Learner sub-module and submit SA-SAMS databases to EMIS Provincial Office using department official online platforms by **Tuesday 05 November 2024**.
- 8. Districts EMIS Heads are requested to escalate non-submissions by schools to District Directors and relevant stakeholders on **04 November 2024** for follow ups processes.
- 9. EMIS Provincial Office has created a submission folder for the four (04) Districts that are part of Phase-1 Implementation named "Future Learner Data" that will be made available on Monday 28 October 2024 and will be for uploading databases to the provincial data warehouse as they are being submitted by EMIS districts.
- 10. EMIS Director to escalate non-submissions by schools to the management and relevant directorates on **04 November 2024**.

Your prompt cooperation will be highly appreciated.

Yours Sincerely

MR GN NGCOBO

HEAD OF DEPARTMENT

DATE .

## Annexure A



## SUBJECT: ADMINISTRATION OF LEARNER ADMISSIONS IN PUBLIC SCHOOLS IN 2025.

- 3. School Governing Bodies are hereby requested to comply with section 5(5) of the South African Schools Act 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". The admission policy must be consistent with the Constitution of the Republic of South Africa, Act 108 of 1996 and the South African Schools Act No.84 of 1998 as amended. School principals must have submitted copies of the admission policies to their Circuit Managers for scrutiny. If not yet submitted, this must be done by the 23<sup>rd</sup> of March 2024.
- 4. 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 31st of August 2024.
- 5. Schools must make parents aware that the official documents are required for admission for 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.)
- 6. In line with the Phakamisa judgement, 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.



DIRECTORATE

Governance and Management Enquiries: Mr. DN Mthethwa

Ref. No. 13/15/1/1

Private Bag X9137, PIETERMARITZBURG, 3200

ABSA Building, 194 Langalibalele Street, Pietermaritzburg, 3201

Tel: 033 348 6110 Email: Nhlanhla.Mthethwa@kzndoe.gov.za

TO

CHIEF DIRECTORS: DISTRICT OPERATIONS MANAGEMENT

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. 29 OF 2024

SUBJECT:

ADMINISTRATION OF LEARNER ADMISSIONS IN PUBLIC

SCHOOLS FOR 2025.

- 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 2024. These processes must be in line with the following prescripts:
  - a. The Constitution of the Republic of South Africa, Act 108 of 1996.
  - b. The South African Schools Act, No. 84 of 1996 (SASA), as amended.
  - Admission Policy for Ordinary Public Schools published in the Government Gazette No. 19377, Notice no 2324 of 1998.
  - d. Learner Admission Policy for Public Schools in KwaZulu-Natal: KZN Circular No.99 of 1996, and
  - e. Any other provincial law.
- 2. The Learner Admissions period for all public schools in KwaZulu-Natal will commence from the 2<sup>nd</sup> of April 2024 to 30 September 2024.



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## SUBJECT: ADMINISTRATION OF LEARNER ADMISSIONS IN PUBLIC SCHOOLS IN 2025.

- 7. In terms section 5(4)(a) of SASA the admission age of a learner to a public school to:
  - 1. 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 of Learners to Ordinary Public Schools is the responsibility of the Head of Department. The Head of Department has delegated this function to Principals of public schools.
- 9. 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 2024 by the prescribed date.
- 10. School principals must on monthly basis submit progress reports to Circuit Managers about learner admissions for 2024.
- 11. Schools in compliance with KZN Circular No. 99 of 2006, paragraph 4.5 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 the parents whose children are placed in the waiting list.
- 12. The District Admissions Committee must resolve all 2025 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, place a learner in an alternative school.
- 13. The District Admissions Committees are expected to report, on monthly basis, to the Head of Department on the progress made in respect of 2024 Learner Admissions. This must be done via the Director for Governance and Management at nhlanhla.mthethwa@kzndoe.gov.za.



## SUBJECT: ADMINISTRATION OF LEARNER ADMISSIONS IN PUBLIC SCHOOLS IN 2025.

- 14. 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 of section 5(9) of SASA.
- 15. 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 2025.
- 16. Districts must submit monthly Learner Admission progress reports to the Head of Department from the end of April 2024 through the Directorate: Governance and Management.

17. Your cooperation in this regard is highly appreciated.

MR. GN NGCOBO

**HEAD OF DEPARTMENT: KZN EDUCATION** 

DATE: \_\_\_\_\_\_\_ \

# Annexure B



## DIRECTORATE:

Private Bag X9137, PIETERMARITZBURG, 3200

**GOVERNANCE AND MANAGEMENT** 

ABSA Building, 194 Langalibalele Street, Pietermaritzburg, 3201

Enquiries: Mr. DN Mthethwa Tel: 033 348 6110 Email: nhlanhla.mthethwa@kzndoe.gov.za Ref. No. 13/15/1/1

TO: DEPUTY DIRECTORS-GENERAL

CHIEF DIRECTORS
DISTRICT DIRECTORS

**CES CIRCUIT MANAGEMENT** 

**CIRCUIT MANAGERS** 

PRINCIPALS OF PUBLIC SCHOOLS

**SCHOOL GOVERNING BODY CHAIRPERSONS** 

**SGB ASSOCIATIONS** 

### **KZN CIRCULAR NO. 131 OF 2024**

SUBJECT: EXTENSION OF THE ADMISSION PERIOD FOR THE 4 DISTRICTS SELECTED TO PARTICIPATE IN THE ONLINE ADMISSION, PHASE ONE (1) IMPLEMENTATION.

- 1. KZN Circular No. 29 of 2024 refers.
- 2. In terms of the circular referred to above, the admission period for all schools in KwaZulu-Natal closed on 30 September 2024.
- 3. This Circular hereby extends the admission period for the entry Grades, i.e. Grades 1 and 8 in four (4), at Districts selected to participate in the implementation of Phase 1 of the Online Admission viz: uMgungundlovu, Pinetown, uMlazi and Amajuba.
- 4. The extension is aimed at allowing all parents who might not have applied for admissions for 2025 in the entry Grades (1 and 8) to apply online from the time the system goes live until the 31st of October 2024.
- 5. Kindly note the following information as it clarifies what will unfold:
  - 5.1 The schools that have completed admissions, will submit the final list for capturing onto the system.
  - 5.2 The schools that may not have started with admissions for 2025 or those still having spaces, will process the applications through the Online Platform, and submit the final list after the new closing date.
  - 5.3 Learners who may have applied to schools that are already full, will be notified accordingly and placed in alternative schools.
- 6. The training on the system is currently underway and will be complete by the closing date of the 31st of October 2024

SUBJECT: EXTENSION OF THE ADMISSION PERIOD FOR THE 4 DISTRICTS SELECTED TO PARTICIPATE IN THE ONLINE ADMISSION, PHASE ONE (1) IMPLEMENTATION.

- 7. Parents will be allowed to forward their appeals using the online system and they will be adjudicated accordingly.
- 8. The documents that Parents will have to upload are:
  - 8.1 South Africans citizens
    - a copy of the Parent/ Legal guardian ID (sworn affidavit in a case where the parent/ Legal guardian does not have an identity document).
    - Proof of home address (A municipal account in the name of the parent/ legal guardian with the home address used during application or a legal lease agreement between the tenant and the owner of the property/Landlord).
    - · Child's birth certificate or an affidavit or sworn statement.
    - Clinic card/ proof of immunization (Grade 1).
    - The most recent Grade 7 learner progress report.
  - 8.2 Non-South African citizens
    - learner's valid study permit/ asylum seeker/ refugee permit/ temporary or permanent residence issued by the Department of Home Affairs (DHA).
    - Parent/ Legal guardian passport/ Asylum Seeker/ Refugee permit/ temporary or permanent residence issued by DHA.
    - Proof of home address (a municipal account in the name of the parent with the home address used during application or a legal lease agreement between the tenant and the owner of the property/ landlord).
    - Proof of immunization (Grade 1).
    - The most recent Grade 7 learner progress report.
  - 8.3 NB. Where the parent cannot provide the learner's official birth certificate, the principal of the school is directed to accept alternative proof of identity such as an affidavit or a sworn statement deposed to by the parent or the guardian of the learner wherein the learner is fully identified. (DBE circular 1 of 2020)
  - 8.4 Parents may also submit the documents directly to the schools applied to incase they have challenges with uploading the documents onto the system.
- 9. In terms of the DBE Circular 1 of 2020, paragraph 2.2c it is stated that "the right to education extends to everyone within the boundaries of South Africa, the nationality and immigration status is immaterial." Paragraph 1.2c emphasizes that "where a learner cannot provide an official birth certificate the principal of the relevant school is directed to accept alternative proof of identity such as an affidavit or a sworn statement deposed to by the parent, caregiver or guardian wherein the learner is fully identified."
- 10. Walk-in centers will be identified in each of the 4 districts to assist those parent that may require assistance in terms of network and technical assistance.

MR. GN NGCOBO

**HEAD OF DEPARTMENT** 

KZN EDUCATION DATE: 09/10/2024

# Annexure C

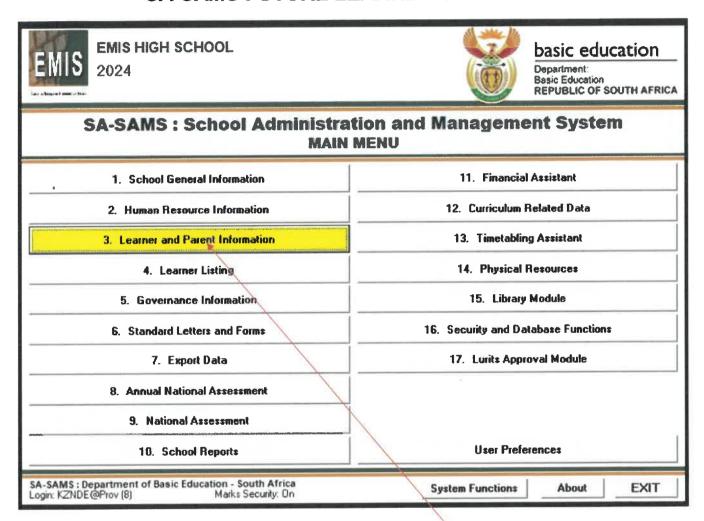


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**Education Management Information Systems** 

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## SA-SAMS FUTURE LEARNER CAPTURING



1. Open SA-SAMS application and select Module 3 (Learner and Parent Information).



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EMIS HIGH SCHOOL 2024	basic education  Department: Basic Education REPUBLIC OF SOUTH AFRICA				
SA-SAMS: School Administration and Management System 3. LEARNER AND PARENT INFORMATION					
3.1. Learner Data Files Menu	3.11. Maintain Mentors				
	3.12. Assign Mentor to Learners (Bulk)				
3.3. Learner Attendance Data Menu	3.13. Reporting Language				
3.4. Learner Houses and Extra-murals	A CALL STATE OF THE STATE OF TH				
3.5. Statistical Report Menu	3.15. Subject Registration Summary				
3.6. Learner Care and Support					
3.7. Demerits and Merit Module	3.17. NSC Exam Registration				
3.8. School Nutrition					
3.9. Learner Bus Routes	3.19. Process and Maintain Learner Promotions				
	<< MAIN MENU				
SA-SAMS : Department of Basic Education - South Africa Login: KZNDE@Prov [8] Marks Security: On	System Functions About EXIT				

1. Under Module 3 select Sub-Module 3.1 (Learner Data Files Menu).



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EMIS HIGH SCHOOL 2024	basic education  Department: Basic Education REPUBLIC OF SOUTH AFRICA			
SA-SAMS: School Administration and Management System 3.1. LEARNER DATA FILES MENU				
3.1.1. Learner Information	3.1.11. Parent Information			
3.1.2. Learner Applications	3.1.12. Learner Family Report			
3.1.3. Learner Bulk Process Exams	3.1.13. Learner Parent Export			
3.1.4. Assign Learners to Grades	3.1.14. Parents List			
3.1.5. Assign Learners to Classes	3.1.15. Learner Archives			
3.1.6. Design Learner List	3.1.16. Parent Archives			
3.1.7. Class Reports and Statistics				
3.1.8. Assign Language of Instruction	3.1.18. Delete Entire Learner Record			
3.1.9. SIAS	y .			
3.1,10. Birthday List	<< Learner and Parent Information			
SA-SAMS : Department of Basic Education - South Africa Login: KZNDE@Prov (8) Marks Security: On	System Functions About EXIT			

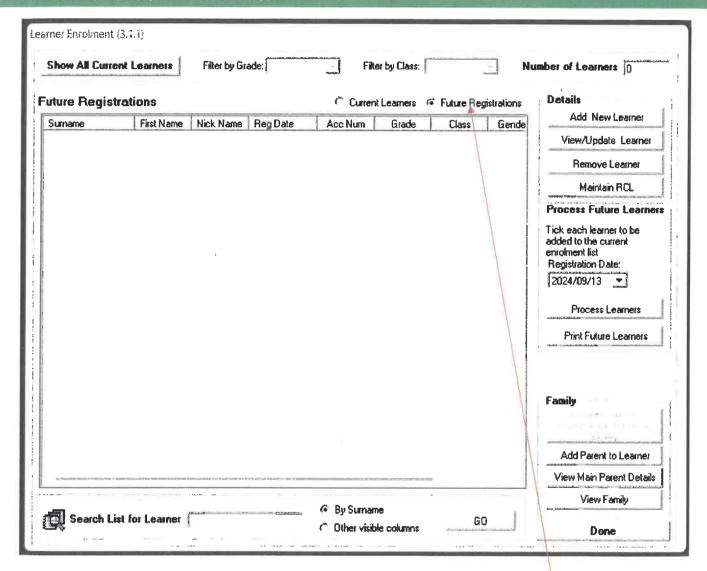
1. Under Sub-Module 3.1 select menu 3.1.1 (Learner Information).



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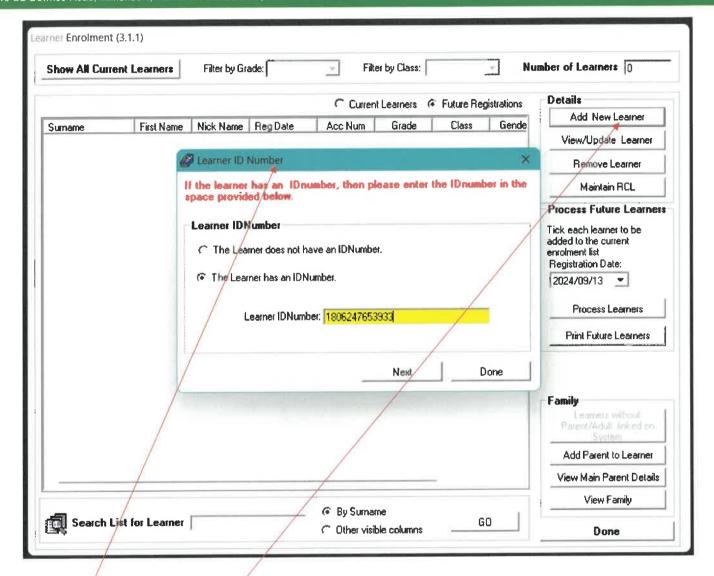
1. On the Learner Enrolment (3.1.1) Form select the radio button option for Future Registrations.



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- 1. Click on Add New Learner button.
- 2. The Learner ID Number Form will pop out, then you will add the Learner ID Number.
- 3. Once Learner ID Number has been captured, then click on Next button.

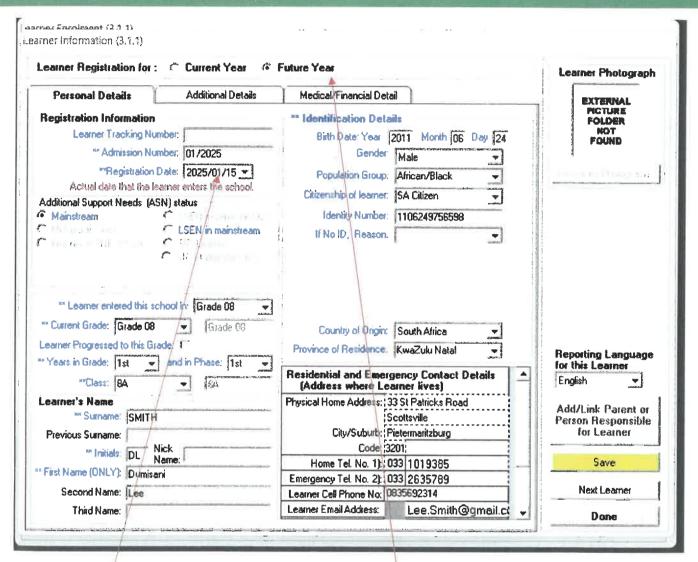


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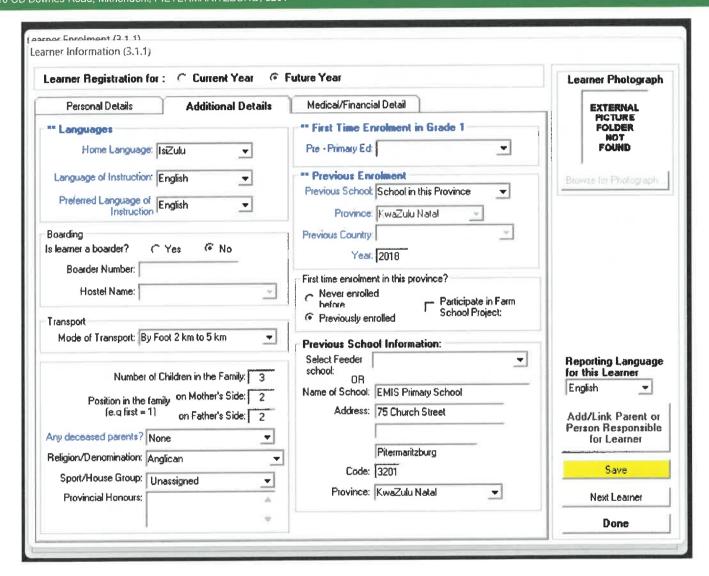
- 1. On the Learner Information (3.1.1) Form select the Future Year radio button option.
- 2. The user MUST ensure that they capture a Registration Date of the academic calendar year 2025
- 3. The system user has to populate the learner information.
- 4. The system user will be required to select the anticipated Grade for "Learner entered this school in" and "Current Grade" options



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1. The system user is required to add all available data under all Tabs.

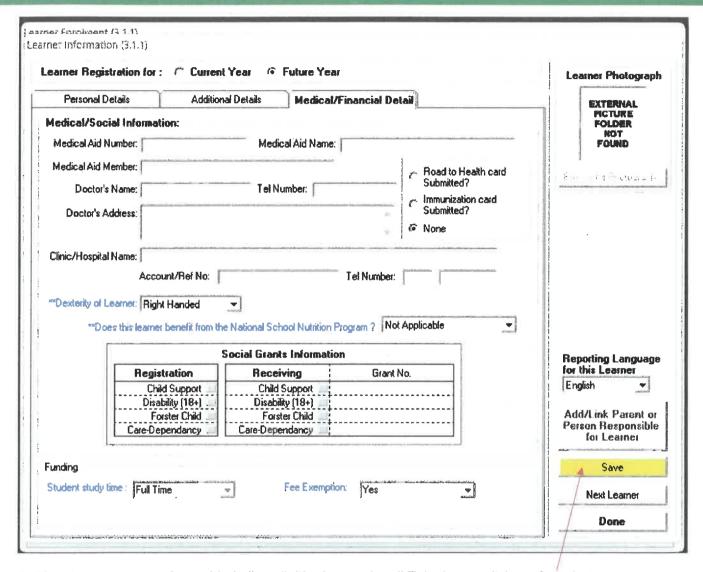


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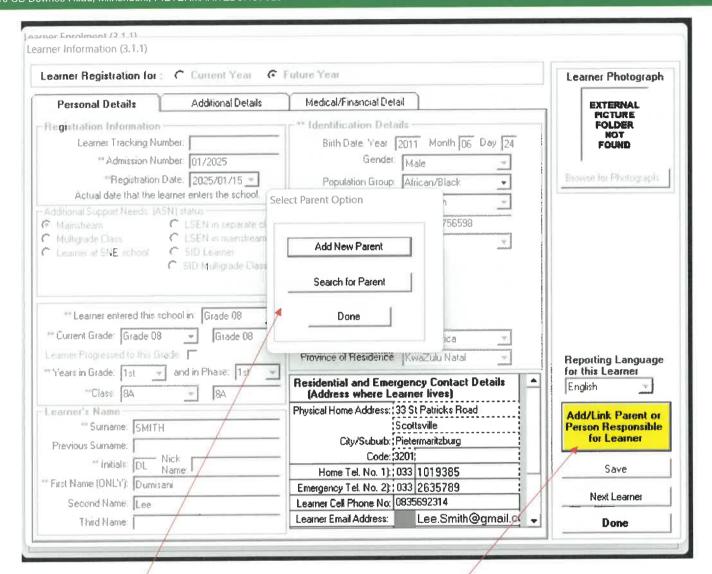
1. After the system user has added all available data under all Tabs has to click on Save button.



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- 1. Click on Add/Link Parent or Person Responsible for Learner button.
- 2. The Select Parent Option Form will pop out, then click on Add New Parent button or Search for Parent button if the learner parent has already been captured in the system.



**DIRECTORATE:** 

**Education Management Information Systems** 

	earner: SMITH Durkisani	Learner No: 01/2025	If a learner's parents are not living together, please complete a separate
General Information **Compulsory Fields Correspondence Details			entry page for each
**Title:	Mrs **Initials: T	Title + Initials: Mrs T	beient undsertora
**Surname:	SMITH	Surname: SMITH	Next Parent/Clear Form
"First Name:	Thandi	Postal Address: 33 St Patrick Road	, TOM I GIOTA CICAL I GITI
**Gendet:	↑ Male 🌣 Female	Scottsville	
"Home Language:	IsiZulu ▼	City/Suburb: Pietermaritzburg	Account Payer
**Race	African/Black •	Code: 3201	€ Yes € No
**Date of Birth:	Year 1989 Month 03 Day 30		
ID Number:	8903302645707	Tel Number (Home): 033 1928375	i
If No ID. Reason:	The state of the s	Tel Number (Work):  033   26957862	
Residential Street	33 St Patrick Road	Fax Number:	
Address:	Scottsville	Cell Number: 10710129387	
City/Suburb:	Pietermaritzburg	E-Mail: Thandi.Smith@gmail.com	
Code:	3201 Copy to Postal Address	Relationship to Learner: Mother	
Occupation:	Nurse	Marital Status of Parent: Married	
Employer:	Department Of Health	Learner resides with this & Yes No	
Religion:	Anglican	Poverty Indicator: Both Parents Employer -	
Details of 2nd Paren	t Living at same address	Spouse tel (work)   0332648763	Save
Surname	SMITH	Spouse tel (cell): 0783459128	
First Name	Zain	Spouse email: Zain.Smith@gmail.com	Done
Occupation	Police Officer		i
ID Number/Passnort	8402277205308		j

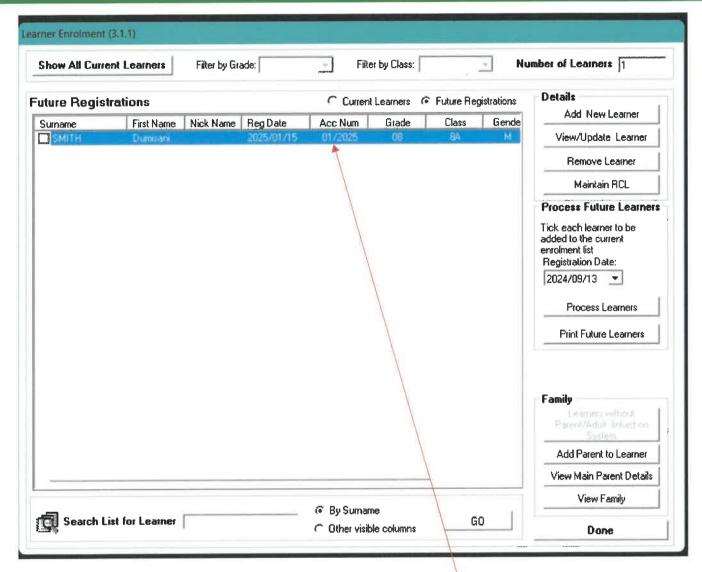
- The system user has to populate all available parent information.
   Click on Save button to save parent information.



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1. The learner and parent records will be saved and the system will display learners information under **Future Registrations** options.