

Grade 1 Admissions Process on GDE Platform

1. Opening of Applications

The Gauteng Department of Education (GDE) will announce Grade 1 online application dates through the media. This information will be shared on our website and social media platforms.

2. Prepare Documents:

Ensure you have certified copies of all required documents in preparation for the opening of the admissions period. These are mandatory for application processing.

3. Documents required for Grade 1 admissions:

ALL APPLICATIONS

- ❖ Child's unabridged birth certificate (certified - no older than three months)
- ❖ Parent/Guardian ID or Passport (certified - no older than three months)
- ❖ Clinic Card
- ❖ Valid proof of home/ parent work address
- ❖ Grade R School report
- ❖ Proof of guardianship if a guardian

NON- SOUTH AFRICAN CITIZENS

- ❖ Passport OR Permanent Residence Permit OR Asylum Seeker Permit OR Refugee Permit OR Study Permit OR Parent Work Permit (certified - no older than three months)

4. Certified copies of the following documents are accepted as Proof of Home Address:

❖ Homeowners

- City of Joburg statement: Municipal account not older than 3 months in the name of the applicant parent bearing the full residential address

❖ Tenants / renters (ALL documents listed below)

- Municipal account not older than 3 months in the name of the landlord (homeowner) bearing the full physical residential address
- Lease agreement signed by landlord and tenant, bearing the full physical residential address and details of the lessee
- Rental Payment receipt with full physical residential address and details of the lessee (renter) not older than 3 months
- Rental Payment slip with full physical residential address and details of the lessee not older than 3 months
- Statement of any account in the name of the applicant parent bearing the full physical residential address i.e. fibre statement, car insurance
- Proof of rental payment i.e. POP

5. Online application process:

Once online applications open, log on to www.gdeadmissions.gov.za and click on Register, to register parent details and learner details before you apply to a school. The System will guide you through each one of the 5 steps to make an application.

Note that you will receive user details on SMS. Please keep the username and password to use when you need to return to the GDE portal to view progress with your application.

Step 1: Register Personal Details

Step 2: Register Address Details

Step 3: Register Learner Details

Step 4: Apply to a School (choosing a minimum of three and a maximum of five schools)

Step 5: Upload / Submit Documents

6. There are 5 application options, namely:

Option 1 – Home address within school feeder zone: The applicant learner's place of residence is closest to the school within the feeder zone

Option 2 – Sibling: the applicant learner has a sibling attending the school

Option 3 – Work address within school feeder zone: the place of employment of at least one of the applicant learner's parents is within the feeder zone of the school.

Option 4 – Home address Within 30 kms of the school: the applicant learner's place of residence is within a 30 kms radius of the school; or

Option 5 – Home address Beyond 30 kms from the school: the applicant learner's place of residence is beyond a 30 kms radius of the school

7. Submission and verification of documents

- ❖ Parents must upload supporting documents within seven days of application via the GDE portal **OR**
- ❖ Submit certified copies of required documents in hard copy to ALL schools applied to within seven days of application.

Schools will verify documents and update applicant document status online.

8. Application status

Parents will receive an SMS notification regarding the status of their application. Alternatively, they can visit the GDE portal online to check for updates.

9. Waiting list management & placement

Schools submit verified waiting lists to District Directors for approval and quality assessment. Applicants who are successful will receive SMS placement offers and must confirm their acceptance online within seven days to secure their place.

10. Offer acceptance

Applicants need to accept an offer of placement within 7 school days after receiving an offer of placement.

If parents do not accept any offer within 7 days, the learner will be auto-placed at the school that made the offer.

If there is more than one offer, it is the parent's responsibility to accept the offer at one of the schools. All other offers will expire if the parent accepts one offer as final

Once a parent accepts an offer as final, the learner is placed in their chosen school. After accepting a placement, parents will receive communication from the school regarding enrolment procedures.

NOTE:

The schools may request additional documents to verify and confirm your proof of residence.

If you do not have a valid proof of residence, your child will be placed at a school with available space after all learners with valid proof of residence are placed.

Schools are allowed to do home visits if the school is not convinced of the authenticity of documents submitted by the parent or if there is suspicion that the parent does not live/reside in the address that was provided. To verify and confirm proof of home address.

NOTE: Submission of FRAUDULANT / FALSIFIED documents is a CRIMINAL OFFENCE. Your application may be rejected or disqualified if you submitted fraudulent / falsified documents.