



Beste Ouers

13 April 2016

## **GR. 1-2017 - VERLOOP VAN AANSOEKPROSES**

Die Gauteng Departement van Onderwys verwag dat alle gr. 1-2017 leerders aanlyn geregistreer moet word. Ouers ervaar tans probleme om op die GDO se webtuiste te kom om leerders te registreer vir gr. 1-2017.

### **Aanlynregistrasie**

Ouers **MOET** probeer aanlyn registreer op GDO se webtuiste ([www.gdeadmissions.co.za](http://www.gdeadmissions.co.za)). Die aanlynproses se stappe soos ontvang van GDO, is aangeheg (Annexure B). Lees asb. stappe noukeurig deur.

Indien u aanlynregistrasie nie suksesvol sou wees nie, kry 'n aansoekvorm van ons webtuiste ([www.lsfairland.co.za](http://www.lsfairland.co.za) / Ons Vorms / Aansoekvorms 2017) en bring die voltooide vorm in op 19 April vanaf 06:00 wanneer aansoekproses open. Huidige gr. R-leerders se vorms kan vanaf 06:00 – 08:00 by Lapa ingehandig word of na 08:00 tot einde van werksdag (15:30) by die kantoor.)

Die skool sal dan u kind op die stelsel registreer en aansoek prosessee indien u onsuksesvol was.

### **Dokumentasie wat aansoek moet vergesel:**

- Afskrif van geboortesertifikaat
- Afskrif van kliniekkarta van leerder;
- ID-grootte foto van leerder;
- Bewys van woon- of werksadres (of beide indien u nie seker is of u binne- of buite voedingsarea woon of werk nie. **(LET WEL: Huurkontrakte moet gewaarmerk wees.)**)
- Afskrif van beide ouers se ID.-dokumente

Indien bg. dokumentasie nie u aansoek vergesel nie, het u 2 weke tyd om die uitstaande dokumentasie in te handig. Indien u sou versuim om die dokumentasie in te handig, word u herregistrasievorm geskrap en die proses moet van voor af begin word. Dit geld ook vir vir aanlynregistrasie indien u daar suksesvol was.

Dit is u as ouer se eie verantwoordelikheid om die dokumentasie in te stuur. Indien u die dokumentasie nie instuur nie, sal ons aanneem dat u kind nie Laerskool Fairland in 2017 gaan bywoon nie.

### **KRITERIA:**

#### **Vir A-lys:**

- Reeds boetie/sussie in Laerskool Fairland
- Binne grensgebied woon
- Binne grensgebied werk

#### **Vir A-waglys:**

- Indien aansoek ontvang word nadat klassies reeds vol is, sal leerder se naam op A-waglys geplaas word (indien aan kriteria hierbo voldoen).

#### **Vir B-lys:**

- Voldoen aan geen van bogenoemde kriteria-punte nie.

Aansoekvorms is ook op webtuiste beskikbaar [www.lsfairland.co.za](http://www.lsfairland.co.za) / Ons Vorms / Aansoekvorms 2017 – slegs indien aanlynregistrasie nie werk nie.

**Aansoekproses open 19 April – sien asb. Meer besonderhede oor proses aangeheg (GDO).**

- Indien aanlynregistrasie nie gewerk het nie, gaan gr. 1-ouers wat nie Fairland Gr. R-sentrum bygewoon het in 2016 nie, in 'n aparte ry staan en elk ontvang 'n nommer. Die nommer **GAAN** verander afhangende of u op A- of B-lys gaan wees.

**Huidige Gr. R-leerders sal hul aansoekvorms by aparte tafel inhandig.**

- Indien u nie seker is of u binne- of buite die voedingsarea woon of werk nie – **daar sal 'n kaart op** dié dag in die lapa beskikbaar wes – gaan maak asb. seker of u op die A- of B-lys moet wees.

**Vir enige navrae in dié verband, stuur e-pos aan [karen@lsfairland.co.za](mailto:karen@lsfairland.co.za).**

Suksesvolle en onsuksesvolle aansoeke sal per e-pos in kennis gestel word (A- en B-lys asook A-waglys).

**Slegs suksesvolle aansoeke sal na die inligtingsoggend genooi word. Neem asb. kennis dat ALLE korrespondensie per e-pos gedoen word.**

**Alle inligting rakende 2017 sal aan ouers per e-pos gestuur word nie later as 15 Desember 2016 nie.**

**(Gr. 1-2017: Wanneer skool open asook ander inligting)**

**Ter afsluiting beveel ons die volgende aan:**

Indien u aanlynaansoek suksesvol of onsuksesvol was, beveel ons ten sterkste aan dat u die vorms/dokumentasie vir ons nog steeds op 19 April sal kom inhandig.

Groete

  
**KARÉN REYNEKE**  
**TOELATINGS**

  
**WILLIE GOOSEN**  
**HOOF**



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

**Annexure B**

## **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](http://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](http://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**

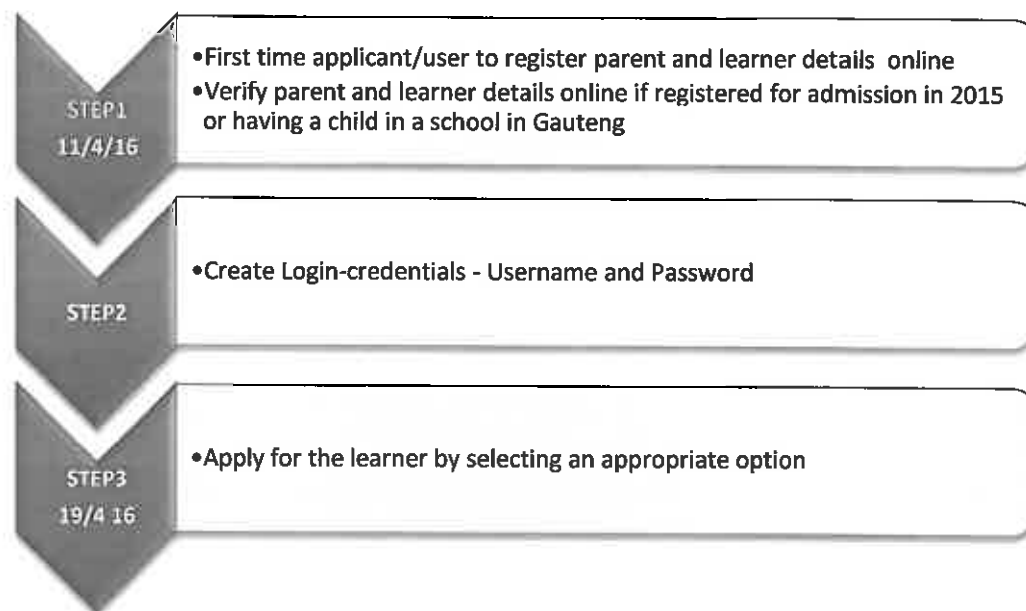
### **Phase 3: Placement**

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 in 2017
- 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](mailto: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.