

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 :

29/10/24

Annexure A



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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 23rd 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.



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE

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ABSA Building, 194 Langalibalele Street, Pietermaritzburg, 3201
Tel: 033 348 6110 Email: Nhlanhla.Mthethwa@kzndoe.gov.za

Governance and Management
Enquiries: Mr. DN Mthethwa
Ref. No. 13/15/1/1

TO : CHIEF DIRECTORS: DISTRICT OPERATIONS MANAGEMENT
CHIEF DIRECTOR: CURRICULUM DEVELOPMENT PROGRAMMES
DISTRICT DIRECTORS
CESSs: 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.
 - c. 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 2nd of April 2024 to 30 September 2024.



**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:
 - 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 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.



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

**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: 18/3/24

Annexure B



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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 in case 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. GNINGCOBO
HEAD OF DEPARTMENT
KZN EDUCATION
DATE: 09/10/2024

Annexure C





SA-SAMS FUTURE LEARNER CAPTURING

 EMIS 2024	EMIS HIGH SCHOOL		basic education Department: Basic Education REPUBLIC OF SOUTH AFRICA
SA-SAMS : School Administration and Management System MAIN MENU			
1. School General Information		11. Financial Assistant	
2. Human Resource Information		12. Curriculum Related Data	
3. Learner and Parent Information		13. Timetabling Assistant	
4. Learner Listing		14. Physical Resources	
5. Governance Information		15. Library Module	
6. Standard Letters and Forms		16. Security and Database Functions	
7. Export Data		17. Lurits Approval Module	
8. Annual National Assessment			
9. National Assessment			
10. School Reports		User Preferences	
SA-SAMS : Department of Basic Education - South Africa Login: KZNDE@Prov (8)		System Functions About EXIT	



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



 EMIS Let's imagine a better future.	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																		
<table border="1"><tr><td>3.1. Learner Data Files Menu</td><td>3.11. Maintain Mentors</td></tr><tr><td>3.3. Learner Attendance Data Menu</td><td>3.12. Assign Mentor to Learners (Bulk)</td></tr><tr><td>3.4. Learner Houses and Extra-murals</td><td>3.13. Reporting Language</td></tr><tr><td>3.5. Statistical Report Menu</td><td>3.15. Subject Registration Summary</td></tr><tr><td>3.6. Learner Care and Support</td><td>3.17. NSC Exam Registration</td></tr><tr><td>3.7. Demerits and Merit Module</td><td>3.19. Process and Maintain Learner Promotions</td></tr><tr><td>3.8. School Nutrition</td><td><< MAIN MENU</td></tr><tr><td>3.9. Learner Bus Routes</td><td></td></tr></table>			3.1. Learner Data Files Menu	3.11. Maintain Mentors	3.3. Learner Attendance Data Menu	3.12. Assign Mentor to Learners (Bulk)	3.4. Learner Houses and Extra-murals	3.13. Reporting Language	3.5. Statistical Report Menu	3.15. Subject Registration Summary	3.6. Learner Care and Support	3.17. NSC Exam Registration	3.7. Demerits and Merit Module	3.19. Process and Maintain Learner Promotions	3.8. School Nutrition	<< MAIN MENU	3.9. Learner Bus Routes	
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3.8. School Nutrition	<< MAIN MENU																	
3.9. Learner Bus Routes																		
SA-SAMS : Department of Basic Education - South Africa Login: KZNDE@Prov (8) Marks Security: On		<table border="1"><tr><td>System Functions</td><td>About</td><td>EXIT</td></tr></table>	System Functions	About	EXIT													
System Functions	About	EXIT																

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



 EMIS 2024	EMIS HIGH SCHOOL		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			
3.1.10. Birthday List		<< Learner and Parent Information	
SA-SAMS : Department of Basic Education - South Africa Login: KZNDE@Prov (8)		System Functions About EXIT	

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



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, PIETERMARITZBURG, 3200

110 CB Downes Road, Mkhondeni, PIETERMARITZBURG, 3201

DIRECTORATE:

Education Management Information Systems

Learner Enrolment (3.1.1)

Show All Current Learners Filter by Grade: Filter by Class: Number of Learners:

Future Registrations ☐ Current Learners ☒ Future Registrations

Surname	First Name	Nick Name	Reg Date	Acc Num	Grade	Class	Gender
---------	------------	-----------	----------	---------	-------	-------	--------

Details

Process Future Learners

Tick each learner to be added to the current enrolment list

Registration Date:

Family

 ☒ By Surname ☐ Other visible columns

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



Learner Enrolment (3.1.1)

Show All Current Learners Filter by Grade: Filter by Class: Number of Learners:

☐ Current Learners ☒ Future Registrations

Surname	First Name	Nick Name	Reg Date	Acc Num	Grade	Class	Gender
---------	------------	-----------	----------	---------	-------	-------	--------

Learner ID Number

If the learner has an IDNumber, then please enter the IDNumber in the space provided below.

Learner IDNumber

☐ The Learner does not have an IDNumber.

☒ The Learner has an IDNumber.

Learner IDNumber:

Details

Process Future Learners

Tick each learner to be added to the current enrolment list

Registration Date:

Family

Learners without Parent/Adult linked on System

☐ By Surname ☐ Other visible columns

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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DIRECTORATE:

Education Management Information Systems

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110 CB Downes Road, Mkhondeni, PIETERMARITZBURG, 3201

Learner Enrollment (2.1.1)
Learner Information (3.1.1)

Learner Registration for : ☐ Current Year ☒ Future Year

Personal Details	Additional Details	Medical/Financial Detail
Registration Information		
Learner Tracking Number: <input type="text"/>		
** Admission Number: 01/2025		
**Registration Date: 2025/01/15 <small>Actual date that the learner enters the school.</small>		
Additional Support Needs (ASN) status		
<input checked="" type="radio"/> Mainstream <input type="radio"/> LSEN in mainstream		
** Learner entered this school in: Grade 08		
** Current Grade: Grade 08		
Learner Progressed to this Grade: <input type="text"/>		
** Years in Grade: 1st and in Phase: 1st		
**Class: BA		
Learner's Name		
** Surname: SMITH		
Previous Surname: <input type="text"/>		
** Initials: DL Nick Name: <input type="text"/>		
** First Name (ONLY): Dumisani		
Second Name: Lee		
Third Name: <input type="text"/>		
** Identification Details		
Birth Date: Year 2011 Month 06 Day 24		
Gender: Male		
Population Group: African/Black		
Citizenship of learner: SA Citizen		
Identity Number: 1106249756598		
If No ID, Reason: <input type="text"/>		
Country of Origin: South Africa		
Province of Residence: KwaZulu Natal		
Residential and Emergency Contact Details (Address where Learner lives)		
Physical Home Address: 33 St Patricks Road		
City/Suburb: Scottsville		
Code: 3201		
Home Tel. No. 1: 033 1019385		
Emergency Tel. No. 2: 033 2635789		
Learner Cell Phone No: 0835692314		
Learner Email Address: Lee.Smith@gmail.co.za		

Learner Photograph

EXTERNAL PICTURE FOLDER NOT FOUND

Reporting Language for this Learner

English

Add/Link Parent or Person Responsible for Learner

Save

Next Learner

Done

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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Learner Enrolment (2.1.1)
Learner Information (3.1.1)

Learner Registration for : ☐ Current Year ☒ Future Year

Personal Details	Additional Details	Medical/Financial Detail
** Languages Home Language: <input type="text" value="IsiZulu"/> Language of Instruction: <input type="text" value="English"/> Preferred Language of Instruction: <input type="text" value="English"/>	** First Time Enrolment in Grade 1 Pre - Primary Ed: <input type="text"/> ** Previous Enrolment Previous School: <input type="text" value="School in this Province"/> Province: <input type="text" value="KwaZulu Natal"/> Previous Country: <input type="text"/> Year: <input type="text" value="2018"/> First time enrolment in this province? <input type="radio"/> Never enrolled before <input type="checkbox"/> Participate in Farm School Project: <input checked="" type="radio"/> Previously enrolled	
Boarding Is learner a boarder? <input type="radio"/> Yes <input checked="" type="radio"/> No Boarder Number: <input type="text"/> Hostel Name: <input type="text"/>	Previous School Information: Select Feeder school: <input type="text"/> OR Name of School: <input type="text" value="EMIS Primary School"/> Address: <input type="text" value="75 Church Street"/> <input type="text" value="Pietermaritzburg"/> Code: <input type="text" value="3201"/> Province: <input type="text" value="KwaZulu Natal"/>	
Transport Mode of Transport: <input type="text" value="By Foot 2 km to 5 km"/> Number of Children in the Family: <input type="text" value="3"/> Position in the family on Mother's Side: <input type="text" value="2"/> (e.g first = 1) on Father's Side: <input type="text" value="2"/> Any deceased parents? <input type="text" value="None"/> Religion/Denomination: <input type="text" value="Anglican"/> Sport/House Group: <input type="text" value="Unassigned"/> Provincial Honours: <input type="text"/>		

Learner Photograph

EXTERNAL PICTURE FOLDER NOT FOUND

Browse for Photograph

Reporting Language for this Learner

Add/Link Parent or Person Responsible for Learner

Save

Next Learner

Done

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



KWAZULU-NATAL PROVINCE

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Learner Enrolment (3.1.1)
Learner Information (3.1.1)

Learner Registration for : ☐ Current Year ☒ Future Year

Personal Details Additional Details **Medical/Financial Detail**

Medical/Social Information:

Medical Aid Number: _____ Medical Aid Name: _____

Medical Aid Member: _____

Doctor's Name: _____ Tel Number: _____

Doctor's Address: _____

Clinic/Hospital Name: _____

Account/Ref No: _____ Tel Number: _____

Dexterity of Learner:

Does this learner benefit from the National School Nutrition Program?

Social Grants Information

Registration	Receiving	Grant No.
Child Support	Child Support	
Disability (18+)	Disability (18+)	
Forster Child	Forster Child	
Care-Dependency	Care-Dependency	

Funding

Student study time: Fee Exemption:

Learner Photograph

EXTERNAL PICTURE FOLDER NOT FOUND

Reporting Language for this Learner:

Add/Link Parent or Person Responsible for Learner

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



KWAZULU-NATAL PROVINCE

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Learner Enrolment (2.1.1)
Learner Information (3.1.1)

Learner Registration for: ☐ Current Year ☒ Future Year

Personal Details	Additional Details	Medical/Financial Detail
Registration Information Learner Tracking Number: <input type="text"/> ** Admission Number: 01/2025 ** Registration Date: 2025/01/15 Actual date that the learner enters the school: <input type="text"/> Additional Support Needs (ASN) status: <input checked="" type="radio"/> Mainstream <input type="radio"/> LSEN in separate class <input type="radio"/> Multigrade Class <input type="radio"/> LSEN in mainstream <input type="radio"/> Learner at SNE school <input type="radio"/> SID Learner <input type="radio"/> SID Multigrade Class ** Learner entered this school in: Grade 08 ** Current Grade: Grade 08 Learner Progressed to this Grade: <input type="checkbox"/> ** Years in Grade: 1st and in Phase: 1st ** Class: 8A Learner's Name ** Surname: SMITH Previous Surname: <input type="text"/> ** Initials: DL Nick Name: <input type="text"/> ** First Name (ONLY): Dumisani Second Name: Lee Third Name: <input type="text"/>	** Identification Details Birth Date: Year 2011 Month 06 Day 24 Gender: Male Population Group: African/Black Select Parent Option <div><div>Add New Parent</div><div>Search for Parent</div><div>Done</div></div> Province of Residence: KwaZulu Natal	Residential and Emergency Contact Details (Address where Learner lives) Physical Home Address: 33 St Patricks Road Scottsville City/Suburb: Pietermaritzburg Code: 3201 Home Tel. No. 1): 033 1019385 Emergency Tel. No. 2): 033 2635789 Learner Cell Phone No: 0835692314 Learner Email Address: Lee.Smith@gmail.com

Learner Photograph
EXTERNAL PICTURE FOLDER NOT FOUND
Browse for Photograph:

Reporting Language for this Learner
English

Add/Link Parent or Person Responsible for Learner

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.



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Education Management Information Systems

Private Bag X9137, PIETERMARITZBURG, 3200

110 CB Downes Road, Mkhondeni, PIETERMARITZBURG, 3201

Parent Information / Person Responsible for Learner (3.1.1)

Adding a Parent for Learner: SMITH Dargisani

Learner No: 01/2025

A Parent only needs to be added to the system once. Other learners can be linked to the parent.

General Information

**Compulsory Fields

Title: Mrs Initials: T
Surname: SMITH
First Name: Thandi
Gender: ☐ Male ☒ Female
Home Language: IsiZulu
Race: African/Black
Date of Birth: Year 1989 Month 03 Day 30
ID Number: 8903302645707
If No ID, Reason:
Residential Street Address: 33 St Patrick Road
City/Suburb: Scottsville
City/Suburb: Pietermaritzburg
Code: 3201 ☒ Copy to Postal Address
Occupation: Nurse
Employer: Department Of Health
Religion: Anglican

Details of 2nd Parent Living at same address

Surname: SMITH
First Name: Zain
Occupation: Police Officer
ID Number/Passport: 8402277205308
Gender: ☒ Male ☐ Female

Correspondence Details

Title + Initials: Mrs T
Surname: SMITH
Postal Address: 33 St Patrick Road
City/Suburb: Scottsville
City/Suburb: Pietermaritzburg
Code: 3201
Tel Number (Home): 033 1928375
Tel Number (Work): 033 26957862
Fax Number:
Cell Number: 0710129387
E-Mail: Thandi.Smith@gmail.com
Relationship to Learner: Mother
Marital Status of Parent: Married
Learner resides with this parent: ☒ Yes ☐ No
Poverty Indicator: Both Parents Employer
Spouse tel (work): 0332648763
Spouse tel (cell): 0783459128
Spouse email: Zain.Smith@gmail.com

If a learner's parents are not living together, please complete a separate entry page for each parent household

Next Parent/Clear Form

Account Payer

☒ Yes ☐ No

Save

Done

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



Learner Enrolment (3.1.1)

Show All Current Learners Filter by Grade: Filter by Class: **Number of Learners**

Future Registrations ☐ Current Learners ☒ Future Registrations

Surname	First Name	Nick Name	Reg Date	Acc Num	Grade	Class	Gender
<input type="checkbox"/> SMITH	Dumisani		2025/01/15	01/2025	08	8A	M

Details

Process Future Learners

Tick each learner to be added to the current enrolment list

Registration Date:

Family

☐ By Surname ☐ Other visible columns

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