

GRADE 1 AND 8 ONLINE LEARNER ADMISSIONS APPLICATION USER GUIDE FOR PARENTS



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

LEGISLATIVE FRAMEWORK

In terms of Section 9 of NEPA the Admission Policy of a Public School and the administration of admissions by an Education Department must not unfairly discriminate in any way against an applicant for admission.

Section 34 provides the preference order of admissions as:

- (i) Learners whose parents live in the feeder area in their own or employers' domicile
- (ii) Learners whose parents work address is in the feeder area

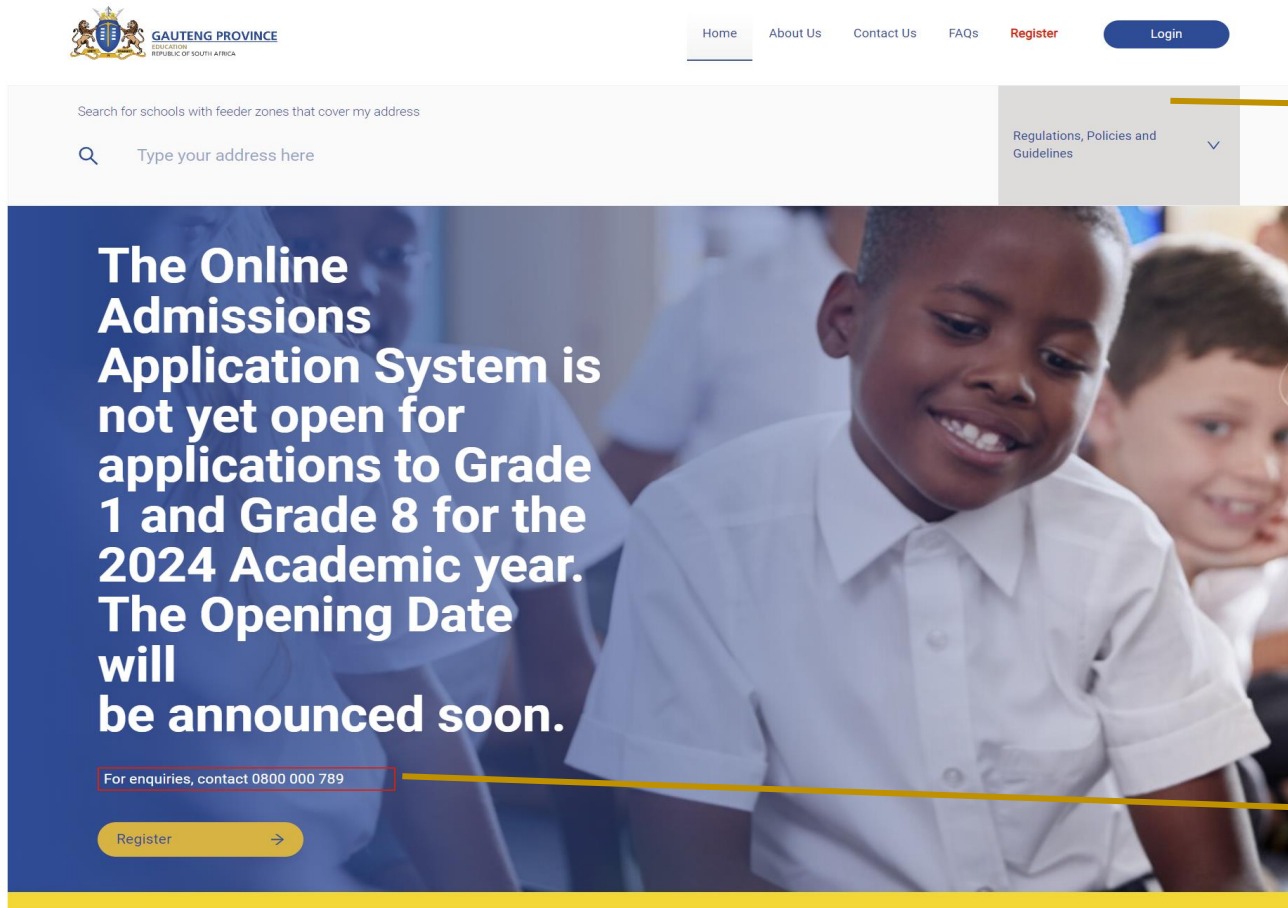
The Provincial Admissions Regulations, General Notice No. 4138 of 2001, as amended provides that the learner placement be prioritised as follows:

- 1. Applicant learner's place of residence is closest to the school within the feeder zone**
- 2. The applicant learner has a sibling attending the school;**
- 3. The place of employment of at least one of the applicant learner's parents is within the feeder zone of the school;**
- 4. The applicant learner's place of residence is within a 30-kilometre radius of the school; or**
- 5. The applicant learner's place of residence is beyond a 30-kilometre radius of the school**



ACCESSING THE PORTAL

To access the GDE Admissions Online Application System for Grade 1 and Grade 8 learners, enter the following URL on any web browser www.gdeadmissions.gov.za . You will then be directed to the screen below.

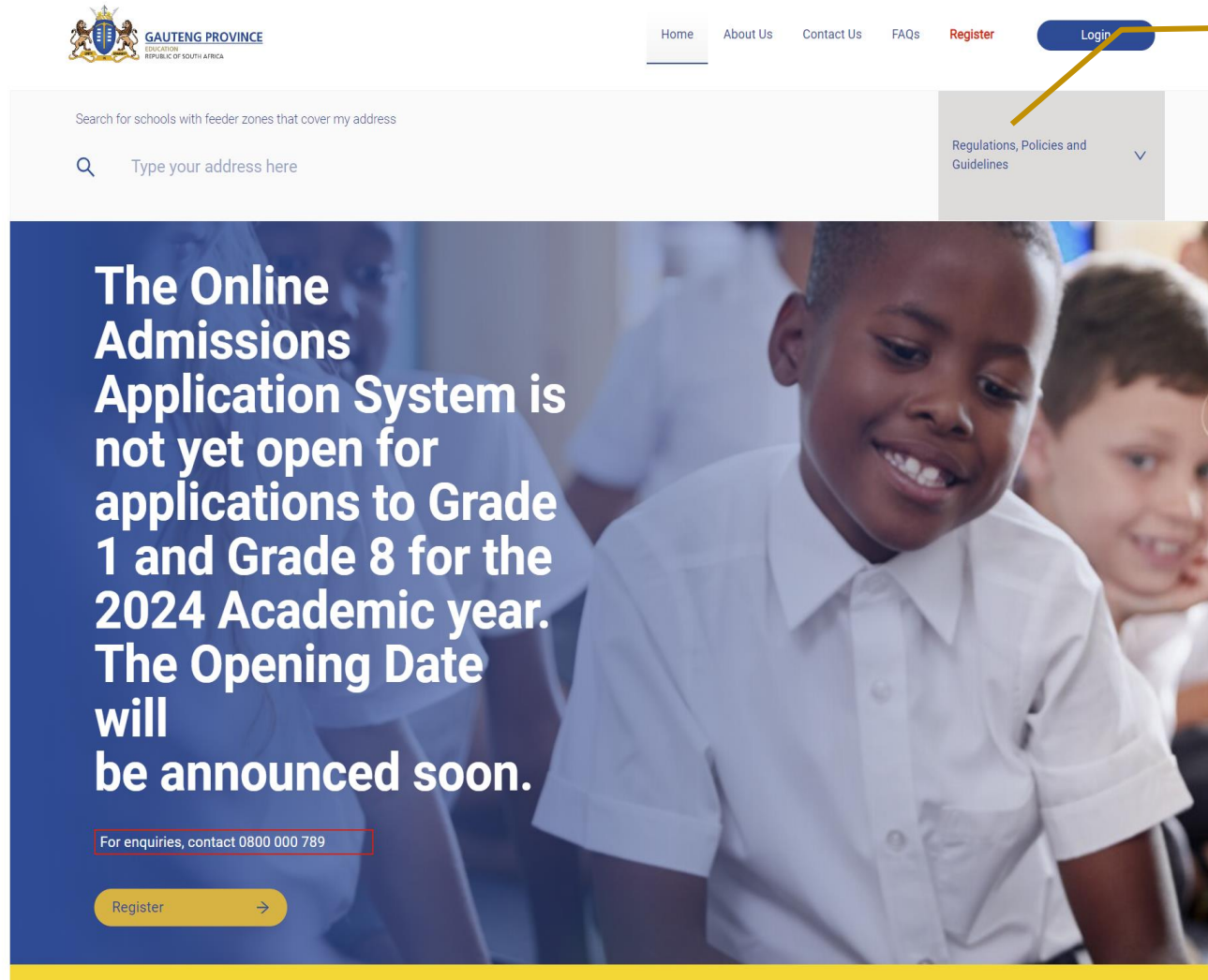


Click here to view Admission Regulations, Policies and Guidelines

For any application questions and assistance, the Helpdesk can be contacted by email or telephone.



GENERAL LANDING PAGE



On the landing page the following items are loaded:

1. General

- Admission Processes
- Terms and Conditions
- News & Announcements
- FAQs
- Schools of Specialisation
- Video Tutorial

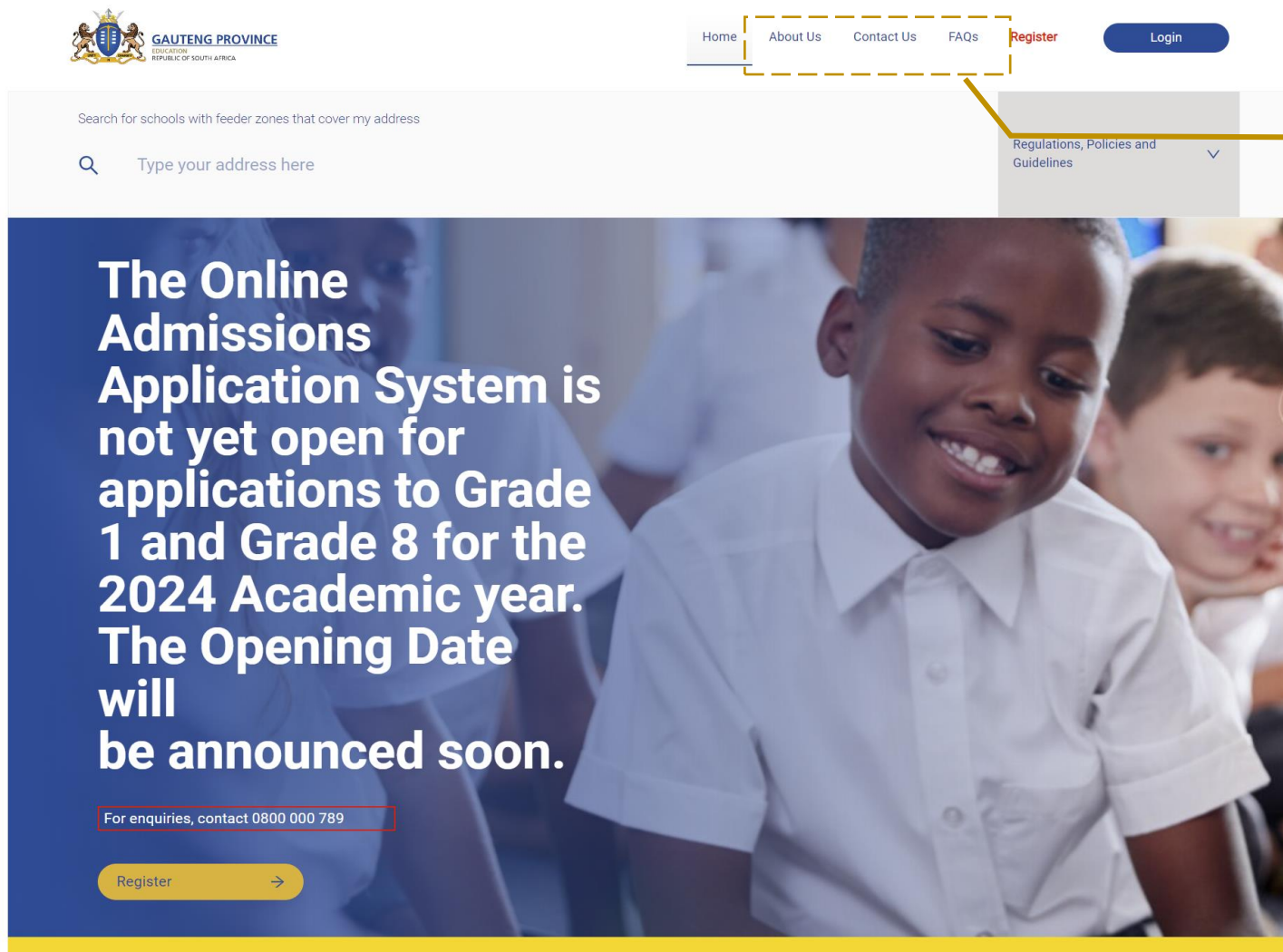
2. Regulations, Policies and Guidelines

- South African Schools Act, 84 of 1996 (SASA)
- Admission Regulations
- Admissions Management Plan 2023/24
- School Feeder Zone Policy

3. Contact us:

- Provides contact details of the Department of Education
 - *Head Office*
 - *District Offices*
 - *Decentralized Walk-in Centres*

MENU ITEMS



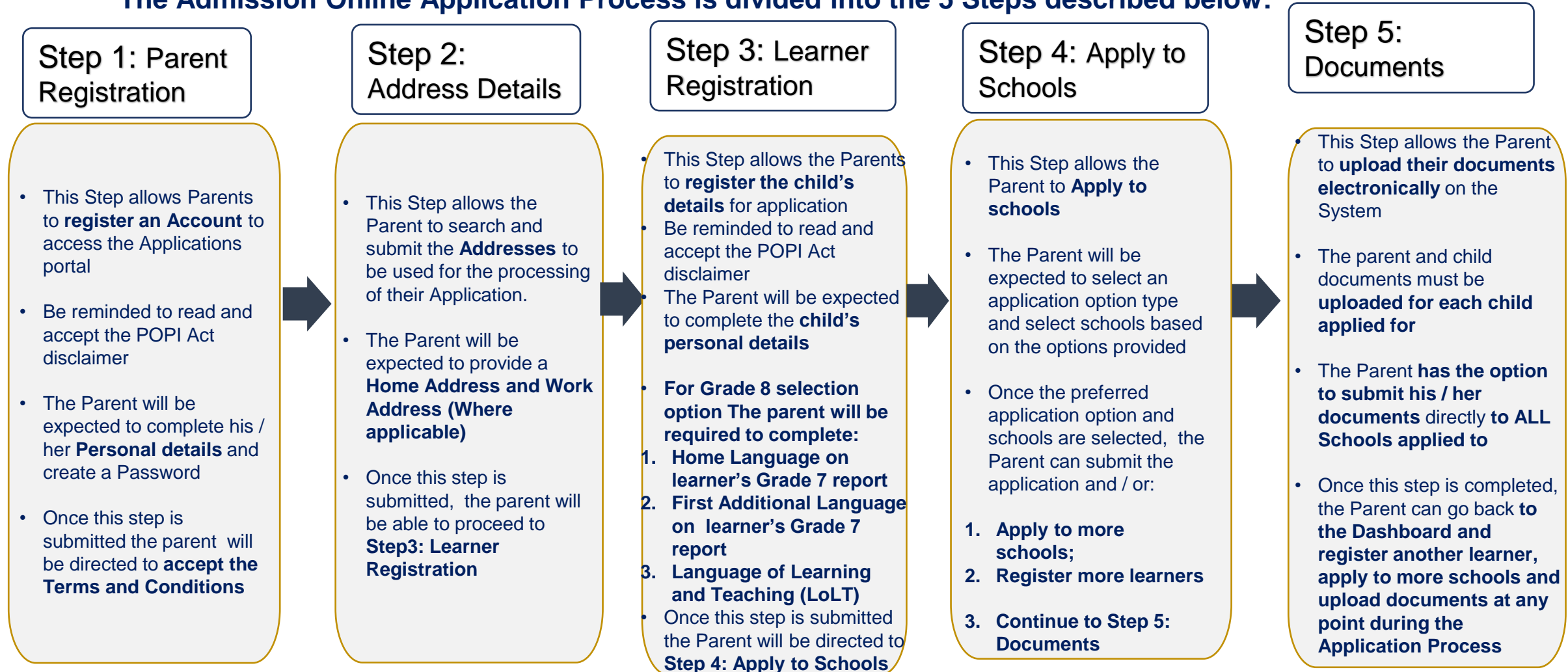
The screenshot shows the top navigation bar of the Gauteng Education website. The menu items are: Home, About Us, Contact Us, FAQs, Register, and Login. A dashed yellow box highlights the 'About Us', 'Contact Us', and 'FAQs' items. A dropdown menu is visible under 'Regulations, Policies and Guidelines'. Below the navigation bar is a search bar with the text 'Search for schools with feeder zones that cover my address' and a placeholder 'Type your address here'. The main content area features a blue background with a photo of smiling children in school uniforms. The text reads: 'The Online Admissions Application System is not yet open for applications to Grade 1 and Grade 8 for the 2024 Academic year. The Opening Date will be announced soon.' Below this text is a red-bordered box containing the contact number '0800 000 789' and a yellow 'Register' button with a right-pointing arrow.

The Menu tab includes:

- The **About Us** page provides GDE Vision and Mission statements
- The **Contact Us** page provides access to Head-Office and District physical addresses and contact person details
- The **FAQs** section provides a list of Frequently Asked Questions and Responses
- Schools of Specialisation make provision for learners with above average talent and aptitude in a specific field

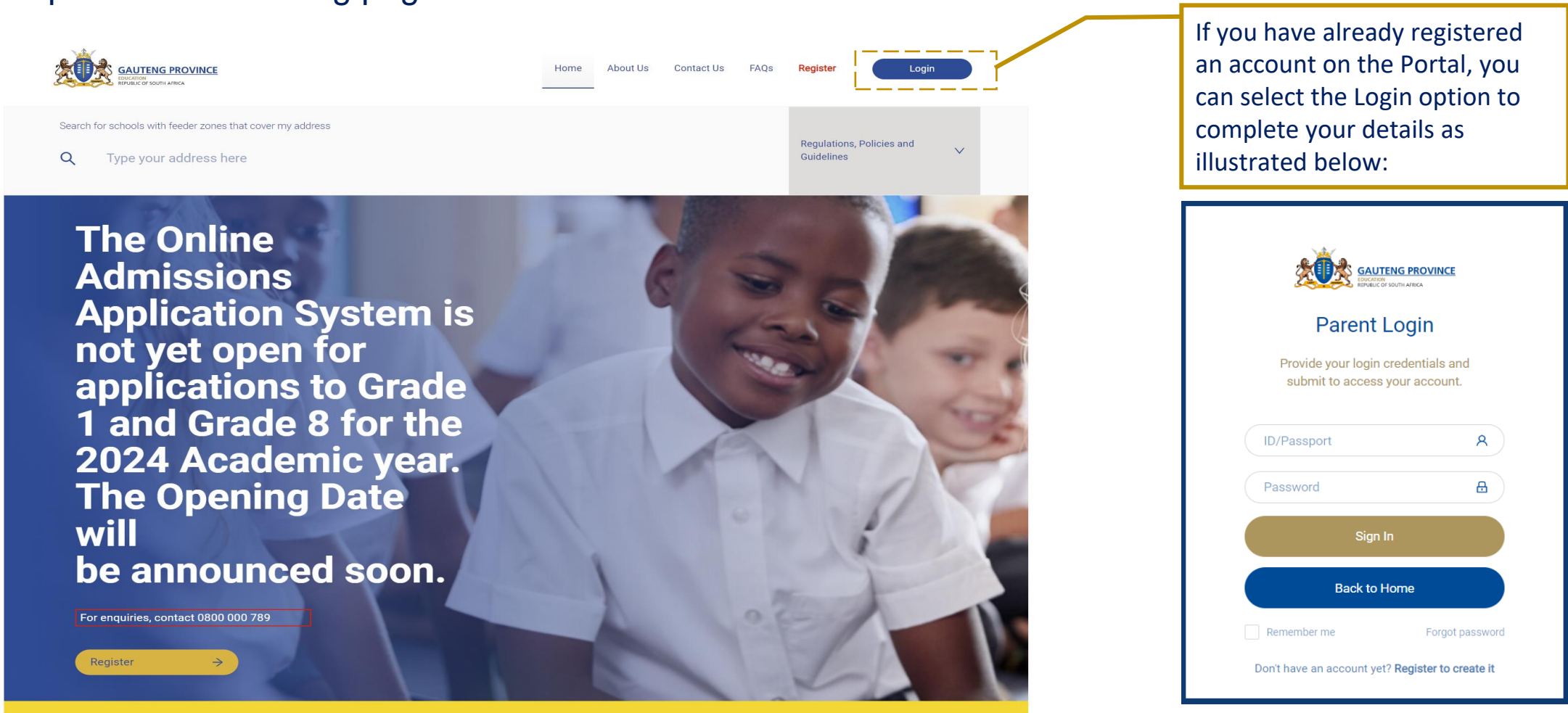
REGISTRATION & APPLICATION WIZARD FLOW

The Admission Online Application Process is divided into the 5 Steps described below:



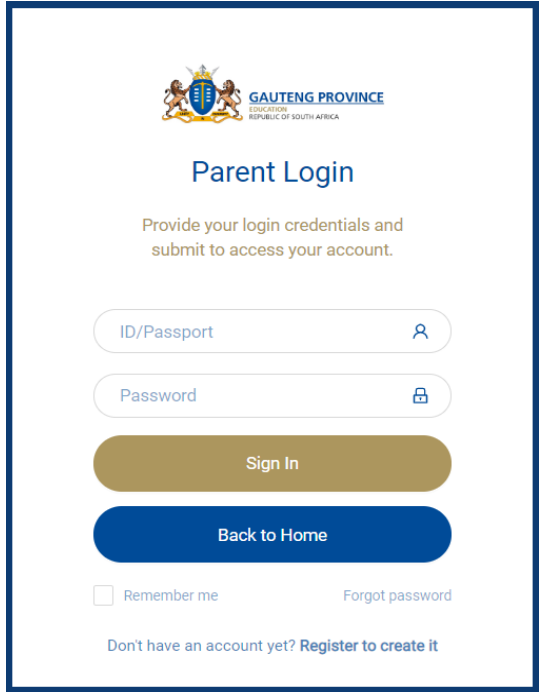
LOGIN / REGISTER

1. To begin the Application process, the Parent can “Register” an account by clicking on the Register option on the landing page:



The screenshot shows the website's navigation menu with 'Home', 'About Us', 'Contact Us', 'FAQs', 'Register', and 'Login'. The 'Login' button is highlighted with a dashed yellow box and a callout box. The callout box contains the text: "If you have already registered an account on the Portal, you can select the Login option to complete your details as illustrated below:". Below the navigation is a search bar and a dropdown menu for 'Regulations, Policies and Guidelines'. The main content area features a large banner with the text: "The Online Admissions Application System is not yet open for applications to Grade 1 and Grade 8 for the 2024 Academic year. The Opening Date will be announced soon." and a 'Register' button. At the bottom of the banner, it says "For enquiries, contact 0800 000 789".

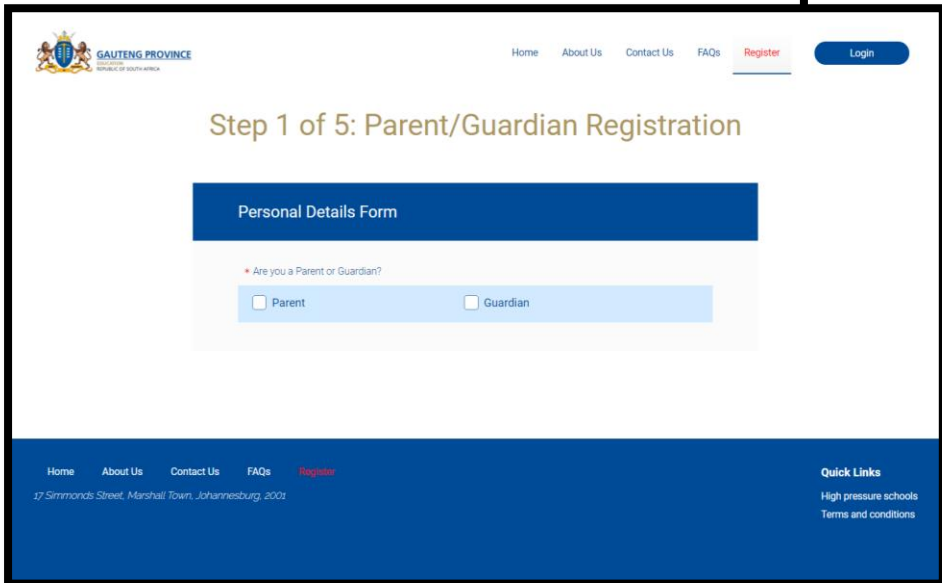
If you have already registered an account on the Portal, you can select the Login option to complete your details as illustrated below:



The screenshot shows the 'Parent Login' form. It includes the Gauteng Province Education logo, the title 'Parent Login', and the instruction: "Provide your login credentials and submit to access your account." The form has two input fields: 'ID/Passport' and 'Password'. Below the fields are two buttons: 'Sign In' and 'Back to Home'. At the bottom, there are checkboxes for 'Remember me' and 'Forgot password', and a link: "Don't have an account yet? Register to create it".

STEP 1: PARENT REGISTRATION

2. Complete the Parent Registration form with your personal details: Nationality / Citizenship and Document Status



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Home About Us Contact Us FAQs Register Login

Step 1 of 5: Parent/Guardian Registration

Personal Details Form

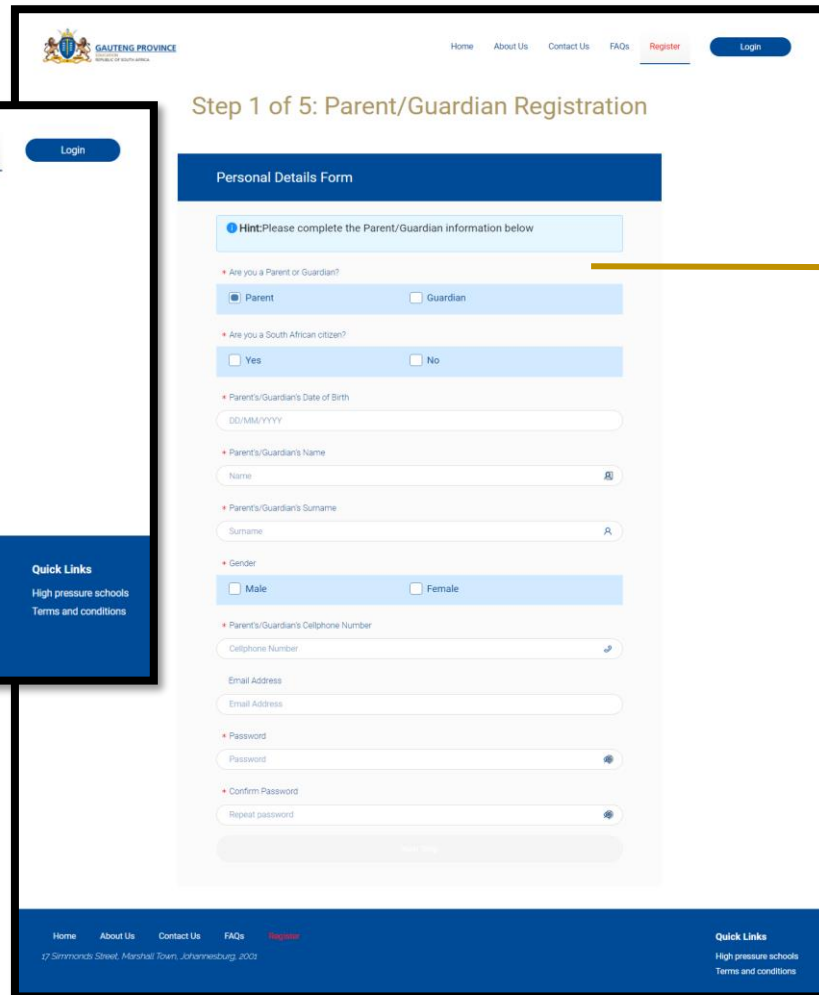
Are you a Parent or Guardian?

Parent Guardian

Home About Us Contact Us FAQs Register Login

17 Simmonds Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
Terms and conditions



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Home About Us Contact Us FAQs Register Login

Step 1 of 5: Parent/Guardian Registration

Personal Details Form

Hint: Please complete the Parent/Guardian information below

Are you a Parent or Guardian?

Parent Guardian

Are you a South African citizen?

Yes No

Parents/Guardian's Date of Birth

DD/MM/YYYY

Parents/Guardian's Name

Name

Parents/Guardian's Surname

Surname

Gender

Male Female

Parents/Guardian's Cellphone Number

Cellphone Number

Email Address

Email Address

Password

Password

Confirm Password

Repeat password

Home About Us Contact Us FAQs Register Login

17 Simmonds Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
Terms and conditions

Nationality / Citizenship

Select **Yes** if you are a South African citizen, or select **No** if you are not and select the Document combination that is applicable.

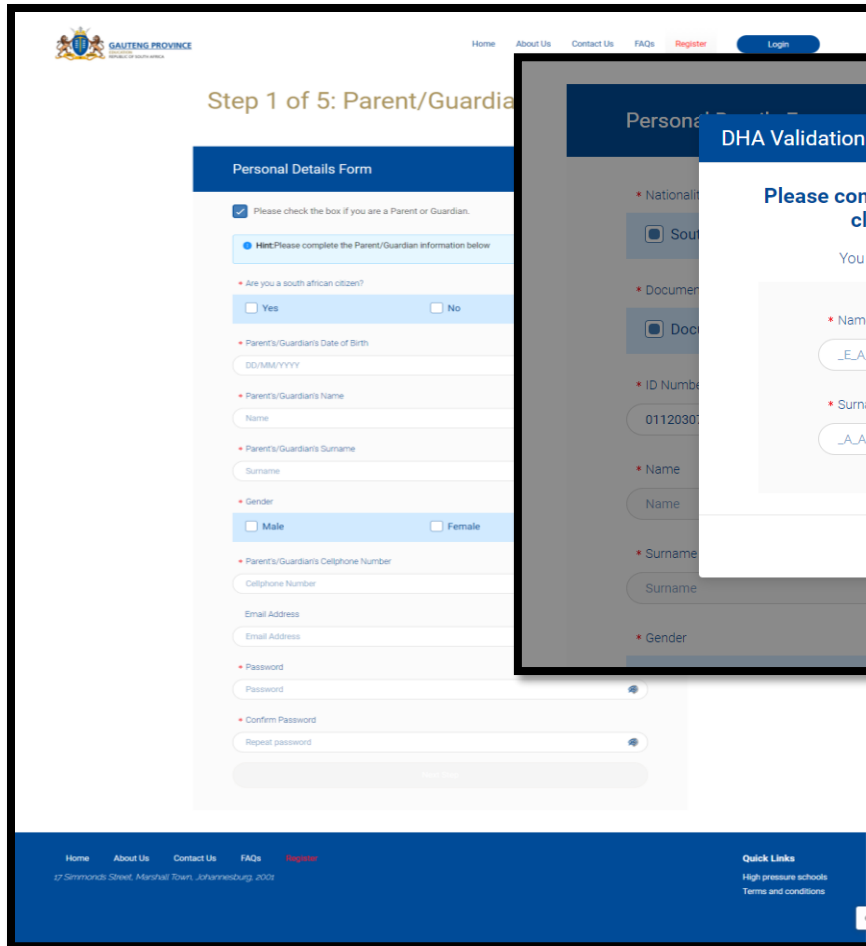
Non-South African Applicants have the option of registering by using the applicable alternative identification option from the list below :

- Passport number
- Permanent Residence Permit number
- Asylum Seeker Permit number
- Refugee Permit number
- Study Permit number and,
- Work Permit number

Non-Documented SA and non-SA citizens must select the “No Documents” identification option

STEP 1: PARENT REGISTRATION

3. Complete the DHA Validation and your Cellphone Number



The screenshot shows the 'Step 1 of 5: Parent/Guardian' registration form. A 'DHA Validation' modal is open, prompting the user to complete consonants in their name and surname. The modal text reads: 'Please complete the consonants and click OK to submit. You have 3 attempts remaining'. The 'Name' field contains '_E_A_O E_I_E' and the 'Surname' field contains '_A_A_I_E'. The background form includes fields for 'Are you a south african citizen?', 'Parent's/Guardian Date of Birth', 'Parent's/Guardian Name', 'Parent's/Guardian Surname', 'Gender', 'Parent's/Guardian Cellphone Number', 'Email Address', 'Password', and 'Confirm Password'.

DHA Validation Successful

Complete the ID field to allow validation of your ID Number with the Department of Home Affairs.

The Validation will require that you fill in all the consonants of your name and surname as it appears on you **ID** document.

Users have 3 attempts to complete this correctly.

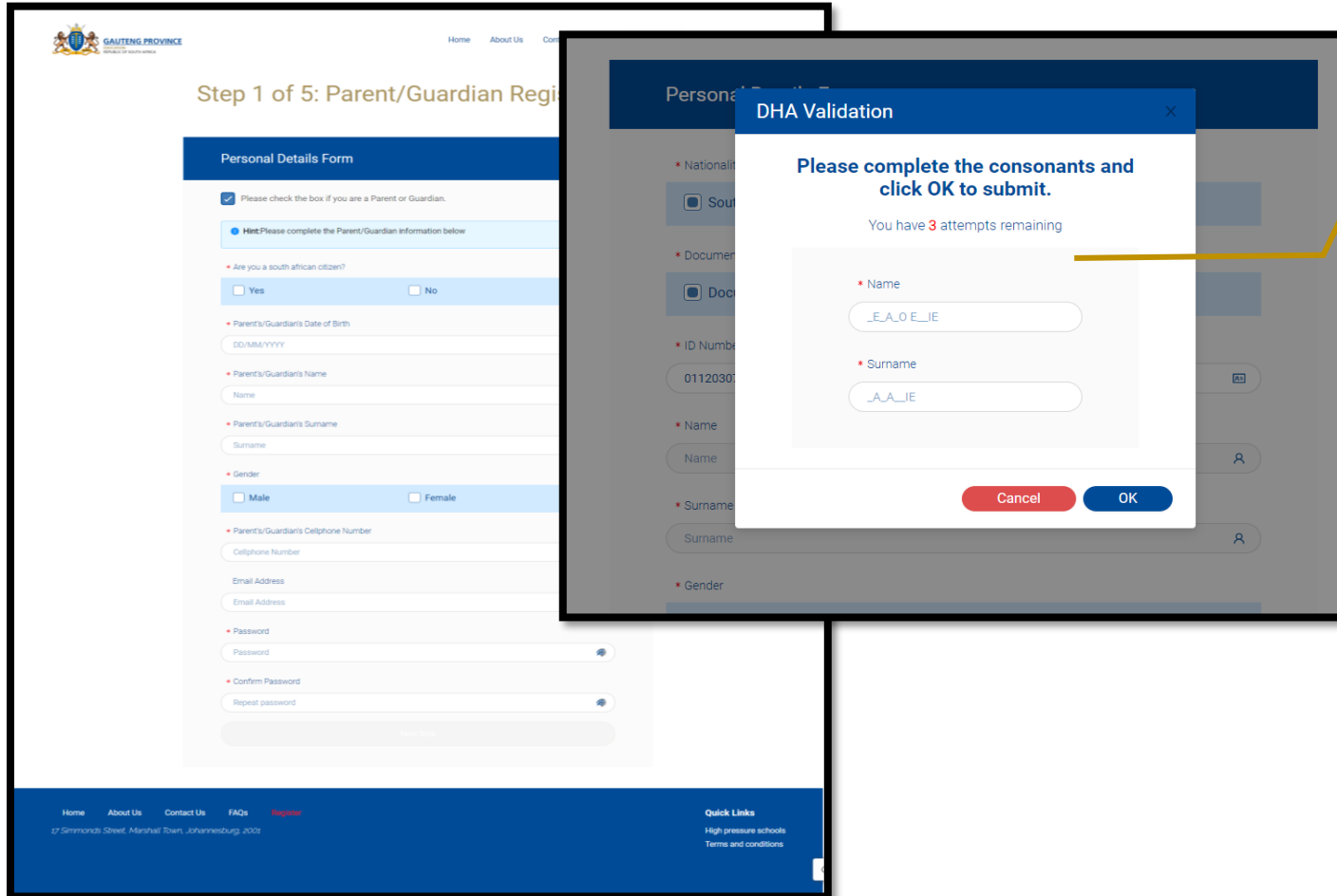
If the validation is successful, the following will occur:

- The last 7 digits of the ID Number will be hidden by asterisks
- The Name and Surname fields will be auto populated accordingly
- The Gender of the parent will be auto selected

NB! Cellphone Number

The cellphone number you provided will be recorded and used to communicate your **One Time Pin (OTP)** and other **Critical SMSES** notifications and updates from the Department

STEP 1: PARENT REGISTRATION



The screenshot shows the 'Step 1 of 5: Parent/Guardian Registration' form. A modal window titled 'DHA Validation' is overlaid on the form. The modal contains the following text: 'Please complete the consonants and click OK to submit.' Below this, it says 'You have 3 attempts remaining'. There are two input fields: 'Name' with the value '_E_A_O_E_I_E' and 'Surname' with the value '_A_A_I_E'. At the bottom of the modal are 'Cancel' and 'OK' buttons. The background form includes fields for 'Personal Details Form', 'Are you a south african citizen?', 'Parent's/Guardian's Date of Birth', 'Parent's/Guardian's Name', 'Parent's/Guardian's Surname', 'Gender', 'Parent's/Guardian's Cellphone Number', 'Email Address', 'Password', and 'Confirm Password'.

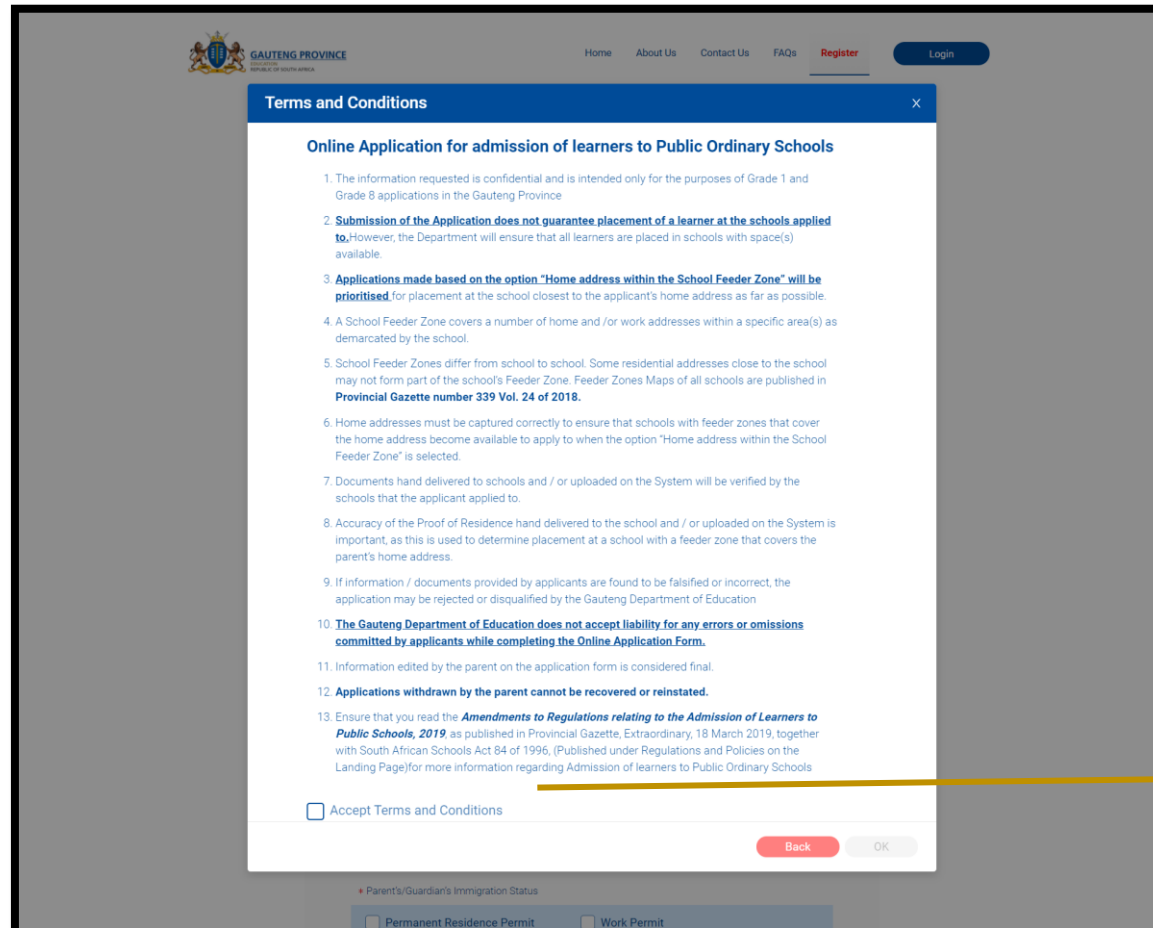
DHA Validation Unsuccessful

Users have 3 attempts to complete their details correctly. After 3 failed attempts, the following will occur:

- The message indicating “DHA validation has failed” will appear
- The last 7 digits of the ID Number will be hidden by asterisks with an “NV” (Not Validated) at the end of the hidden ID number
- The Name and Surname fields will be auto populated accordingly
- The Gender will be auto selected
- No OTP will be triggered to confirm Name and Surname populated

STEP 1: PARENT REGISTRATION

4. Complete the Parent Registration and Accept Terms and Conditions



The screenshot shows a web application interface with a 'Terms and Conditions' dialog box open. The dialog box has a blue header with the title 'Terms and Conditions' and a close button. The main content area contains a list of 13 numbered terms and conditions. At the bottom of the dialog box, there is a checkbox labeled 'Accept Terms and Conditions' which is currently unchecked. Below the checkbox are two buttons: 'Back' (in red) and 'OK' (in grey). The background of the web application is dimmed, showing a navigation menu with 'Home', 'About Us', 'Contact Us', 'FAQs', 'Register', and 'Login'.

Terms and Conditions

Online Application for admission of learners to Public Ordinary Schools

1. The information requested is confidential and is intended only for the purposes of Grade 1 and Grade 6 applications in the Gauteng Province
2. **Submission of the Application does not guarantee placement of a learner at the schools applied to.** However, the Department will ensure that all learners are placed in schools with space(s) available.
3. **Applications made based on the option "Home address within the School Feeder Zone" will be prioritised** for placement at the school closest to the applicant's home address as far as possible.
4. A School Feeder Zone covers a number of home and /or work addresses within a specific area(s) as demarcated by the school.
5. School Feeder Zones differ from school to school. Some residential addresses close to the school may not form part of the school's Feeder Zone. Feeder Zones Maps of all schools are published in **Provincial Gazette number 339 Vol. 24 of 2018.**
6. Home addresses must be captured correctly to ensure that schools with feeder zones that cover the home address become available to apply to when the option "Home address within the School Feeder Zone" is selected.
7. Documents hand delivered to schools and / or uploaded on the System will be verified by the schools that the applicant applied to.
8. Accuracy of the Proof of Residence hand delivered to the school and / or uploaded on the System is important, as this is used to determine placement at a school with a feeder zone that covers the parent's home address.
9. If information / documents provided by applicants are found to be falsified or incorrect, the application may be rejected or disqualified by the Gauteng Department of Education
10. **The Gauteng Department of Education does not accept liability for any errors or omissions committed by applicants while completing the Online Application Form.**
11. Information edited by the parent on the application form is considered final.
12. **Applications withdrawn by the parent cannot be recovered or reinstated.**
13. Ensure that you read the **Amendments to Regulations relating to the Admission of Learners to Public Schools, 2019** as published in Provincial Gazette, Extraordinary, 18 March 2019, together with South African Schools Act 84 of 1996, (Published under Regulations and Policies on the Landing Page) for more information regarding Admission of learners to Public Ordinary Schools

Accept Terms and Conditions

Back OK

Parent's/Guardian's Immigration Status
 Permanent Residence Permit Work Permit

Once the user clicks OK this will trigger the Terms & Conditions dialogue.

- Read through the Terms and Conditions
- Select the "Accept Terms and Conditions" box
- Click OK to proceed to the **Step 2 of 5: Address Details**

STEP 2: ADDRESS DETAILS

5. Complete the Home Address details

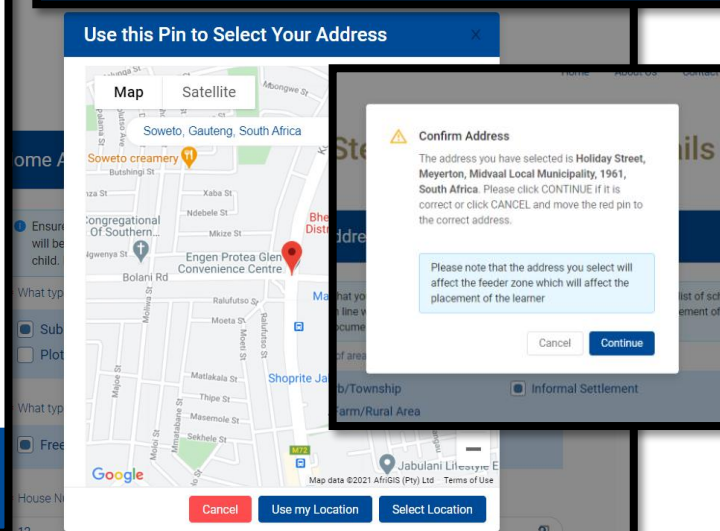
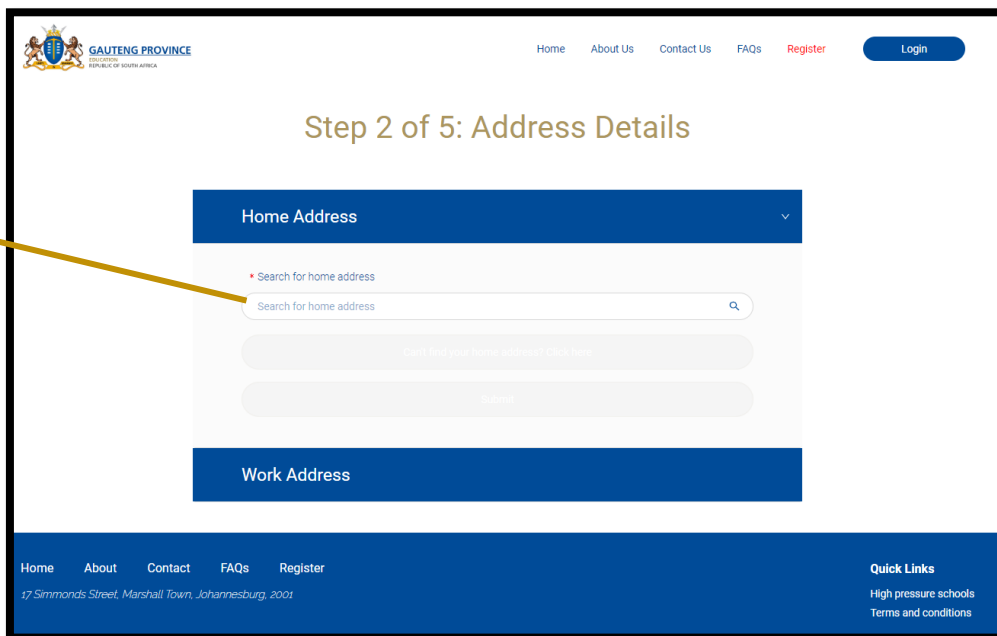
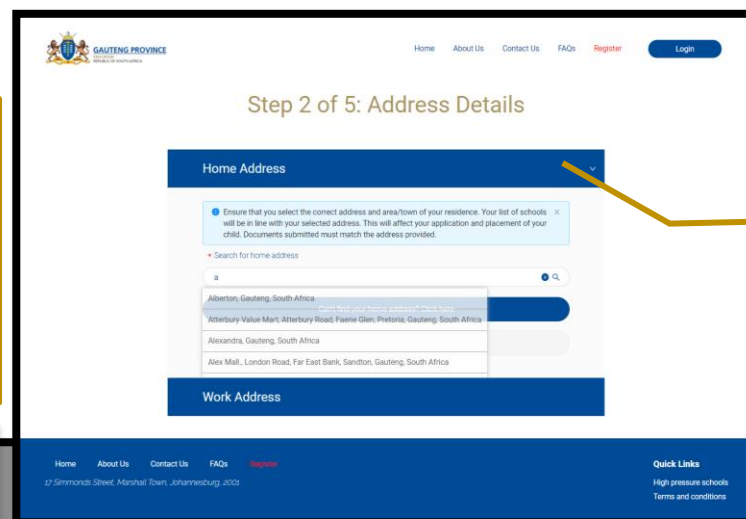
The open search field has no address filters and so any address details can be typed. Please ensure that you:

- Spell the address details (street, name and area) correctly
- Provide the correct house number
- Use the geo-coded address

Cannot find your address?

Should you not be able to locate your address Click the **“Can’t find home address?” “Click here”** option for a more filtered, advanced search.

As a final action of Home address completion, in more remote areas, you will need to click on **“Select address from map to proceed”** You can move the red pin to a more accurate point on the map **or** use the option **“Use My Location”** if you are applying from your home address. Once satisfied, click **“Select location”**. A confirmation message will appear with the select address. If it is correct click **continue** and then **submit**.





STEP 2: ADDRESS DETAILS

6. Complete the Work Address details

Step 2 of 5: Address Details

Home Address >

Work Address

You should only enter your work address if you plan to apply to schools which cover your work address in their feeder zones.

Do you intend to apply at schools close to your place of work?

Yes No

* Search for work address

12th Avenue, Edenburg, Sandton, Gauteng, South Africa

Can't find your work address? Click here

Submit

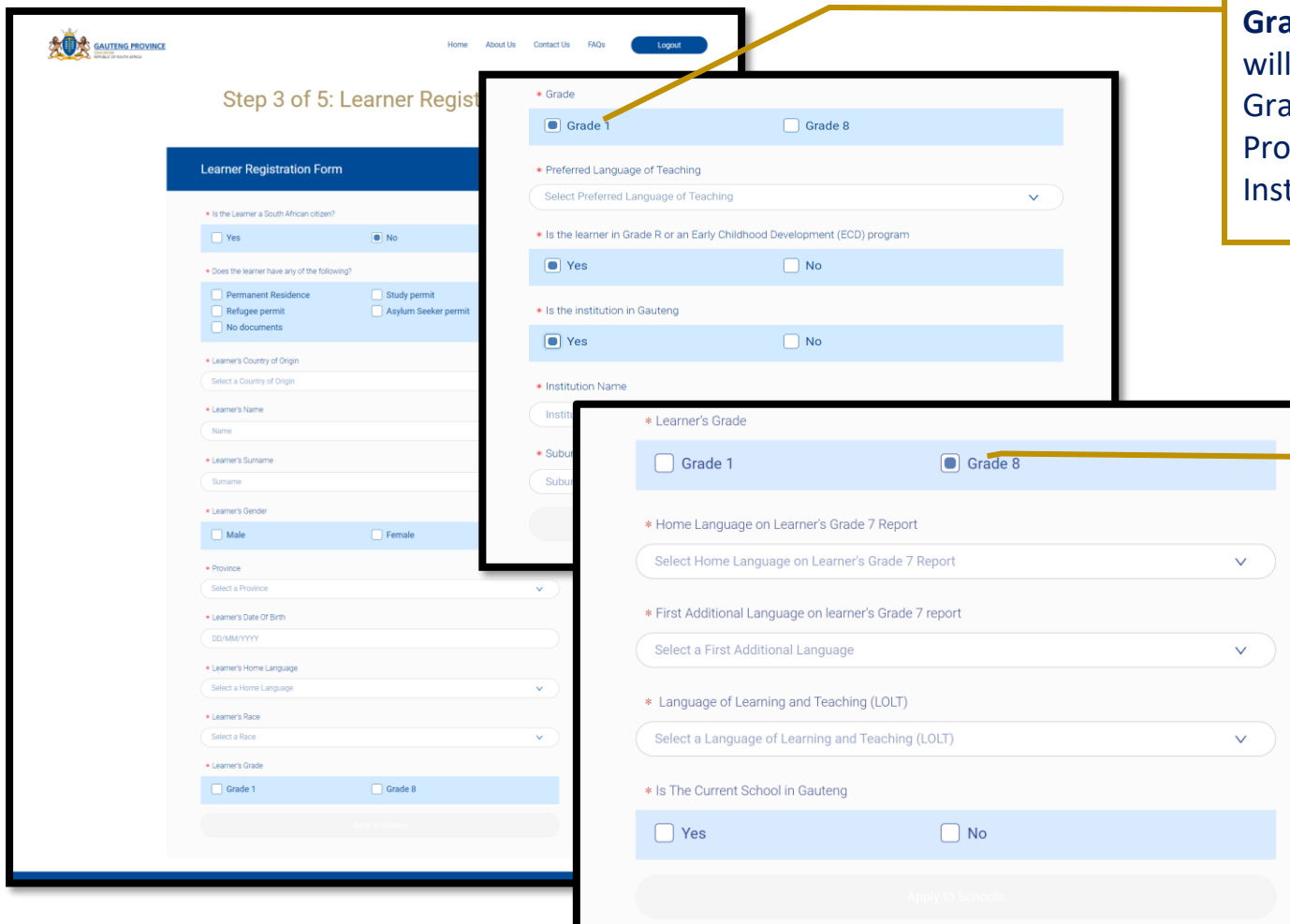
Complete your Work Address details (ONLY if you are going to use the Work Address Application Option to apply to a school)

- Note: Select **Yes** if you intend to apply at schools close to your place of work
- There is also a **Can't find Address** search option for the Work Address

- Click the **submit** button to proceed to Learner Registration

STEP 3: LEARNER REGISTRATION

7. Complete Learner Registration Details



The screenshot shows the 'Step 3 of 5: Learner Registration' form. The form is titled 'Learner Registration Form' and contains several sections. A callout box highlights the 'Grade' section, which has radio buttons for 'Grade 1' and 'Grade 8'. Another callout box highlights the 'Learner's Grade' section, which has radio buttons for 'Grade 1' and 'Grade 8'. The form also includes fields for 'Preferred Language of Teaching', 'Is the learner in Grade R or an Early Childhood Development (ECD) program', 'Is the institution in Gauteng', 'Institution Name', 'Learner's Name', 'Learner's Surname', 'Learner's Gender', 'Province', 'Learner's Date Of Birth', 'Learner's Home Language', 'Learner's Race', and 'Learner's Grade'. A 'Register Learner' button is visible at the bottom of the form.

Complete all compulsory (*) fields of the form.

Grade 1: Once you select the **Grade 1** option, you will also need to specify whether the learner is in Grade R or in an Early Childhood Development Programme and the name and location of the Institution.

Grade 8: Once you select the **Grade 8** option, you will also need to specify whether the learner's current school is in Gauteng and provide the name of the learner's current school.

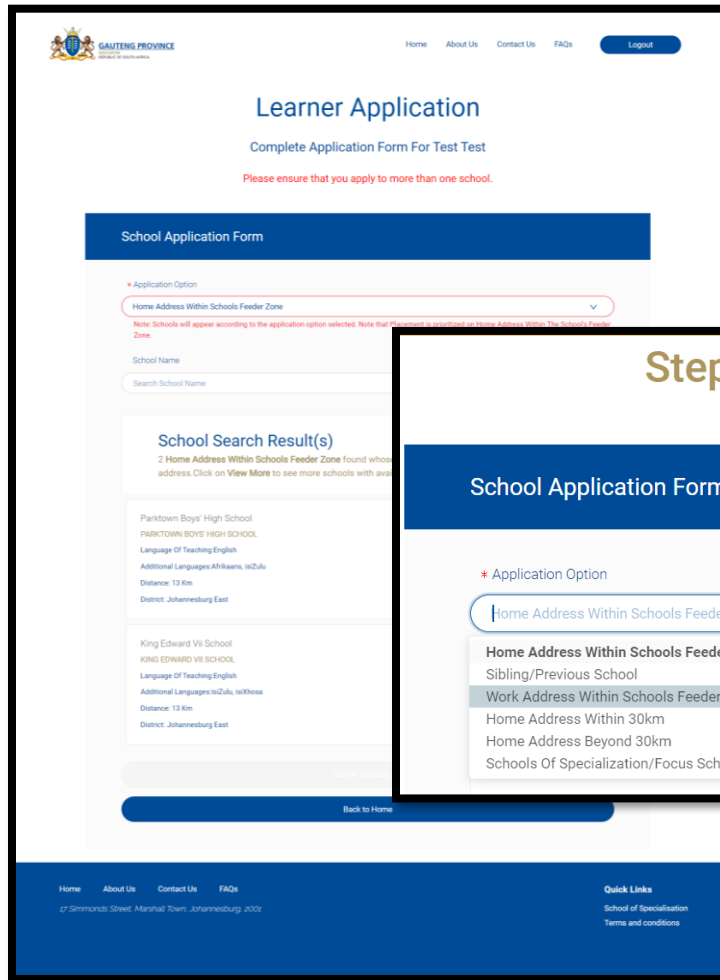
Select **Home** Language as on Grade 7 Report, First **Additional** Language as on learner's Grade 7 Report and Language Of Learning and Teaching (LOLT);

If the learner's current school is in **Gauteng**, you will need to also specify whether the learner's current school is a Public or Private school.

Once all fields are complete click the Register Learner button.

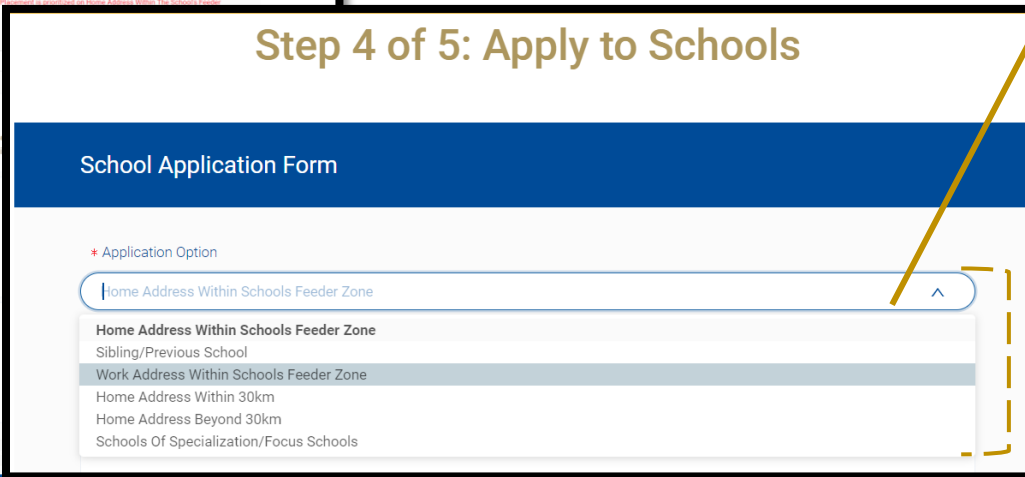
STEP 4: APPLY TO SCHOOLS

8. Application Option: Home Address within Feeder Zone



The screenshot shows the 'Learner Application' page with the 'School Application Form' section. The 'Application Option' dropdown menu is open, showing the selected option 'Home Address Within Schools Feeder Zone'. Below the dropdown, there is a search bar for 'School Name' and a list of search results. The first result is 'Parktown Boys' High School' and the second is 'King Edward VII School'. A 'Back to Home' button is visible at the bottom of the form.

Step 4 of 5: Apply to Schools



This close-up shows the 'School Application Form' dropdown menu. The selected option is 'Home Address Within Schools Feeder Zone'. Other options listed include 'Sibling/Previous School', 'Work Address Within Schools Feeder Zone', 'Home Address Within 30km', 'Home Address Beyond 30km', and 'Schools Of Specialization/Focus Schools'.

Apply to Schools page.

These are the six (6) Application Options in the Drop down list:

1. Home Address within the Schools Feeder Zone
2. Sibling / Previous Schools
3. Work Address within Schools Feeder Zone
4. Home Address within 30km radius
5. Home Address Beyond 30km radius
6. Schools of Specialization / Focus Schools

Note that Placement is prioritized on Home Address within School Feeder Zone

You can select a maximum of 3 Schools at the same time when using the Home Application Option

STEP 4: APPLY TO SCHOOLS

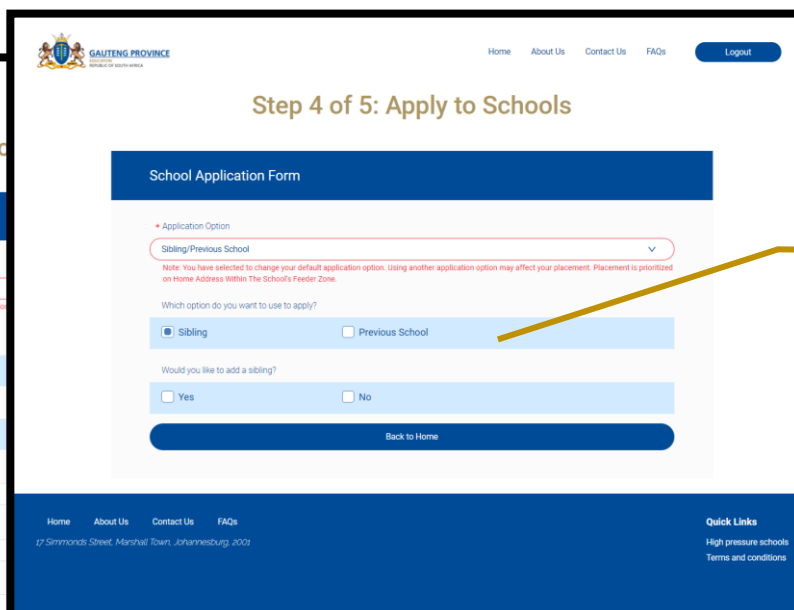
9. Application Options: Sibling/Previous School

The Sibling / Previous School application option:

- **Note: Users may not use the Sibling application option where the Sibling is currently in Grade 7 or Grade 12**
- **Note: The “Previous School” option is only applicable to Grade 8 applicants who are currently in Grade 7 in a public ordinary Primary school.**

You can only select a maximum of two (2) Schools for Previous School application option and one (1) School at a time for Sibling application option

Once all fields on the Sibling Application Form are completed correctly and a Sibling School is entered, click **Apply** to complete the Learner Application



Step 4 of 5: Apply to Schools

School Application Form

Application Option
Sibling/Previous School

Note: You have selected to change your default application option. Using another application option may affect your placement. Placement is prioritised on Home Address Within The School's Feeder Zone.

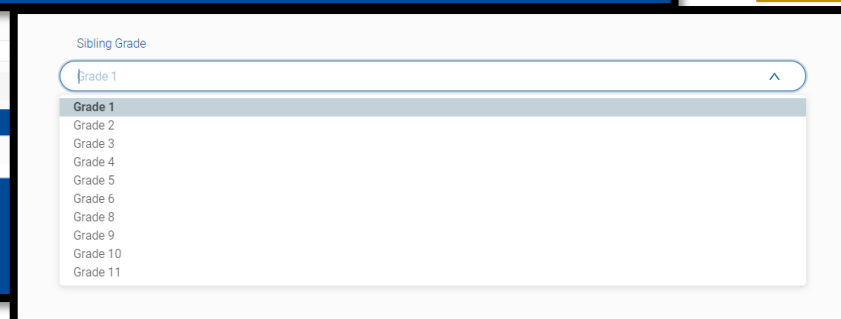
Which option do you want to use to apply?

Sibling Previous School

Would you like to add a sibling?

Yes No

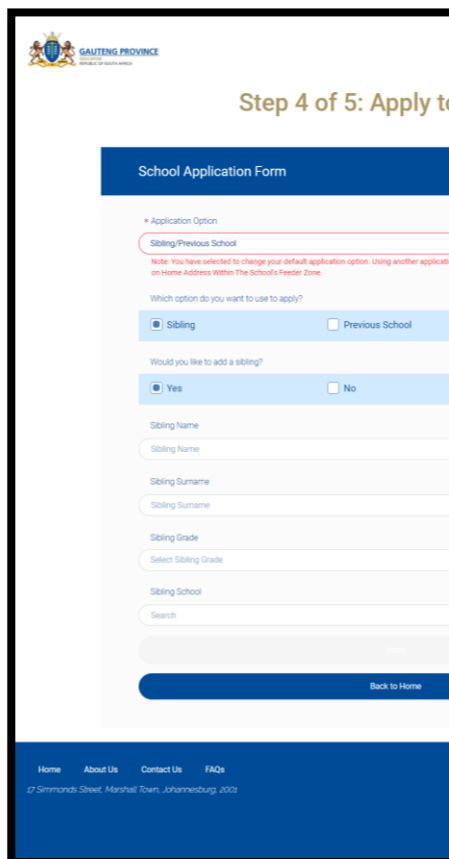
Back to Home



Sibling Grade

Grade 1

- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 8
- Grade 9
- Grade 10
- Grade 11



Step 4 of 5: Apply to Schools

School Application Form

Application Option
Sibling/Previous School

Note: You have selected to change your default application option. Using another application option may affect your placement. Placement is prioritised on Home Address Within The School's Feeder Zone.

Which option do you want to use to apply?

Sibling Previous School

Would you like to add a sibling?

Yes No

Back to Home



STEP 4: APPLY TO SCHOOLS

10. Application Option: Work Address within School Feeder Zone

School Application Form

* Application Option
Work Address Within Schools Feeder Zone

* School Name
Search School Name

School Search Result(s)

20 Schools Found For "Work Address Within Schools Feeder Zone"

Inqayizivele Secondary School INQAYIZIVELE SECONDARY SCHOOL Distance: 1.0 Km District: Ekurhuleni North Language Of Teaching: isiZulu, English	<input type="checkbox"/>
Masiqhakaze Secondary School MASIQHAKAZE SECONDARY SCHOOL Distance: 1.9 Km District: Ekurhuleni North Language of Teaching: English	<input type="checkbox"/>

The **Work Address within Schools Feeder Zone** application option:

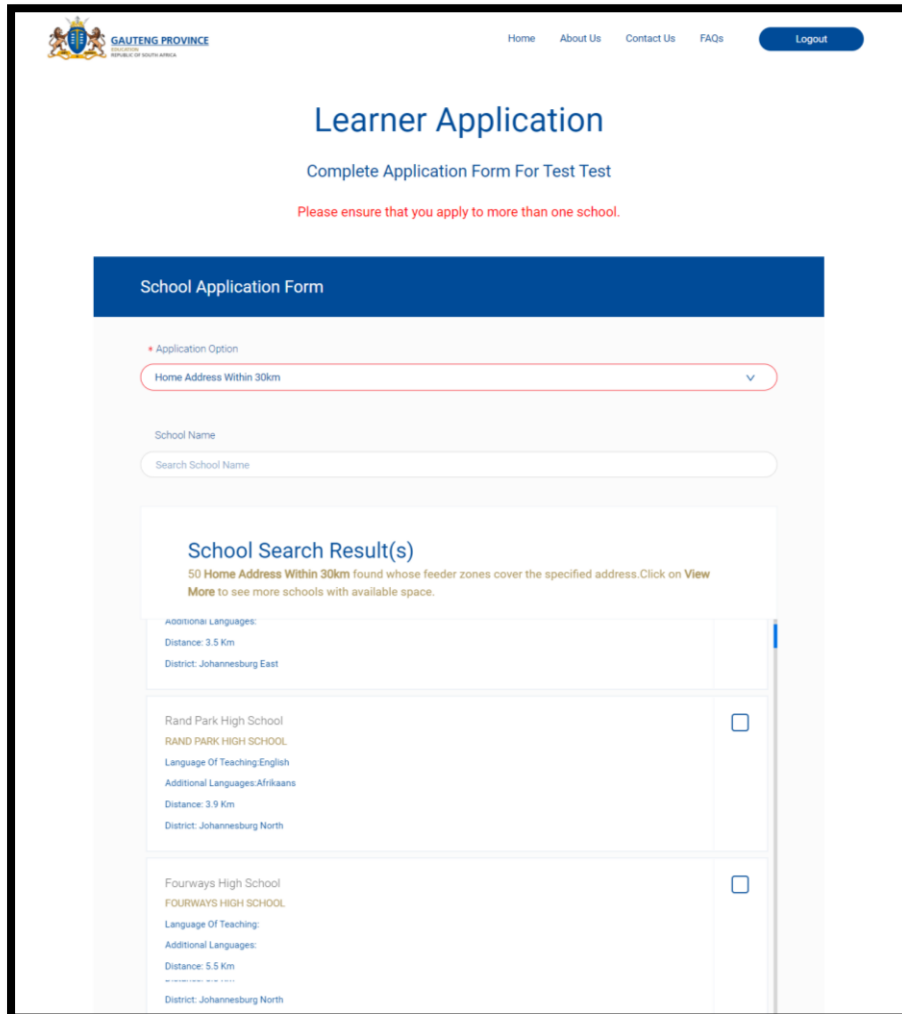
- **Applies to applications made to schools close to your (the parent's) place of work.**
- This means that a work address would have been included in the Parent Registration or it was added while editing the parent profile

You can only select one (1) School at a time for the Work Address within Schools Feeder Zone application option.

Once all fields are completed correctly, click **Apply** to complete the Learner Application

STEP 4: APPLY TO SCHOOLS

11. Application Option: Home Address within 30km



The screenshot shows the 'Learner Application' page on the Gauteng Provincial Government website. The page title is 'Learner Application' with the subtitle 'Complete Application Form For Test Test'. A red warning message states: 'Please ensure that you apply to more than one school.' Below this is a 'School Application Form' section. The 'Application Option' dropdown menu is set to 'Home Address Within 30km'. There is a search field for 'School Name'. The search results are titled 'School Search Result(s)' and show 50 results. Three results are visible:

School Name	Distance	District	Select
Rand Park High School RAND PARK HIGH SCHOOL Language Of Teaching: English Additional Languages: Afrikaans	3.5 Km	Johannesburg East	<input type="checkbox"/>
Fourways High School FOURWAYS HIGH SCHOOL Language Of Teaching: Additional Languages:	3.9 Km	Johannesburg North	<input type="checkbox"/>
Fourways High School FOURWAYS HIGH SCHOOL Language Of Teaching: Additional Languages:	5.5 Km	Johannesburg North	<input type="checkbox"/>

The **Home Address within 30km** application option:

- You can use the **Home Address within 30km Application** option to apply to a school with a feeder zone that does not cover your home address, but is within 30 km radius

You can only select one (1) School at a time for the **Home Address within 30km application option**.

Once all fields are completed correctly, click **Apply** to complete the Learner Application.

Note: if the school selected under this application option is within the school feeder zone, the application status will automatically be upgraded to home address within school feeder zone.

STEP 4: APPLY TO SCHOOLS

12. Application Option: Home Address beyond 30km

School Application Form

* Application Option

Home Address Beyond 30km ▼

Note: You have selected to change your default application option. Using another application option may affect your placement. Placement is prioritized on Home Address Within The School's Feeder Zone.

School Name

Search School Name

School Search Result(s)

50 Home Address Beyond 30km found whose feeder zones cover the specified address.

Inqayizivele Secondary School INQAYIZIVELE SECONDARY SCHOOL Distance: 1.0 Km District: Ekurhuleni North Language Of Teaching: isiZulu, English	<input type="checkbox"/>
Masiqhakaze Secondary School MASIQHAKAZE SECONDARY SCHOOL Distance: 1.9 Km District: Ekurhuleni North	<input type="checkbox"/>

The **Home Address beyond 30km** application option:

- You can use the **Home Address beyond 30km Application option** to apply to a school with a feeder zone that does not cover your home address, but is beyond 30 km radius

You can only select one (1) school at a time for the Home Address beyond 30km application option.

Once all fields are completed correctly, click **Apply** to complete the Learner Application.

STEP 4: APPLY TO SCHOOLS

13. Application Option: Schools of Specialization/Focus Schools

School Application Form

* Application Option

Schools Of Specialization/Focus Schools

Note: You have selected to change your default application option. Using another application option may result in Home Address Within The School's Feeder Zone.

School Name

Search School Name

School Search Result(s)

20 School of Specialisation/Focus Schools found whose feeder zones cover your home address.

Mandisa Shiceka Secondary School (Maths
Science And Ict)
Distance: 1.0 Km
District: Ekurhuleni North
Language of Teaching: English

Pro Arte Alphen Park (Creative And Performing Arts)
PRO ARTE ALPHEN PARK (Creative And Performing Arts)
Distance: 1.0 Km
District: Ekurhuleni North
Language of Teaching: English

SOS Applications

Provide the pass mark that the learner obtained at the end of Grade 6 for Mathematics and English

* Mathematics	* English	* Average
65	65	65

Provide the Term 1 pass mark that the learner obtained for Grade 7 Mathematics and English

* Mathematics	* English	* Average
65	65	65

Has the learner written the Admission Test/Audition at the school you wish to apply

No
 Yes

Have you made an appointment with the school to write an Admissions Test/Audition

No
 Yes

Cancel
OK

The Schools of Specialization / Focus Schools application option:

4 screening questions will need to be answered before selecting the school of specialization you would like to apply to.

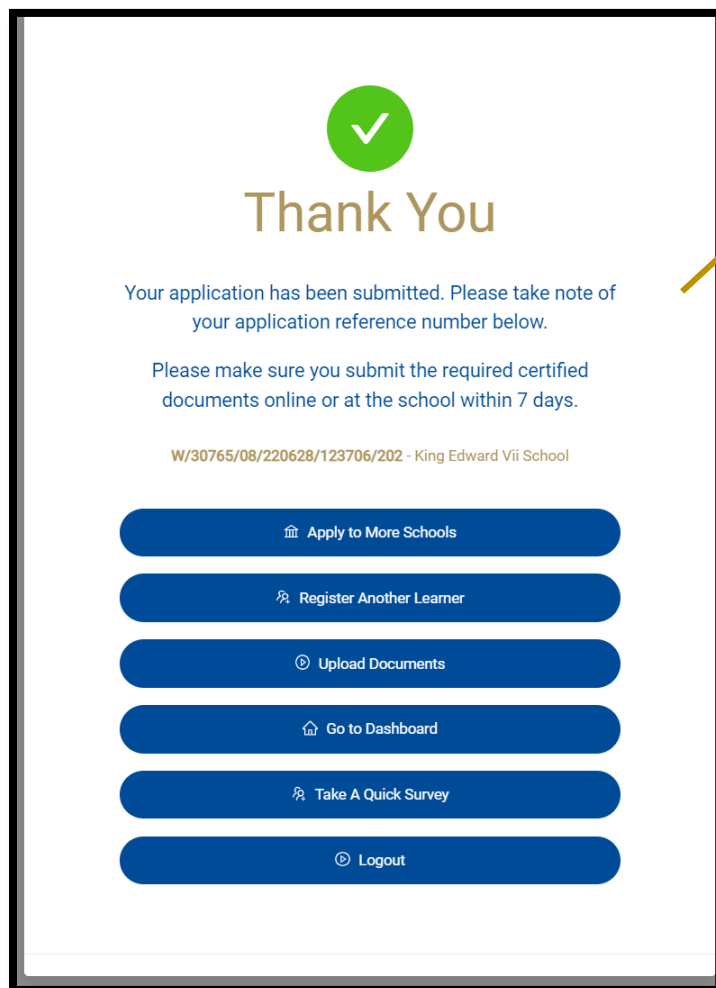
You can only select one (1) School of Specialization/Focus Schools at a time.

Once all fields are completed correctly, click **Apply** to complete the Learner Application.

Contact the **School of Specialization / Focus Schools** to enquire about the dates for the Admissions Tests / Auditions

THANK YOU CONFIRMATION

14. Submission Confirmation Message



Once the application is submitted, a **Thank You** confirmation note is displayed with the Reference No. and the name of the school(s) applied to for the learner application. **This does not mean your application is successful. It only confirms that your application has been submitted.**

The Parent has the option to :

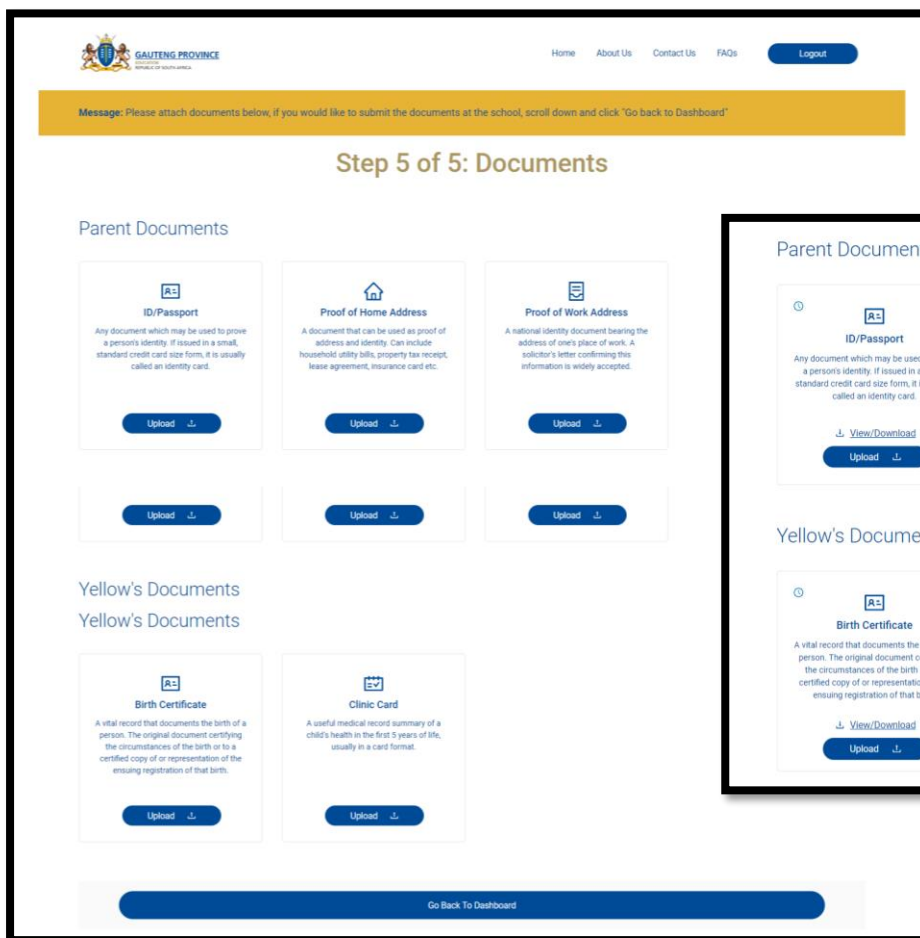
- Apply to more schools
 - Register more learners
 - Continue to Dashboards
 - Continue to Documents
 - Logout
- **Note: You can apply to a maximum of 5 schools for one learner**
 - **Note: You are able to edit your details at any point during the Application phase process**
 - **1 or 2 parents can apply for the same learner to a maximum of 5 schools collectively**

STEP 5: DOCUMENTS

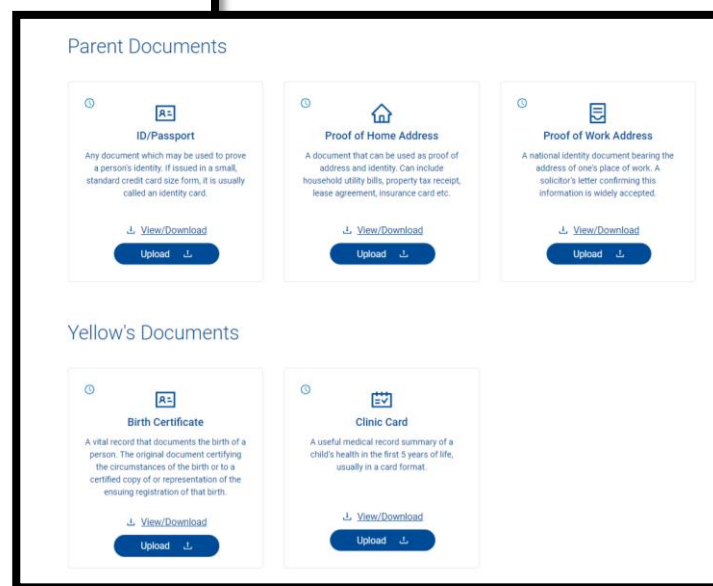
15. Uploading and Replacing documents for submission

Document uploads is linked to the Parent's Application option type and learner Grade can be uploaded onto the System using the "upload" function.

Note: Parents may submit hard copies of documents to all the schools applied to.



The screenshot shows the 'Step 5 of 5: Documents' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Contact Us', 'FAQs', and 'Logout'. A message banner reads: 'Message: Please attach documents below, if you would like to submit the documents at the school, scroll down and click "Go back to Dashboard"'. The main content is divided into two sections: 'Parent Documents' and 'Yellow's Documents'. Each section contains three document upload cards with 'Upload' buttons. A 'Go Back To Dashboard' button is at the bottom.



This zoomed-in view shows the document upload cards. Each card includes a title, a brief description, and an 'Upload' button. The 'Parent Documents' section includes: ID/Passport, Proof of Home Address, and Proof of Work Address. The 'Yellow's Documents' section includes: Birth Certificate and Clinic Card. Each card also features a 'View/Download' link and a small circular icon in the top left corner.

- ID/Passport/Refugee Permit/ Asylum Seeker Permit/ Permanent Residence Permit and Study/Work Permit
- SA Birth Certificate
- Proof of Home Address
- Proof of Work Address
- Latest School Report,
- Clinic/Vaccination/Immunisation card

Note: Documents must be submitted within 7 school days after applying online



APPLICATION PROFILE PAGE

16. Updated Application Information

GAUTENG PROVINCE
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs Logout

395 Days until applications open View all admissions phases

My Profile

Update Profile →

Home Address 709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa	Work Address News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, South Africa	Documents <input checked="" type="checkbox"/> Proof of ID Document <input checked="" type="checkbox"/> Proof of Home Address <input type="checkbox"/> Proof of Work Address Upload/View Documents ↓
--	--	--

My Learners

Register Another Learner →

Note: You will only be able to restore your application during the application phase. If you have 5 active application you will not be able to restore any of your deleted applications.

Learner Details Bohlale Mthombeni 1405170416085 Female	Schools applied to Bafo Chiko Primary School (Awaiting Verification) W/310888/01/210430/121554/408 Enkangala Primary School (Awaiting Verification) W/311043/01/210430/121556/391 Apply + <small>You may apply up to 5 schools</small>	More learner options <i>Use these options if they apply to you</i> Update ↗ Remove ↗
--	---	--

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Once the Learner(s) application(s) are submitted they will reflect accordingly under the “My Learners” profile

Document statuses will only apply once documents are submitted and verified



APPLICATION PROFILE PAGE

17. Updated Application Information

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Home About Us Contact Us FAQs Logout

395 Days until applications open View all admissions phases

My Profile

Update Profile →

Home Address	Work Address	Documents
709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa	News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, South Africa	<input checked="" type="checkbox"/> Proof of ID Document <input checked="" type="checkbox"/> Proof of Home Address <input type="checkbox"/> Proof of Work Address

Upload/View Documents ↓

My Learners

Register Another Learner →

Note: You will only be able to restore your application during the application phase. If you have 5 active application you will not be able to restore any of your deleted applications.

Learner Details	Schools applied to	More learner options
<p>Dakota Mkhosana</p> <p>Grade 1 Female</p>	<p> Bafo Chiko Primary School (Awaiting Verification) W/310888/01/210430/121554/408</p> <p> Enkangala Primary School (Awaiting Verification) W/311043/01/210430/121556/391</p>	<p>Use these options if they apply to you</p> <p>Update ↗</p> <p>Remove ↗</p>

Apply +
You may apply up to 5 schools

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Click Apply to make an Application



PARENT DASHBOARD

18. My Profile and My Learners

The screenshot displays the 'My Profile' section of the Parent Dashboard. At the top, there is a navigation bar with links for Home, About Us, Contact Us, and FAQs, along with a Logout button. Below this, a yellow banner indicates '395 Days until applications open' and 'View all admissions phases'. The main content area is titled 'My Profile' and features an 'Update Profile' button. The profile is divided into three columns: 'Home Address' (709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa), 'Work Address' (News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, South Africa), and 'Documents' (Proof of ID Document, Proof of Home Address, Proof of Work Address). An 'Upload/View Documents' button is located at the bottom of the Documents column.

The Application Profile page has a “My Profile” section providing:

- The **Home Address Details** as captured in Registration and the **Work Address** if the work address is provided.
- Access to document **uploads** applicable to the Application type completed.

The “My Learners” section provides a summary of learner details as registered as well as the option to apply to schools



PARENT DASHBOARD

19. View your Profile Details

Parent Profile:

- The Parent Registration details can also be viewed from the Parent Dashboard
- **Note: The Address details can only be edited once during the Application Period.**
- **If the parent edits their personal details, all details on the parent portal will be completely deleted and the parent will have to re-register and re-apply.**

DELETING AND RESTORING APPLICATIONS

Note: You will only be able to restore your application during the application phase. If you have 5 active application you will not be able to restore any of your deleted applications.

Learner Details
Bohlale Mthombeni
1405170416085
Grade 1
Female

Schools applied to

School Name	Status	Options
Bafo Chiko Primary School	(Awaiting Verification)	Update
Enkangala Primary School	(Awaiting Verification)	Remove

More learner options
Use these options if they apply to you

Apply +
You may apply up to 5 schools

Schools applied to

Bafo Chiko Primary School	(Deleted By Parent)
Enkangala Primary School	(Deleted By Parent)

Apply +
You may apply up to 5 schools

Please enter the OTP to confirm that you want to continue with the change

Enter Your OTP Number

Cancel OK

Delete Application(s)

Applications are deleted in 2 ways:

1. If a parent **edits/updates the application details**;
2. If the parent **clicks the bin next to the school name** that they no longer wish to continue applying to

During this stage the **parent will be asked to provide an OTP** to verify the change and the status of the application will be updated to **“Deleted by parent.”**

Restore Deleted Application(s)

If the parent decides that the deleted application was a mistake, they have the option to **Restore that application** by clicking the **Restore** button. This will require the parent to confirm the restoration of the application through an OTP



CONTACT SUPPORT

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Home About Us Contact Us FAQs Register Login

Search for schools with feeder zones that cover my address

Q Type your address here

Regulations, Policies and Guidelines

The Online Admissions Application System is not yet open for applications to Grade 1 and Grade 8 for the 2024 Academic year. The Opening Date will be announced soon.

For enquiries, contact 0800 000 789

Register →

Contact the Helpdesk and Support Team:

Email: gdeinfo@gauteng.gov.za
Support No: 0800 000 789
011 355 0000

For District Contact details, click on **Contact Us**
Alternatively, access the chat support on the website.

If you have questions

Email us at gdeinfo@gauteng.gov.za or Call us at 0800 000 789 | 011 355 0000



ADMISSIONS PROCESS SUMMARY

Parents

Schools, District, Head Office

Registration and Application	Verification of Documents	Waiting Preparation and Verification	Placement
<ul style="list-style-type: none"> • Parent registers parent and learner/s details • Parent selects learner • For Grade 8 parent select Home Language, First Additional Language and Language of Learning and Teaching (LoLT) • Parent selects application option • Parent selects school from dropdown • Parent submits application • Parent receives reference number 	<ul style="list-style-type: none"> • Schools view applications • Schools receive and verify documents • Schools update document status • Schools submit Waiting list 	<ul style="list-style-type: none"> • Districts view and QA school Waiting list • Districts verify by approving/disapproving applications • District return School Waiting lists to schools 	<ul style="list-style-type: none"> • Approved Placement list is returned on school view • Placement offers released • Parents accept offers within 7 days • Parent forfeit offers not accepted within 7 days



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Thank you