

**STEP-BY-STEP  
ADMISSIONS  
ONLINE  
APPLICATION  
USER GUIDE  
FOR PARENTS  
(FRONT-END)**

**2024/25 LEARNER  
ADMISSIONS APPLICATION  
PROCESS**

# 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:**

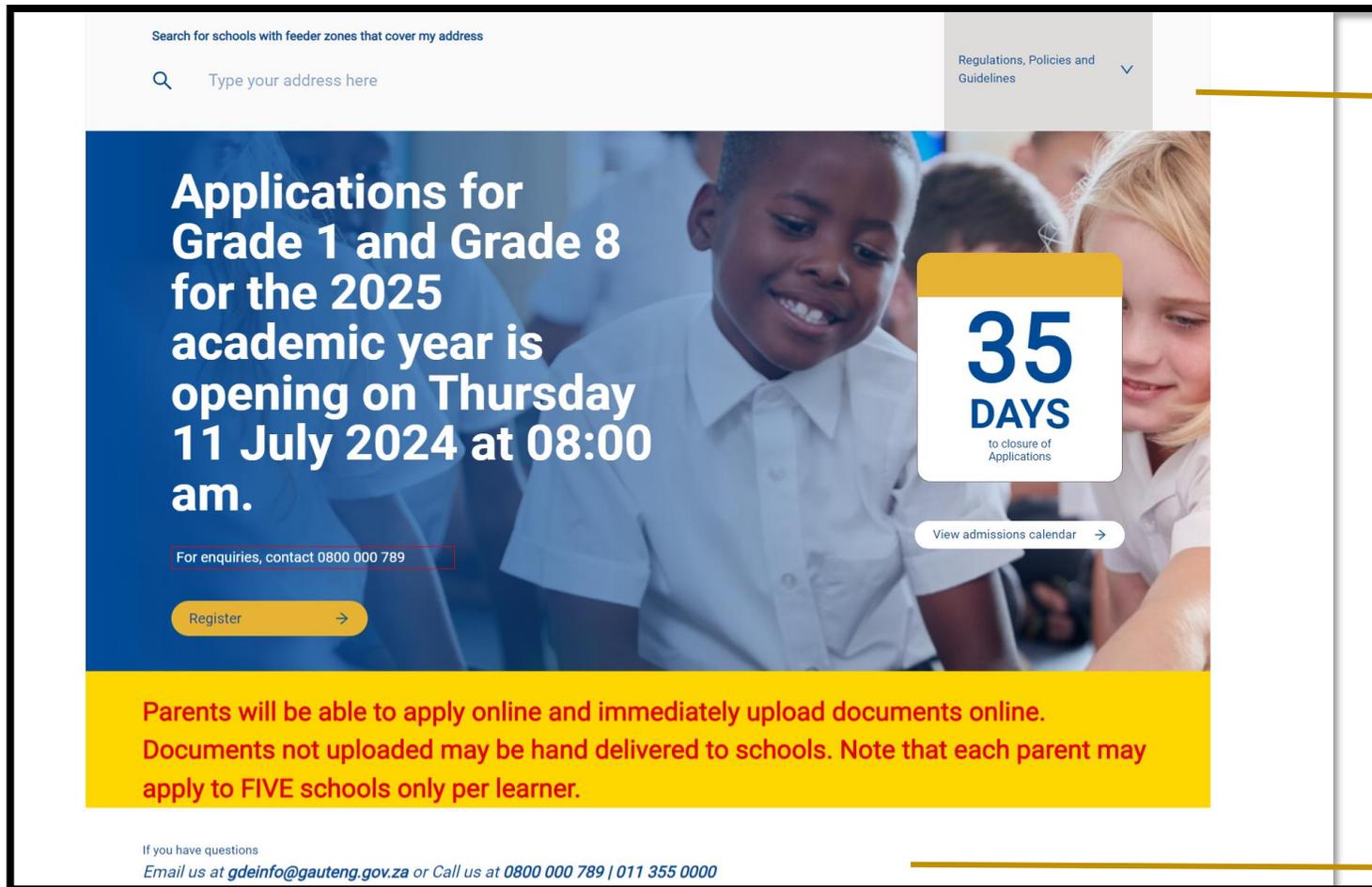
- (i) Learners whose parents live in the feeder area in their own or employers' domicile
- (ii) Learners whose parents work address is in the feeder area

**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

1. 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](http://www.gdeadmissions.gov.za) . You will then be directed to the screen below.

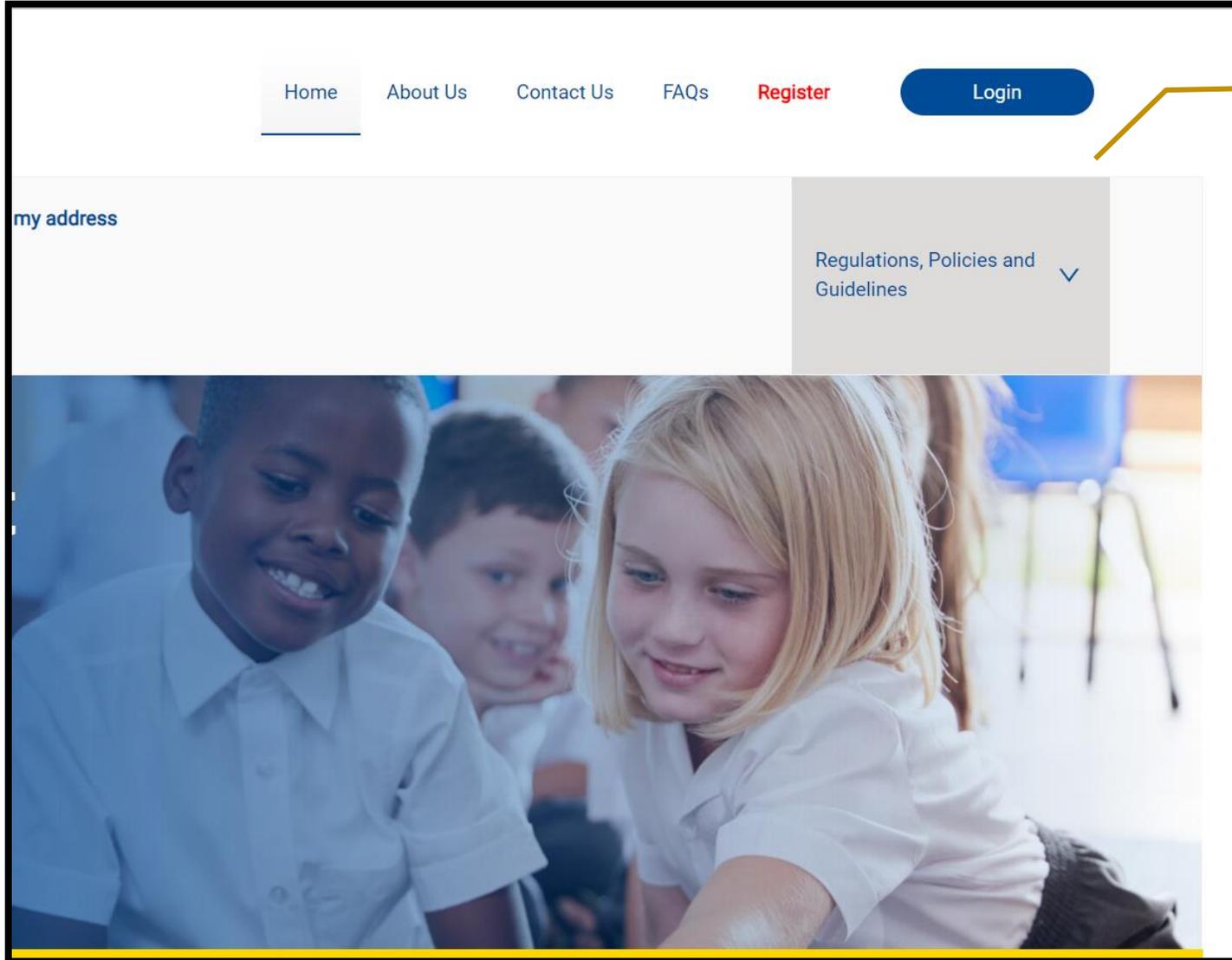


The screenshot shows the homepage of the GDE Admissions Online Application System. At the top, there is a search bar with the text "Search for schools with feeder zones that cover my address" and a placeholder "Type your address here". To the right of the search bar is a dropdown menu labeled "Regulations, Policies and Guidelines". The main content area features a large blue banner with the text: "Applications for Grade 1 and Grade 8 for the 2025 academic year is opening on Thursday 11 July 2024 at 08:00 am." Below this text is a yellow button labeled "Register" with a right-pointing arrow. To the right of the banner is a white box with a yellow top section containing the text "35 DAYS to closure of Applications". Below this box is a white button labeled "View admissions calendar" with a right-pointing arrow. At the bottom of the banner, there is a yellow box with red text: "Parents will be able to apply online and immediately upload documents online. Documents not uploaded may be hand delivered to schools. Note that each parent may apply to FIVE schools only per learner." At the very bottom of the page, there is a footer with the text: "If you have questions Email us at [gdeinfo@gauteng.gov.za](mailto:gdeinfo@gauteng.gov.za) or Call us at 0800 000 789 | 011 355 0000".

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

- Terms and Conditions
- News & Announcements
- FAQs

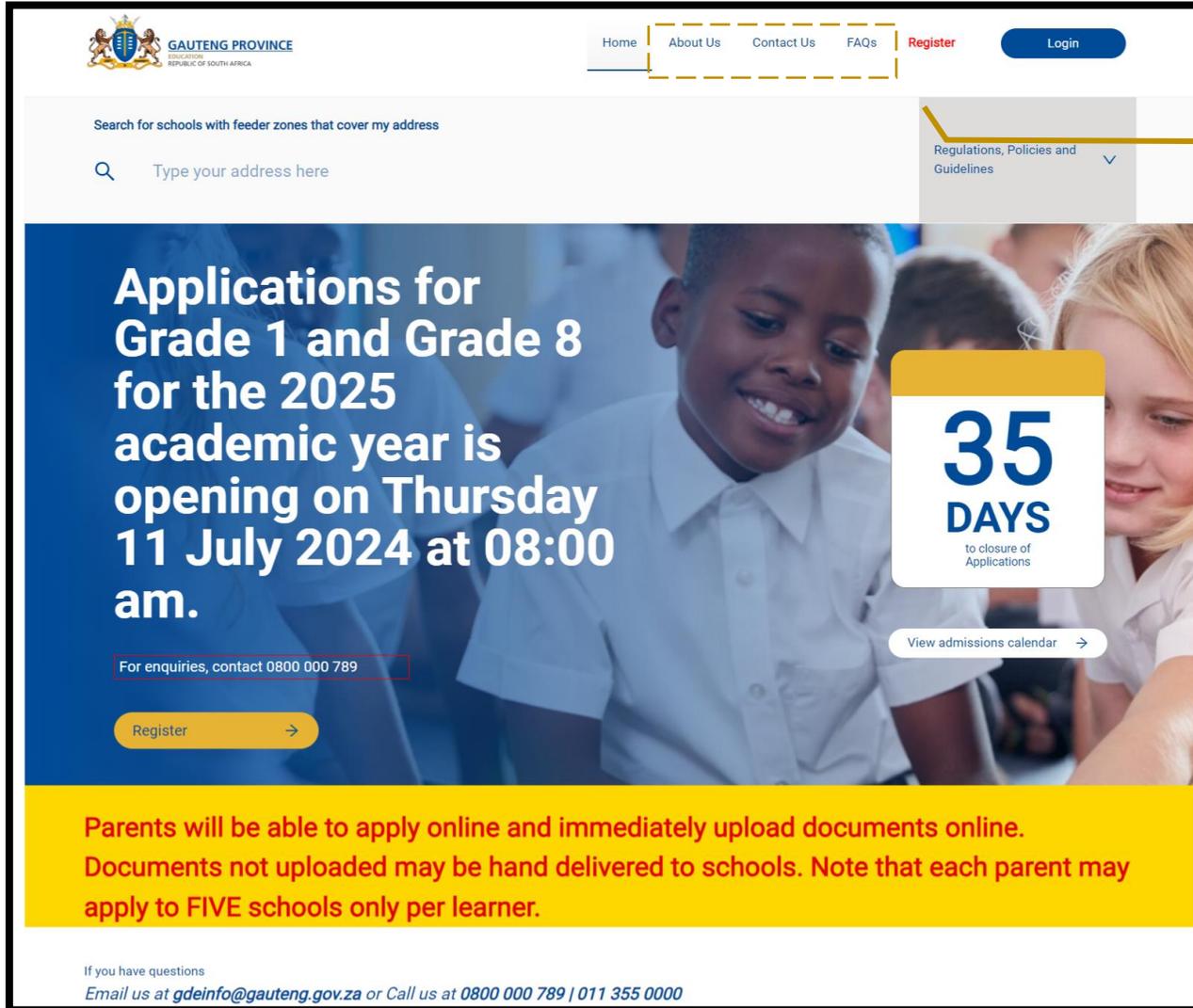
## 2. Regulations, Policies and Guidelines

- Admission Regulations
- Admissions Management Plan 2024/25
- School Feeder Zone Policy
- South African Schools Act, 84 of 1996 (SASA)

## 3. Contact us:

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

# MENU ITEMS



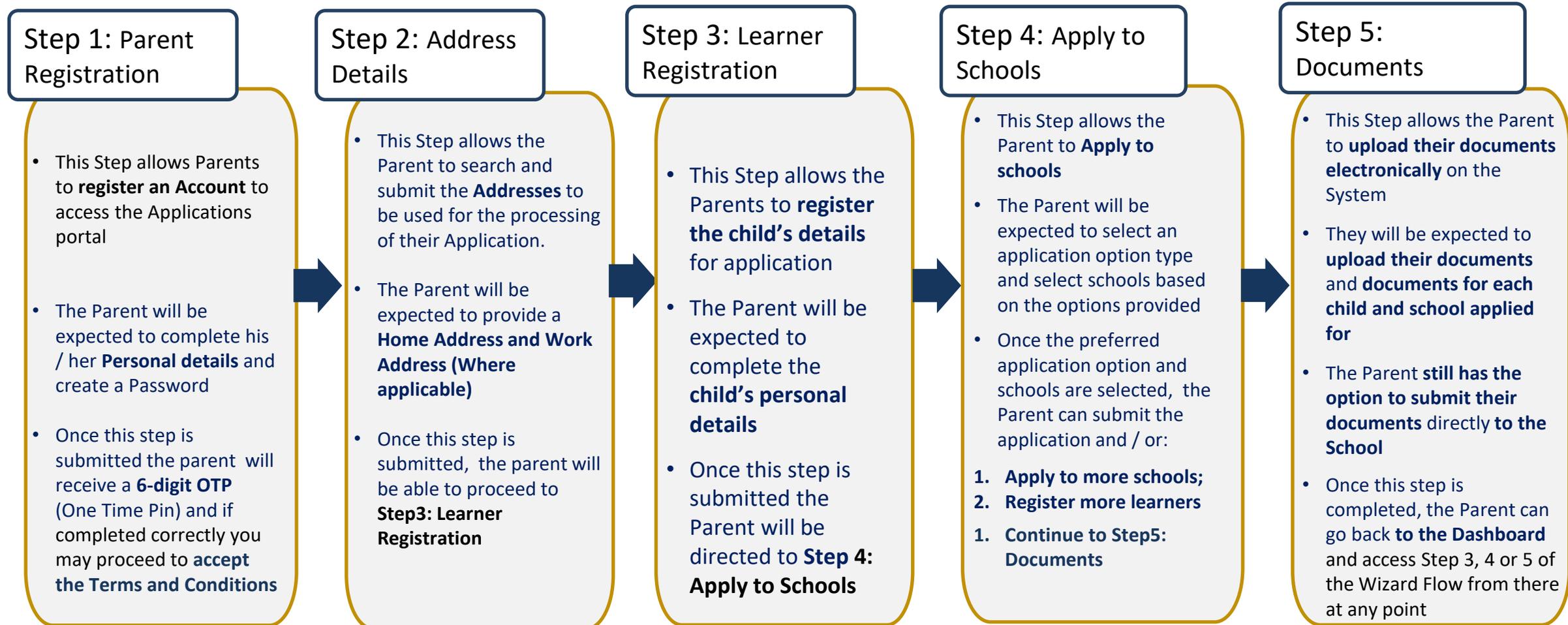
The screenshot shows the website's navigation menu with the following items: Home, About Us, Contact Us, FAQs, Register, and Login. A search bar is located below the menu with the placeholder text "Search for schools with feeder zones that cover my address" and "Type your address here". The main banner features the text: "Applications for Grade 1 and Grade 8 for the 2025 academic year is opening on Thursday 11 July 2024 at 08:00 am." A "35 DAYS" countdown timer is displayed, indicating the time remaining until the closure of applications. A "View admissions calendar" button is also visible. The footer contains contact information: "If you have questions Email us at [gdeinfo@gauteng.gov.za](mailto:gdeinfo@gauteng.gov.za) or Call us at 0800 000 789 | 011 355 0000".

The Menu tab includes:

- The **About Us** page which provides critical GDE Vision and Mission statements
- The **Contact Us** page provides access to Head-Office and District physical addresses and contact personal details
- The **FAQs** section provides a list of Frequently Asked Questions and Responses

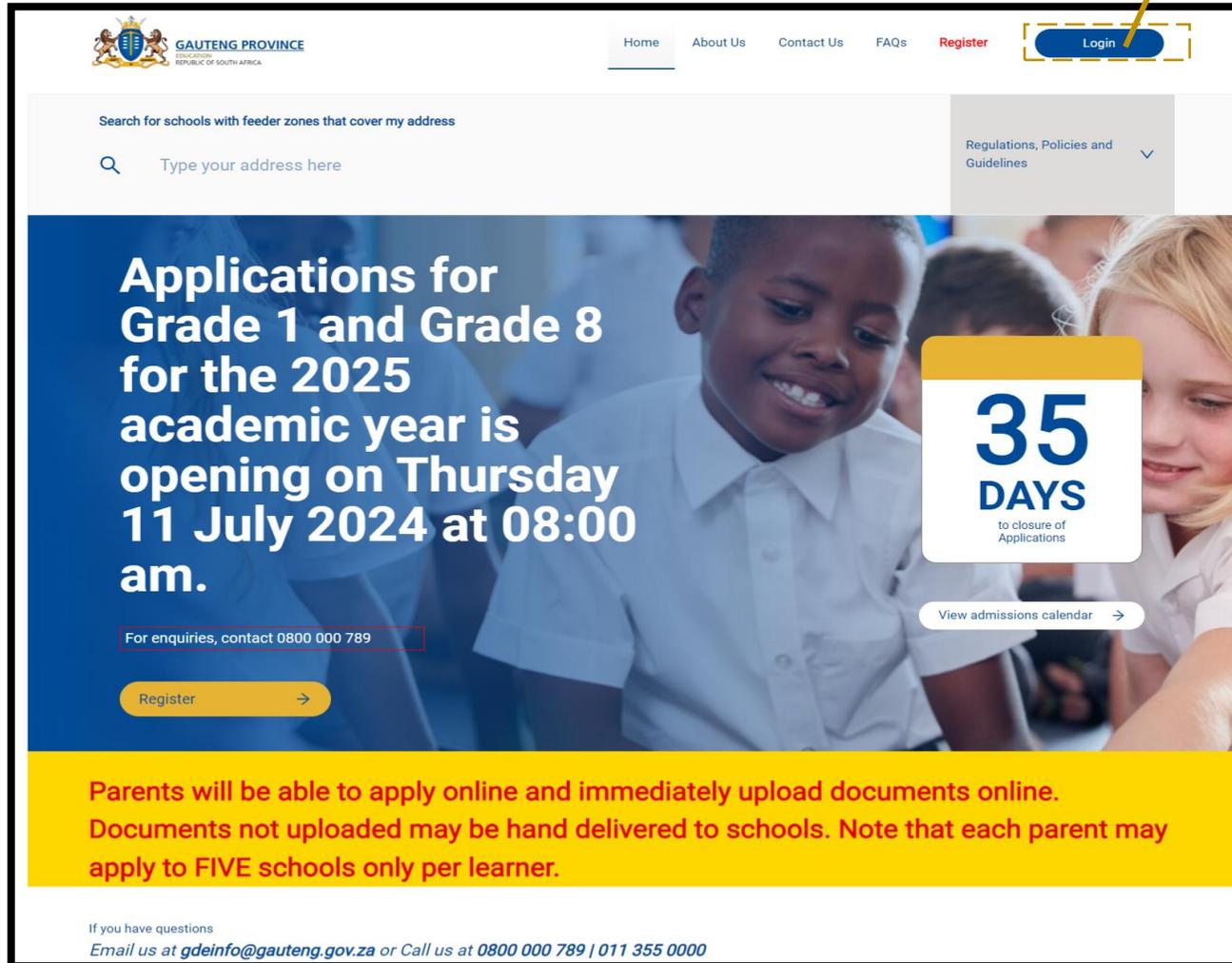
# REGISTRATION & APPLICATION – WIZARD FLOW

The 2024/25 Admission Online Application Process is divided into the 5 Steps describes below:



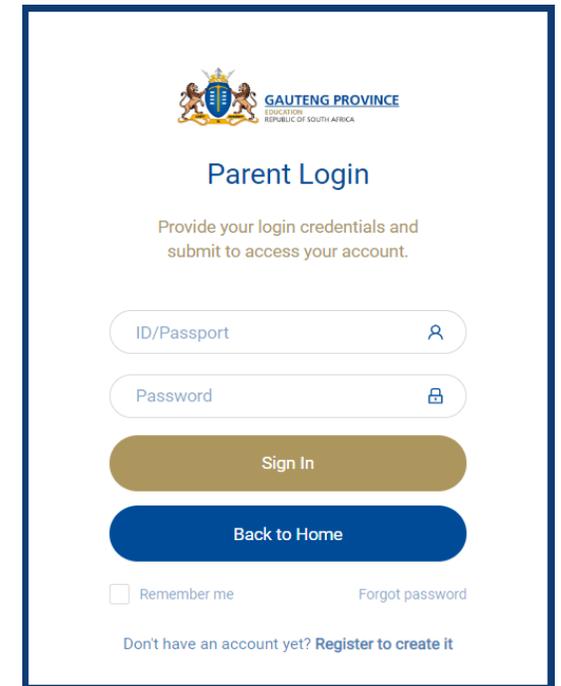
# LOGIN / REGISTER

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



The screenshot shows the Gauteng Province website landing page. At the top, there is a navigation menu with links for Home, About Us, Contact Us, FAQs, Register, and Login. The Login button is highlighted with a dashed yellow box. Below the navigation is a search bar with the text "Search for schools with feeder zones that cover my address" and a search icon. To the right of the search bar is a dropdown menu for "Regulations, Policies and Guidelines". The main content area features a large blue banner with the text: "Applications for Grade 1 and Grade 8 for the 2025 academic year is opening on Thursday 11 July 2024 at 08:00 am." A yellow box with "35 DAYS to closure of Applications" is overlaid on the banner. Below the banner is a "Register" button and a "View admissions calendar" button. At the bottom of the banner, there is a yellow box with red text: "Parents will be able to apply online and immediately upload documents online. Documents not uploaded may be hand delivered to schools. Note that each parent may apply to FIVE schools only per learner." Below the banner is a footer with contact information: "If you have questions Email us at [gdeinfo@gauteng.gov.za](mailto:gdeinfo@gauteng.gov.za) or Call us at 0800 000 789 | 011 355 0000".

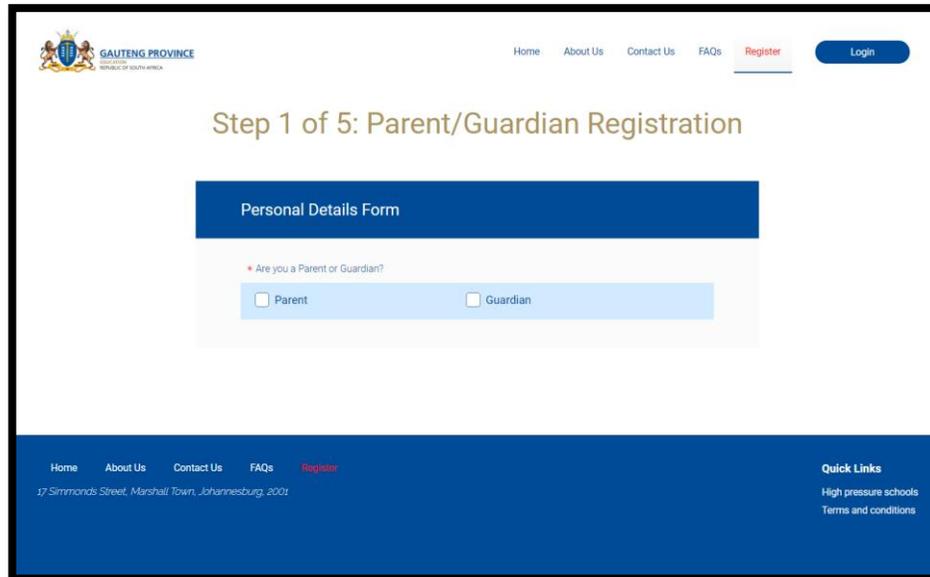
If you have already registered an account for 2024/25 Online Admissions on the Portal, you can select the Login option to complete your details as illustrated below:



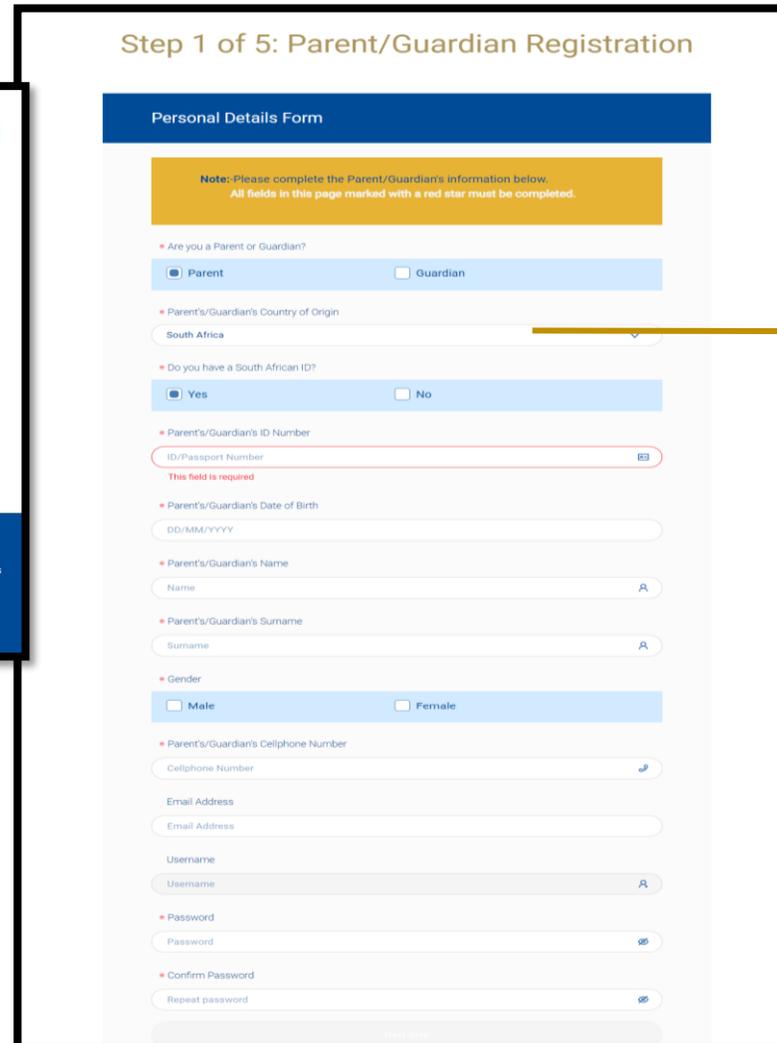
The screenshot shows the "Parent Login" page. At the top, there is the Gauteng Province logo and the text "GAUTENG PROVINCE PROVINCIAL GOVERNMENT REPUBLIC OF SOUTH AFRICA". Below the logo is the heading "Parent Login" and the instruction "Provide your login credentials and submit to access your account." There are two input fields: "ID/Passport" and "Password". Below the input fields is a "Sign In" button and a "Back to Home" button. At the bottom, there is a "Remember me" checkbox and a "Forgot password" link. Below these is the text "Don't have an account yet? Register to create it".

# STEP 1: PARENT / GUARDIAN REGISTRATION

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



Thumbnail of the registration form showing the 'Personal Details Form' section. The form includes a header with navigation links (Home, About Us, Contact Us, FAQs, Register, Login) and a main heading 'Step 1 of 5: Parent/Guardian Registration'. Below this is a blue box labeled 'Personal Details Form' containing a question 'Are you a Parent or Guardian?' with radio buttons for 'Parent' and 'Guardian'.



Detailed view of the registration form titled 'Step 1 of 5: Parent/Guardian Registration'. The form is titled 'Personal Details Form' and includes a note: 'Please complete the Parent/Guardian's information below. All fields in this page marked with a red star must be completed.' The form contains the following fields:

- Are you a Parent or Guardian? (Radio buttons:  Parent,  Guardian)
- Parents/Guardian's Country of Origin (Dropdown menu: South Africa)
- Do you have a South African ID? (Radio buttons:  Yes,  No)
- Parents/Guardian's ID Number (Text input field with a red star and error message: 'This field is required')
- Parents/Guardian's Date of Birth (Text input field: DD/MM/YYYY)
- Parents/Guardian's Name (Text input field)
- Parents/Guardian's Surname (Text input field)
- Gender (Radio buttons:  Male,  Female)
- Parents/Guardian's Cellphone Number (Text input field)
- Email Address (Text input field)
- Username (Text input field)
- Password (Text input field)
- Confirm Password (Text input field)

### Nationality / Citizenship

- Select country of origin as South Africa. If user has an ID number, they should select yes then provide the ID number.
- The system will then display a pop-up for the DHA validation indicated on the next slide.

# STEP 1: PARENT / GUARDIAN REGISTRATION

## 4. Complete the DHA Validation and your Cellphone Number

Step 1 of 5: Parent/Guardian Registration

Personal Details Form

Note: Please complete the Parent/Guardian's information below. All fields in this page marked with a red star must be completed.

Are you a Parent or Guardian?  
 Parent  Guardian

Parent's/Guardian's Country of Origin  
South Africa

Do you have a South African ID?  
 Yes  No

Parent's/Guardian's ID Number  
ID/Passport Number  
 This field is required

Parent's/Guardian's Date of Birth  
DD/MM/YYYY

Parent's/Guardian's Name  
Name

Parent's/Guardian's Surname  
Surname

Gender  
 Male  Female

Parent's/Guardian's Cellphone Number  
Cellphone Number

Email Address  
Email Address

Username  
Username

Password  
Password

Confirm Password  
Repeat password

DHA Validation

Please complete the consonants and click OK to submit.

You have 3 attempts remaining

Name  
 \_E\_A\_O\_E\_I\_E

Surname  
 \_A\_A\_I\_E

Cancel OK

### Department of Home Affairs (DHA) Validation

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 your **ID** document.

Users have 3 attempts to complete this correctly.

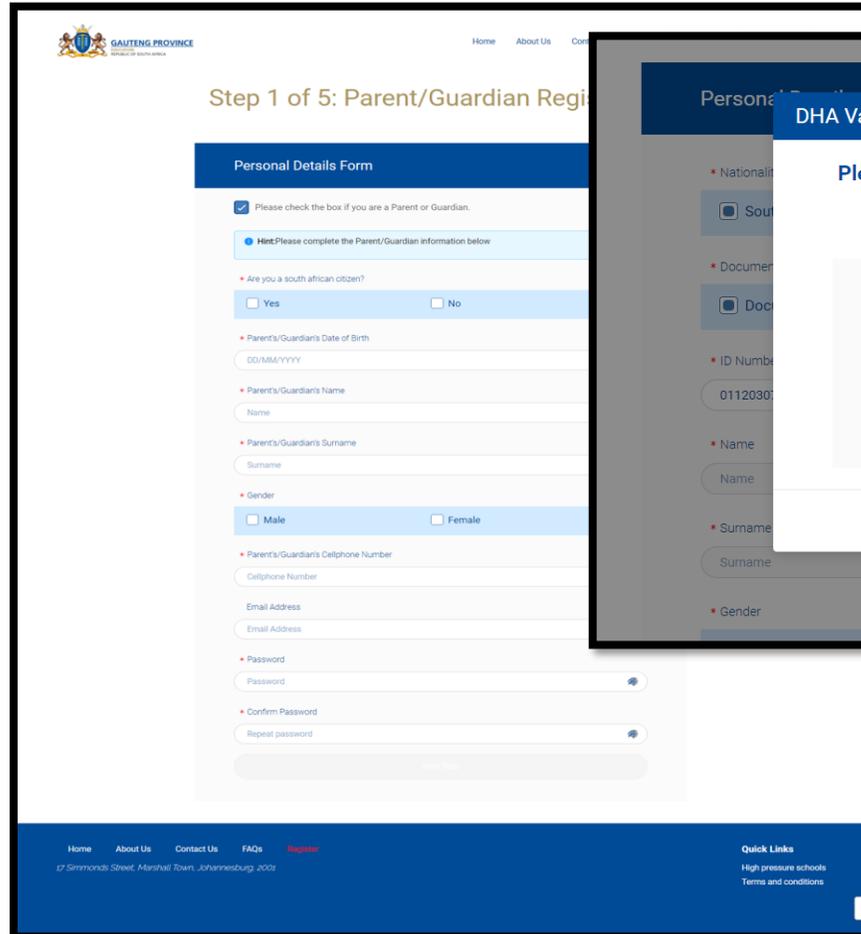
If the validation is successful, the following will occur:

- 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

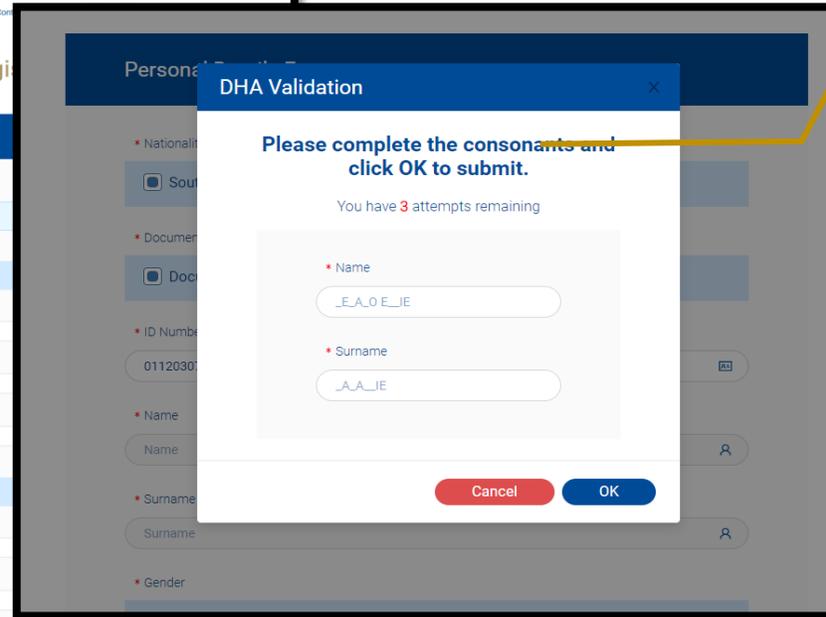
### Cellphone Number

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

# STEP 1: PARENT / GUARDIAN REGISTRATION



The screenshot shows the 'Step 1 of 5: Parent/Guardian Registration' form. The form is titled 'Personal Details Form' and includes a checkbox for 'Please check the box if you are a Parent or Guardian.' Below this, there is a hint: 'Hint: Please complete the Parent/Guardian information below'. The form fields include: 'Are you a south african citizen?' (Yes/No), 'Parent's/Guardian's Date of Birth' (DD/MM/YYYY), 'Parent's/Guardian's Name' (Name), 'Parent's/Guardian's Surname' (Surname), 'Gender' (Male/Female), 'Parent's/Guardian's Cellphone Number' (Cellphone Number), 'Email Address' (Email Address), 'Password' (Password), and 'Confirm Password' (Repeat password). The form is partially obscured by a 'DHA Validation' modal window.



The 'DHA Validation' modal window is displayed over the registration form. It contains the following text: 'Please complete the consonants and click OK to submit.' Below this, it states 'You have 3 attempts remaining'. There are two input fields: 'Name' with the value 'J\_A\_O\_E\_I\_E' and 'Surname' with the value 'J\_A\_I\_E'. At the bottom of the modal, there are 'Cancel' and 'OK' buttons.

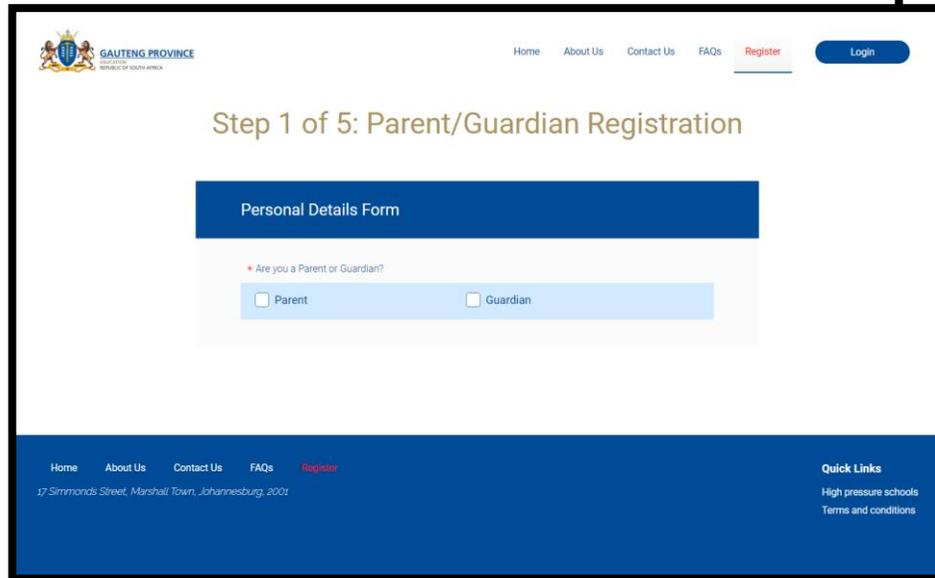
## DHA Validation Unsuccessful

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
- 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 / GUARDIAN REGISTRATION

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



GAUTENG PROVINCE  
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs Register Login

### Step 1 of 5: Parent/Guardian Registration

**Personal Details Form**

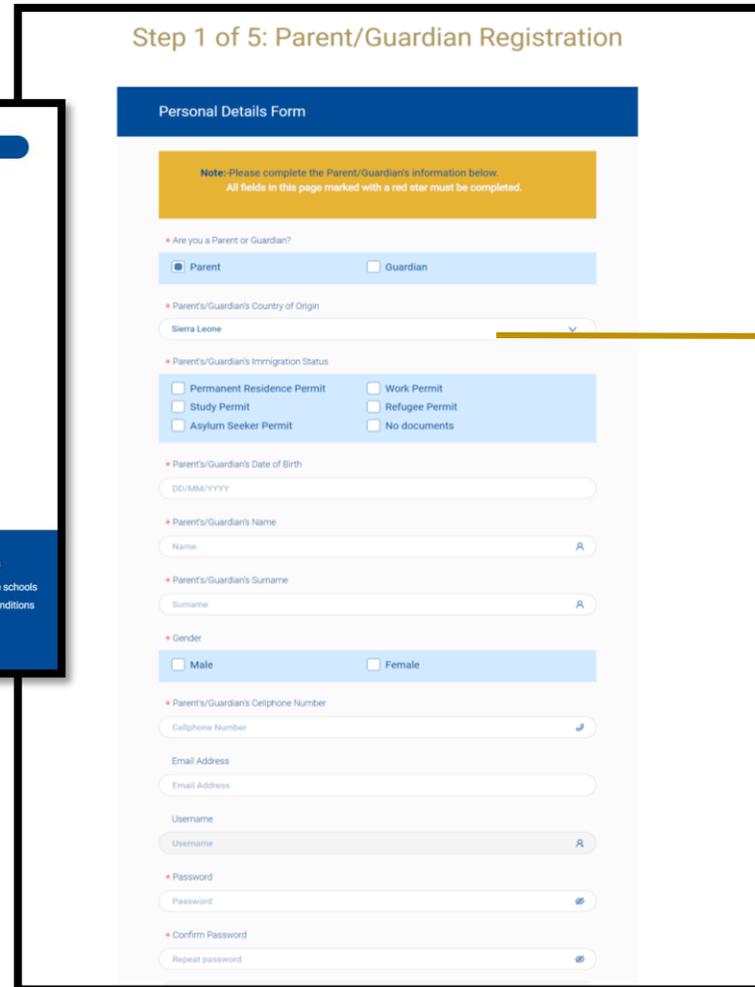
Are you a Parent or Guardian?

Parent  Guardian

Home About Us Contact Us FAQs Register

17 Simmonds Street, Marshall Town, Johannesburg, 2001

**Quick Links**  
High pressure schools  
Terms and conditions



### Step 1 of 5: Parent/Guardian Registration

**Personal Details Form**

Note: Please complete the Parent/Guardian's information below.  
All fields in this page marked with a red star must be completed.

Are you a Parent or Guardian?

Parent  Guardian

Parent's/Guardian's Country of Origin

Sierra Leone

Parent's/Guardian's Immigration Status

Permanent Residence Permit  Work Permit  
 Study Permit  Refugee Permit  
 Asylum Seeker Permit  No documents

Parent's/Guardian's Date of Birth

DD/MM/YYYY

Parent's/Guardian's Name

Name

Parent's/Guardian's Surname

Surname

Gender

Male  Female

Parent's/Guardian's Cellphone Number

Cellphone Number

Email Address

Email Address

Username

Username

Password

Password

Confirm Password

Repeat password

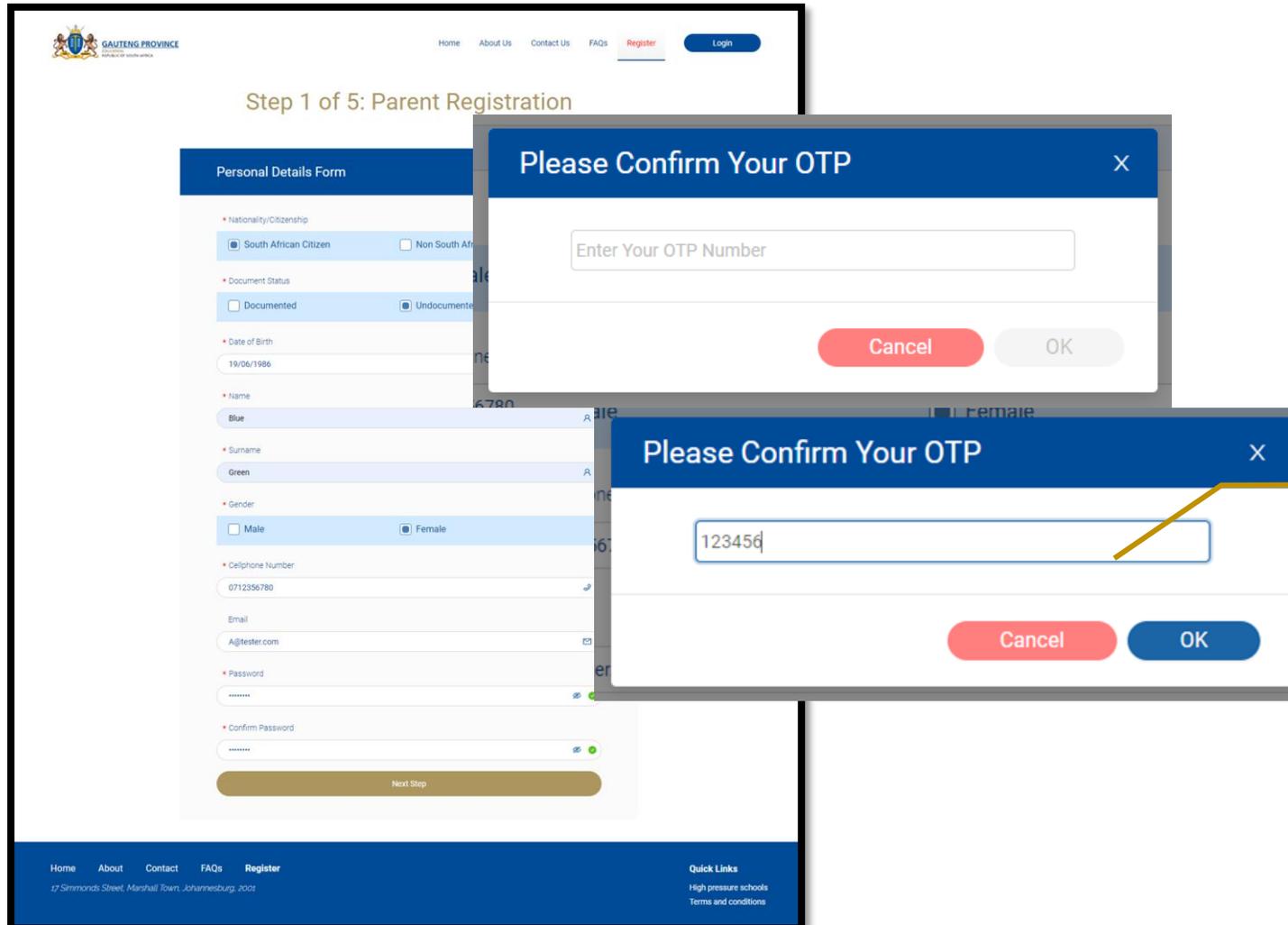
### Nationality / Citizenship

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

- Permanent Residence Permit number
- Asylum Seeker Permit number
- Refugee Permit number
- Study Permit number and,
- Work Permit number
- No Documents

# STEP 1: PARENT /GURDIAN REGISTRATION

## 5. Complete the Parent Registration and Confirm your One Time Pin



The screenshot displays the 'Step 1 of 5: Parent Registration' process. The main form is titled 'Personal Details Form' and includes the following fields:

- Nationality/Citizenship:  South African Citizen,  Non South African
- Document Status:  Documented,  Undocumented
- Date of Birth: 19/06/1986
- Name: Blue
- Surname: Green
- Gender:  Male,  Female
- Cellphone Number: 0712356780
- Email: A@tester.com
- Password: [Redacted]
- Confirm Password: [Redacted]

At the bottom of the form is a 'Next Step' button. Two 'Please Confirm Your OTP' pop-ups are overlaid on the form. The first pop-up has an empty input field for the OTP number. The second pop-up shows the number '123456' entered in the input field. Both pop-ups have 'Cancel' and 'OK' buttons.

Once all compulsory (\*) fields have been completed, you can click on the “Next Step” button.

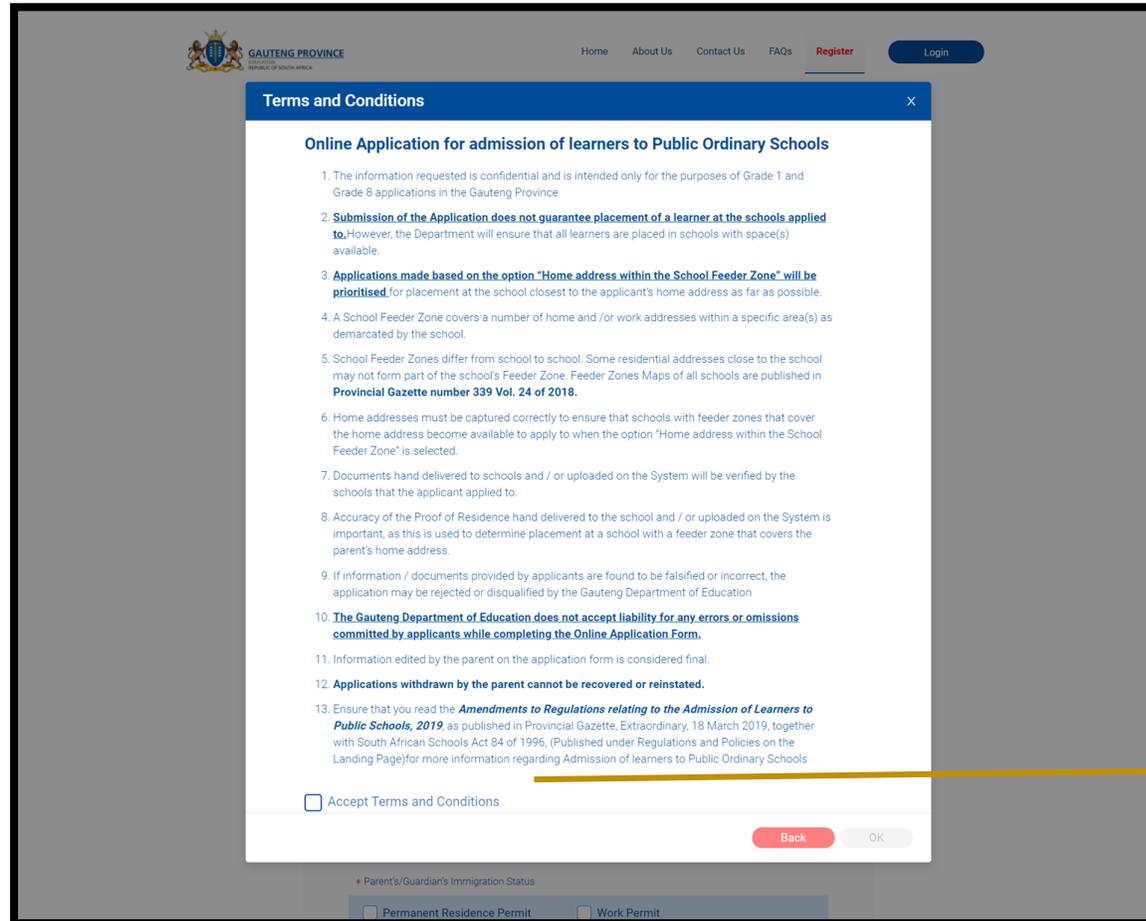
- This will trigger an SMS to be sent to your cellphone number with a One Time Pin (OTP)
- Type in the OTP you received from your cellphone
- Click OK to proceed

**If the OTP is correct – you will proceed to the Terms and Conditions agreement**

**If the OTP is incorrect – a message will display stating the OTP is incorrect**

# STEP 1: PARENT/**GUARDIAN** REGISTRATION

## 6. Complete the Parent Registration and Accept Terms and Conditions



The screenshot shows a web browser window with the Gauteng Province logo and navigation links (Home, About Us, Contact Us, FAQs, Register, Login). A modal dialog box titled "Terms and Conditions" is open, containing the following text:

**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 8 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 on the OTP dialogue, this will trigger the Terms & Conditions dialogue.

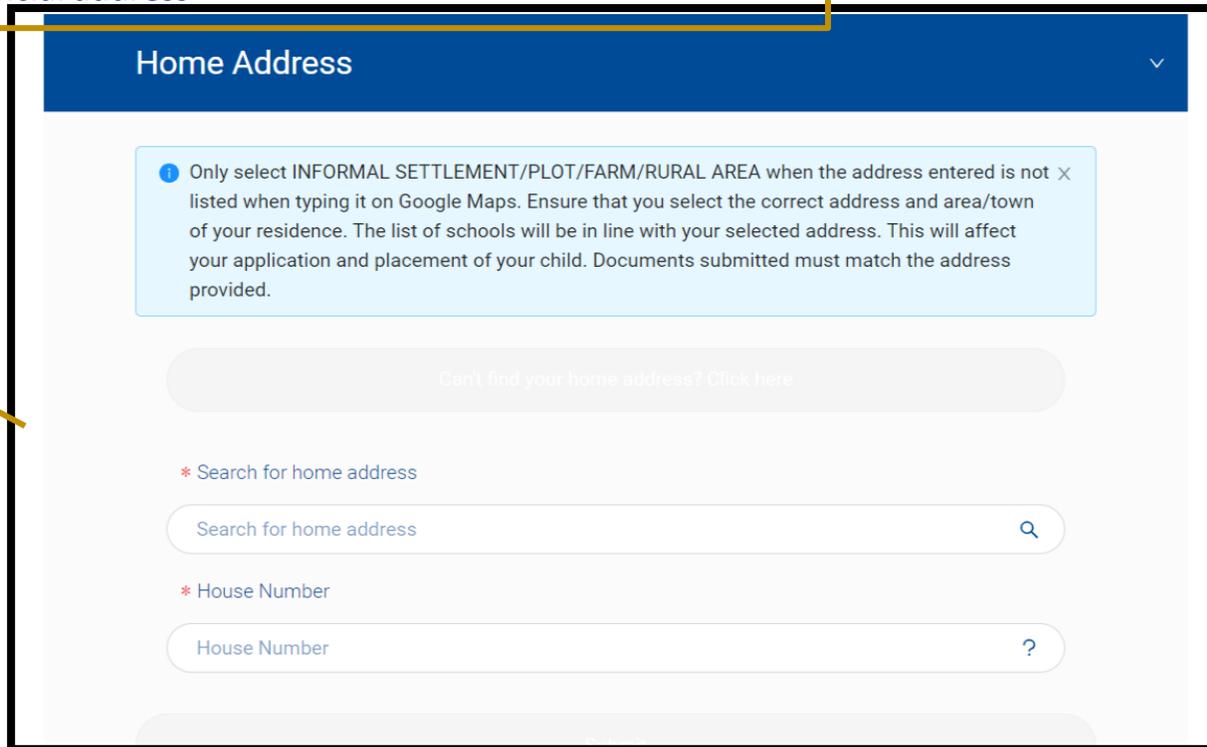
- Read through the Terms and Conditions
- Select the "Accept Terms and Conditions" box
- Click OK to proceed to the **Step 2 of 5: Address Details**

## STEP 2: ADDRESS DETAILS

### 7. 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 official address



The screenshot shows a web form titled "Home Address" with a dropdown arrow on the right. Below the title is a light blue information box with a blue 'i' icon, containing text about selecting the correct address type. Below this is a grey button with the text "Can't find your home address? Click here". There are two required fields, each with a red asterisk: "Search for home address" and "House Number". The "Search for home address" field has a search icon on the right, and the "House Number" field has a question mark icon on the right.

Home Address

*Only select INFORMAL SETTLEMENT/PLOT/FARM/RURAL AREA when the address entered is not listed when typing it on Google Maps. Ensure that you select the correct address and area/town of your residence. The list of schools will be in line with your selected address. This will affect your application and placement of your child. Documents submitted must match the address provided.*

Can't find your home address? Click here

\* Search for home address

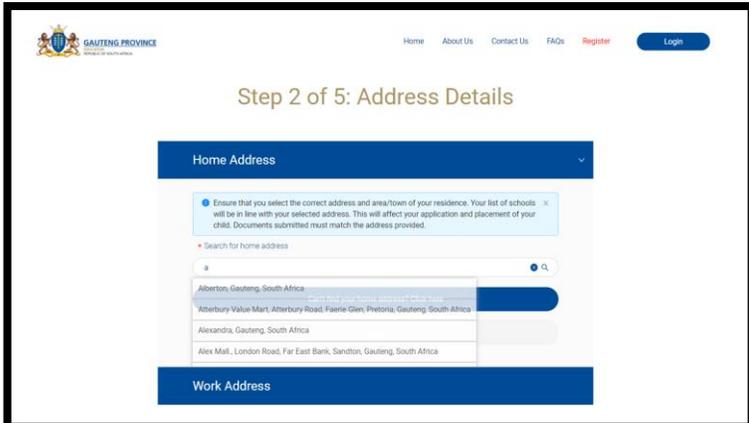
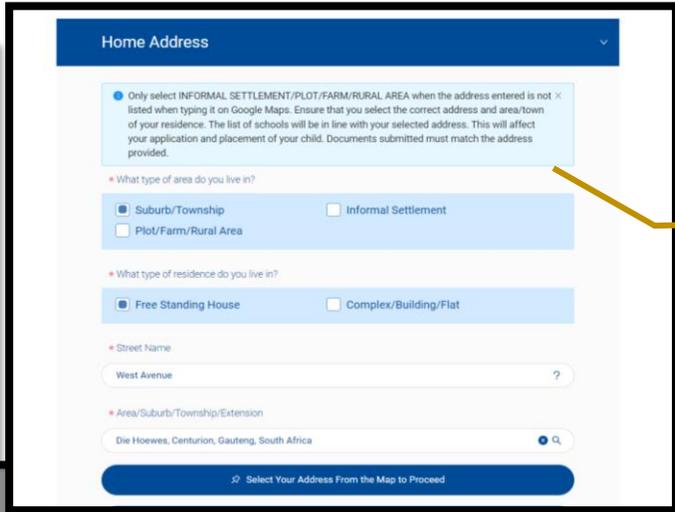
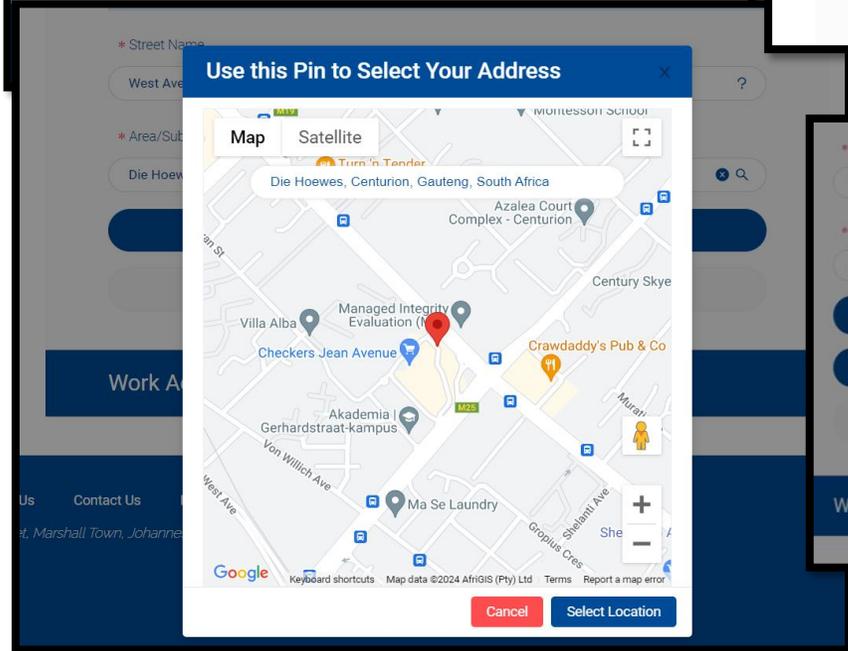
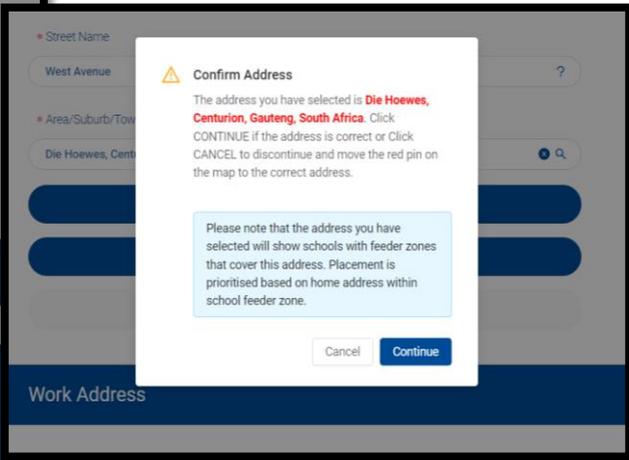
Search for home address

\* House Number

House Number

# STEP 2: ADDRESS DETAILS- CANNOT FIND ADDRESS

## 7. Complete the Home Address details

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 options, you will need to click on **“Select address from map to proceed”**

You can move the pin to a more accurate point on the map or use the option **“Use My Location”** Once satisfied, click **“Select location”**. A confirmation message will appear with the selected address. If it is correct click **continue** and then **submit**.

## STEP 2: ADDRESS DETAILS

### 8. 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)

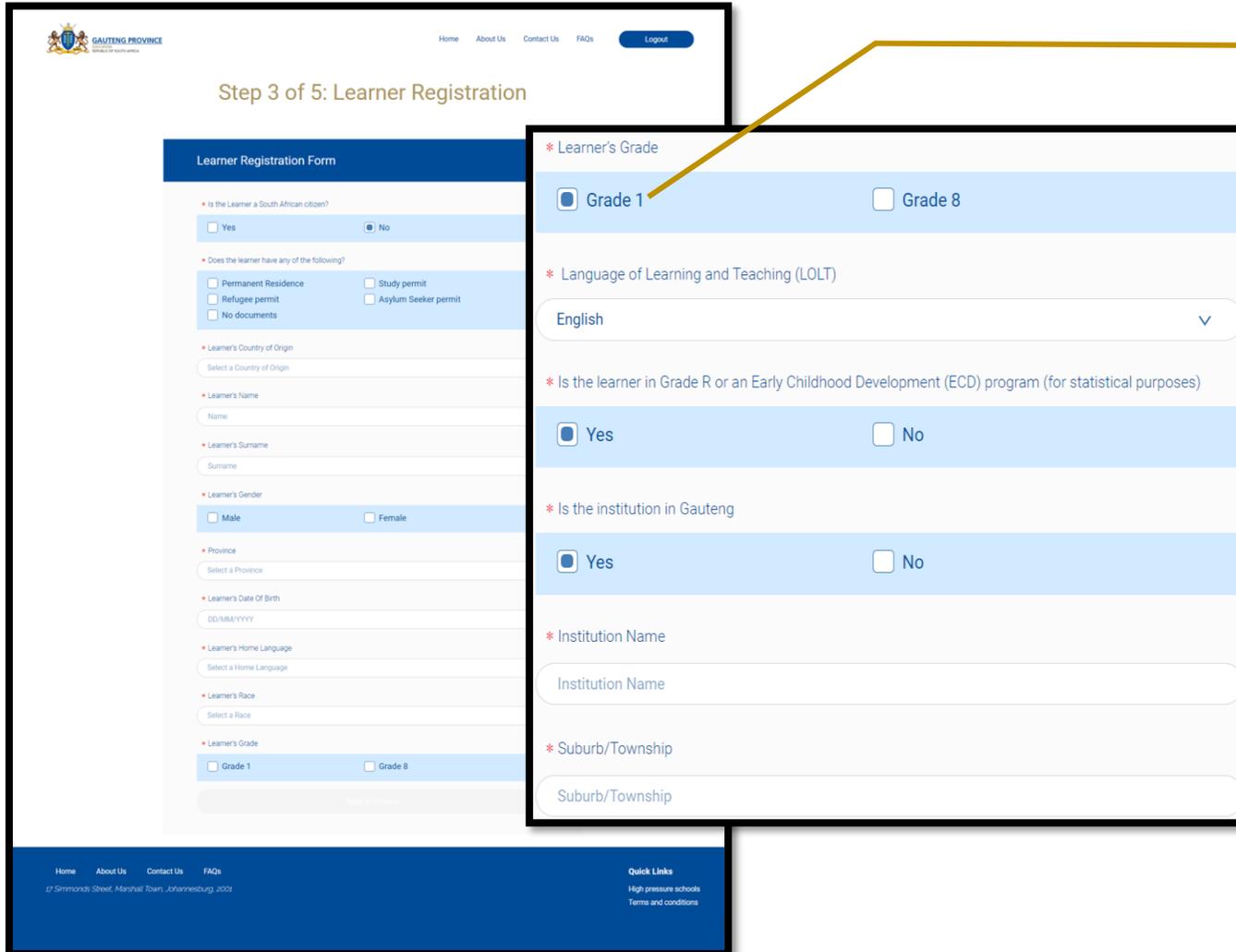
- Note: Select **Yes** if you intend to apply to schools whose feeder zone cover your work address
- There is also a **Can't find Address** search option for the Work Address

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

# STEP 3: GRADE 1 LEARNER REGISTRATION

## 9. Complete Learner Registration Details

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 (ECD) Programme and the name and location of the Institution or click No to submit



The screenshot shows the 'Learner Registration Form' on the Gauteng Provincial Government website. The form is titled 'Step 3 of 5: Learner Registration'. It contains several sections with compulsory fields marked with an asterisk (\*):

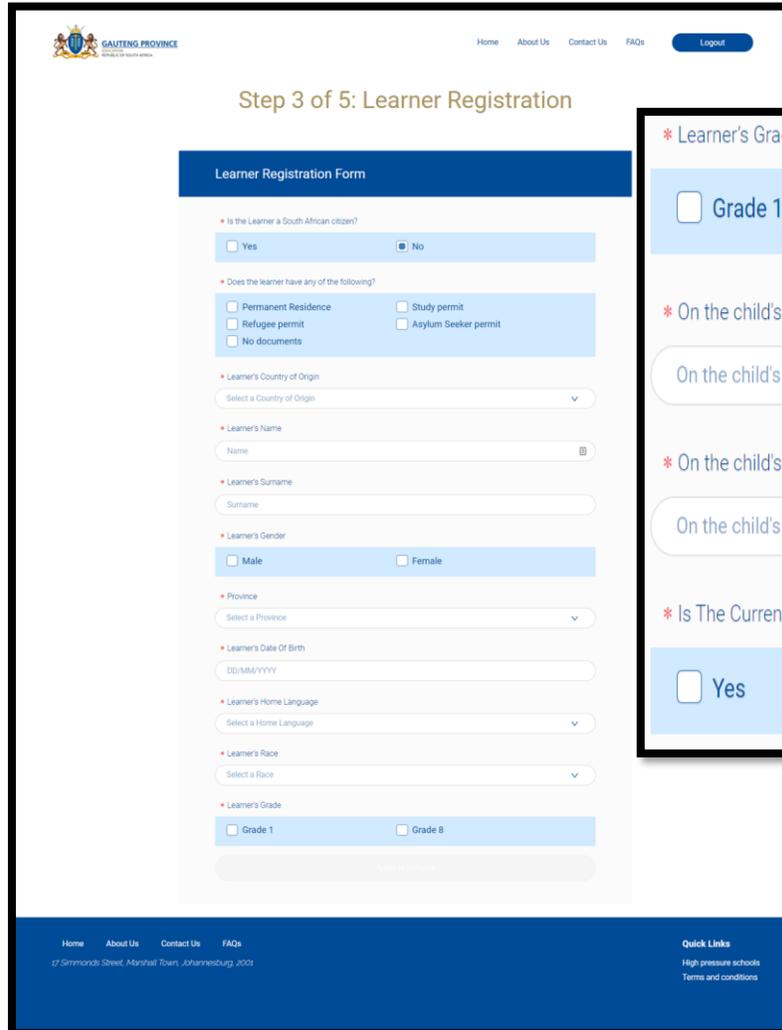
- Learner's Grade:** Radio buttons for 'Grade 1' (selected) and 'Grade 8'.
- Language of Learning and Teaching (LOLT):** A dropdown menu currently set to 'English'.
- Is the learner in Grade R or an Early Childhood Development (ECD) program (for statistical purposes):** Radio buttons for 'Yes' (selected) and 'No'.
- Is the institution in Gauteng:** Radio buttons for 'Yes' (selected) and 'No'.
- Institution Name:** A text input field.
- Suburb/Township:** A text input field.

Other fields include: 'Is the Learner a South African citizen?' (Yes/No), 'Does the learner have any of the following?' (Permanent Residence, Refugee permit, No documents, Study permit, Asylum Seeker permit), 'Learner's Country of Origin', 'Learner's Name' (Name, Surname), 'Learner's Gender' (Male/Female), 'Province', 'Learner's Date Of Birth', 'Learner's Home Language', 'Learner's Race', and 'Learner's Grade' (Grade 1/Grade 8).

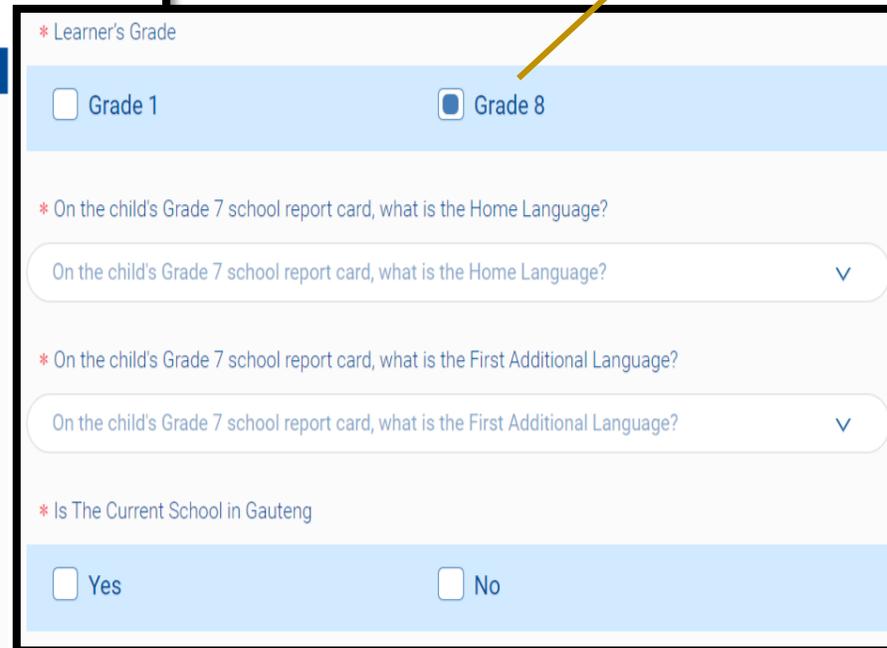
Navigation links at the bottom include: Home, About Us, Contact Us, FAQs, Quick Links, High pressure schools, Terms and conditions.

# STEP 3: GRADE 8 LEARNER REGISTRATION

## 9. 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 with radio buttons and dropdown menus. The 'Learner's Grade' section at the bottom is highlighted with a blue box, showing 'Grade 1' and 'Grade 8' options, with 'Grade 8' selected. The form also includes fields for 'Is the Learner a South African citizen?', 'Does the learner have any of the following?' (Permanent Residence, Study permit, Refugee permit, Asylum Seeker permit, No documents), 'Learner's Country of Origin', 'Learner's Name' (Name, Surname), 'Learner's Gender' (Male, Female), '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 right of the form.



This close-up view shows the 'Learner's Grade' section of the form. It features a title '\* Learner's Grade' and two radio button options: 'Grade 1' and 'Grade 8'. The 'Grade 8' option is selected. Below this, there are two dropdown menus for 'On the child's Grade 7 school report card, what is the Home Language?' and 'On the child's Grade 7 school report card, what is the First Additional Language?'. At the bottom of this section, there is another radio button question: '\* Is The Current School in Gauteng' with 'Yes' and 'No' options.

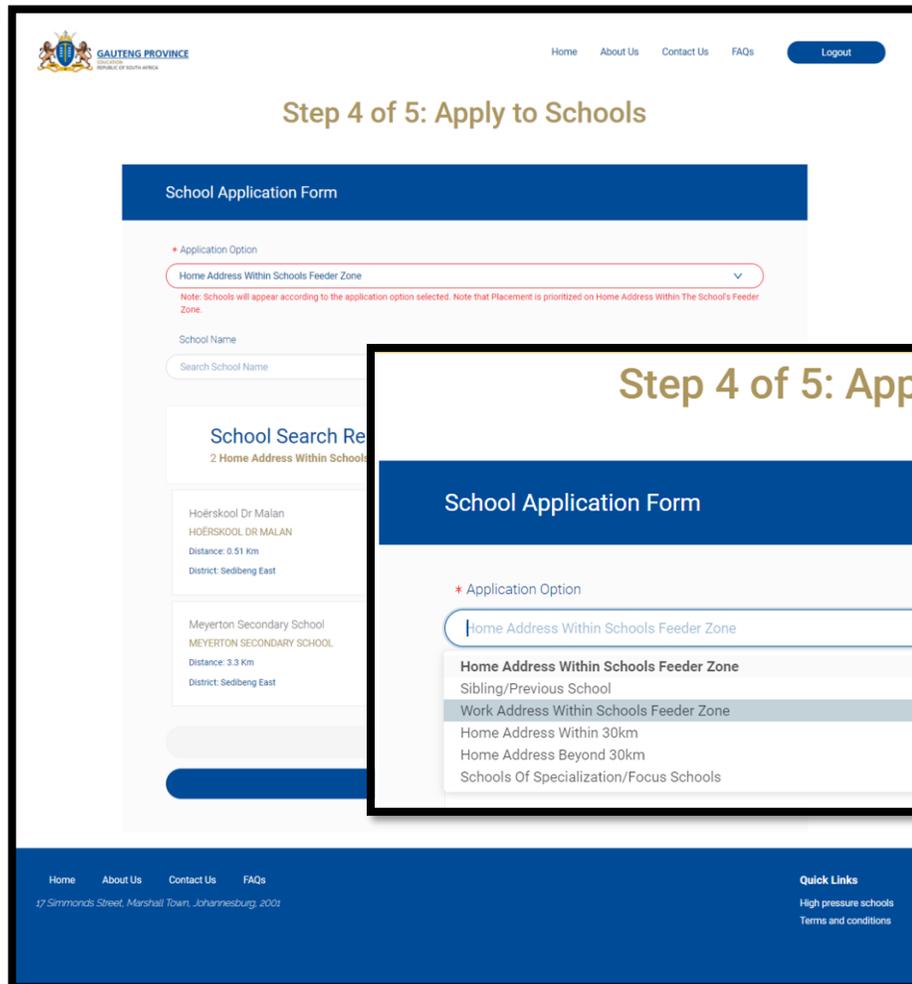
**Grade 8:** Once you select the **Grade 8** option, you will also need to specify whether the learner's current school is in Gauteng and provide the name of the learner's current school

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

**Once all fields are completed click the Register Learner button.**

# STEP 3: APPLY TO SCHOOLS

## 10. School Application Option: Home Address within Feeder Zone



The screenshot shows the 'Step 4 of 5: Apply to Schools' page. The 'Application Option' dropdown menu is open, displaying the following options:

- Home Address Within Schools Feeder Zone (highlighted)
- Sibling/Previous School
- Work Address Within Schools Feeder Zone
- Home Address Within 30km
- Home Address Beyond 30km
- Schools Of Specialization/Focus Schools

Below the dropdown, a search results table is visible:

School Name	Distance	District
Hoërskool Dr Malan HOËRSKOOI DR MALAN	0.51 Km	Sedibeng East
Meyerton Secondary School MEYERTON SECONDARY SCHOOL	3.3 Km	Sedibeng East

Selecting the Apply button will direct you to the **Learner Application** page.

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

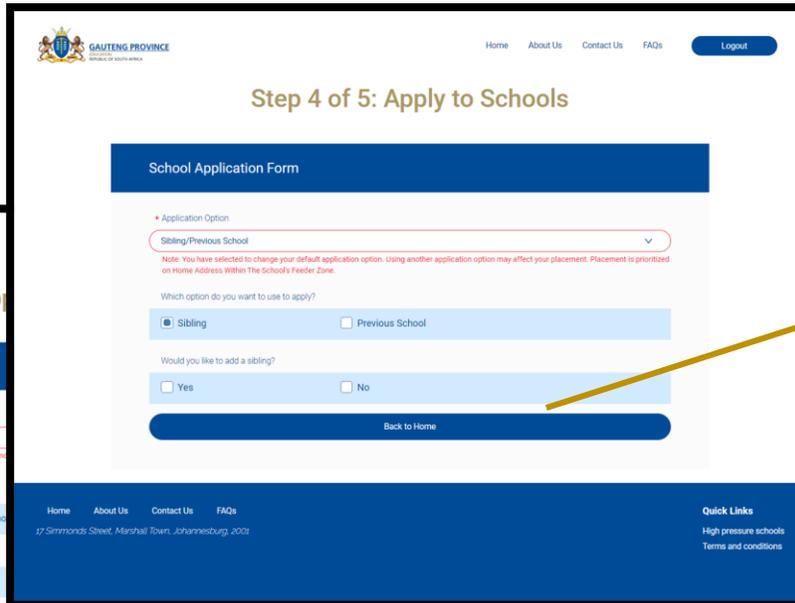
1. **Home Address within the Schools Feeder Zone**
2. Sibling / Previous Schools
3. Work Address within Schools Feeder Zone
4. Home Address within 30km radius
5. Home Address Beyond 30km radius
6. Schools of Specialization / Focus Schools

**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 3: APPLY TO SCHOOLS- SIBLING

## 11. Application Options: Sibling/Previous School

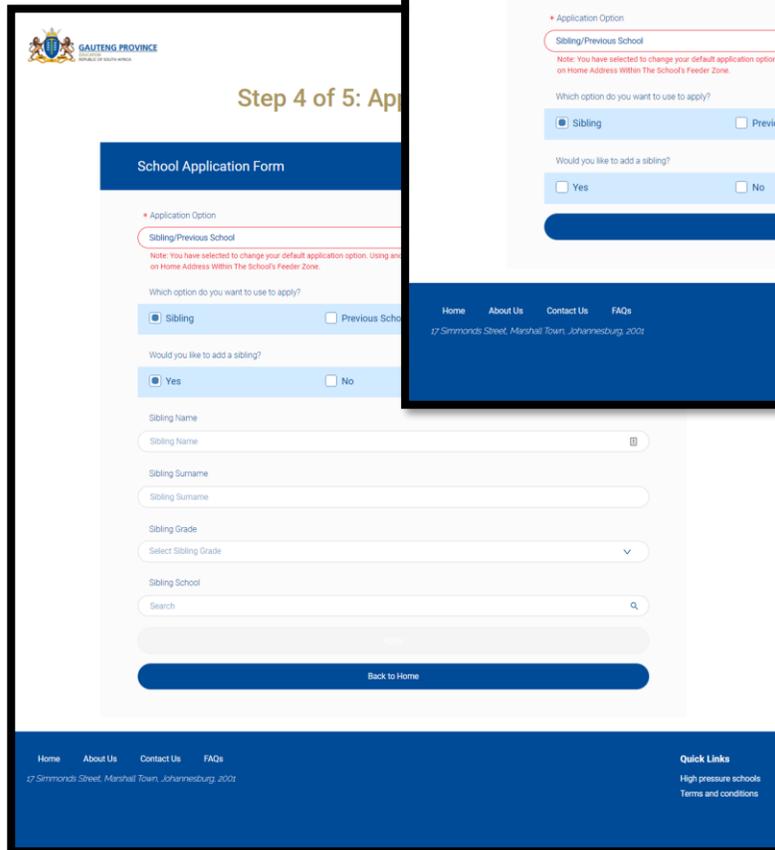


The screenshot shows the 'School Application Form' section of the application process. It includes a dropdown menu for 'Application Option' with 'Sibling/Previous School' selected. Below this, there are two radio button options: 'Sibling' (selected) and 'Previous School'. A note states: 'Note: You have 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.' There is also a question 'Which option do you want to use to apply?' with the same two radio buttons. Below that is another question 'Would you like to add a sibling?' with 'Yes' (selected) and 'No' radio buttons. A 'Back to Home' button is at the bottom of the form section. The footer contains navigation links (Home, About Us, Contact Us, FAQs) and a 'Logout' button.

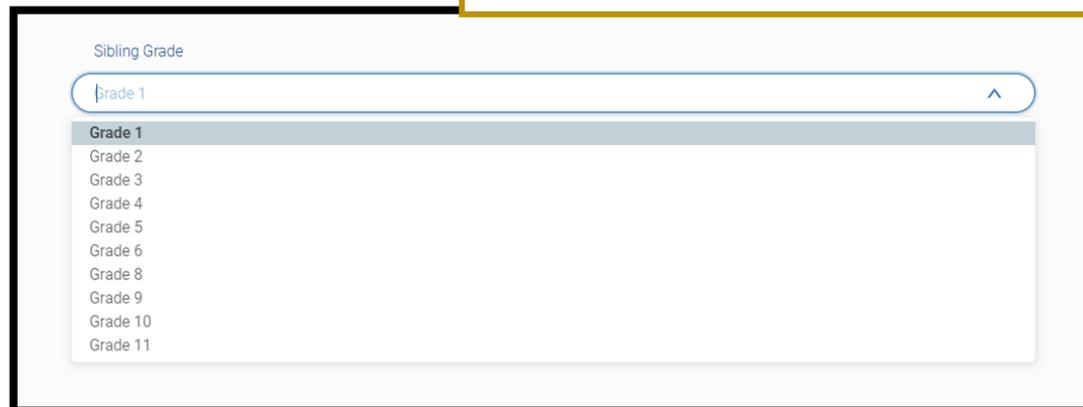
The Sibling application option:

- **Note: Users cannot use the Sibling application option where the Sibling is currently in Grade 7 or Grade 12.**
- **You can only select 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



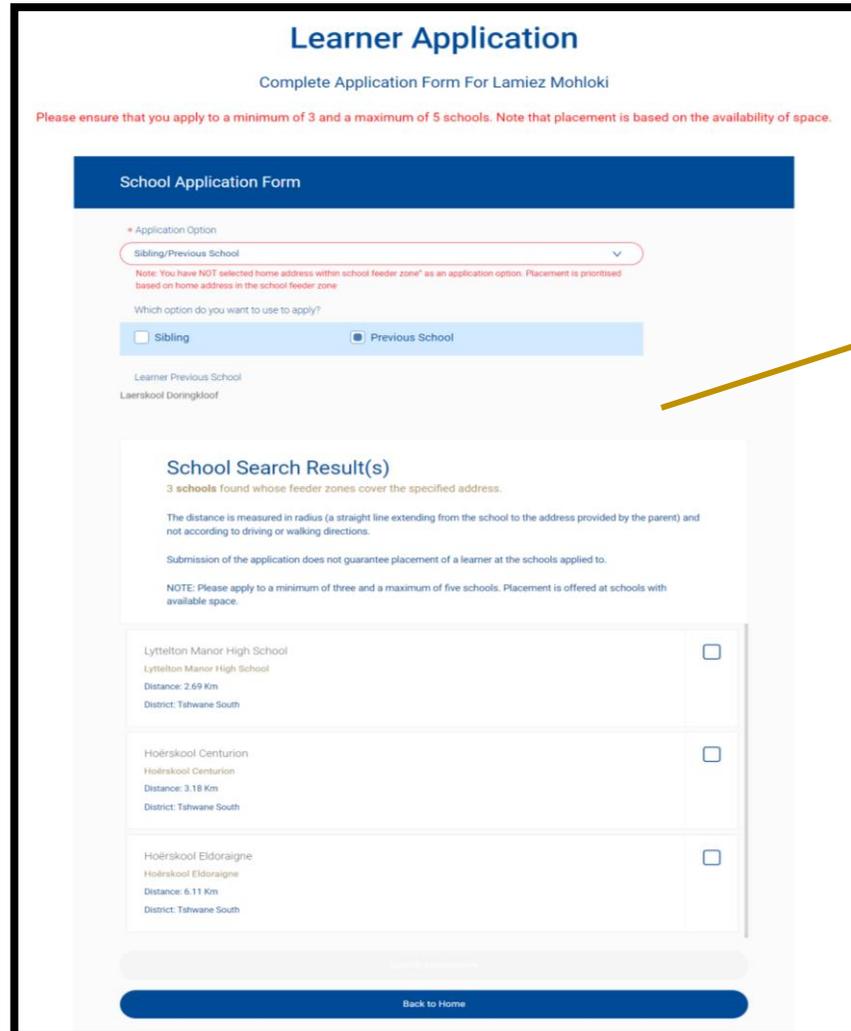
This screenshot shows the input fields for the 'School Application Form'. It includes a dropdown menu for 'Application Option' with 'Sibling/Previous School' selected. Below this, there are two radio button options: 'Sibling' (selected) and 'Previous School'. A note states: 'Note: You have selected to 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.' There is also a question 'Which option do you want to use to apply?' with the same two radio buttons. Below that is another question 'Would you like to add a sibling?' with 'Yes' (selected) and 'No' radio buttons. Below these are input fields for 'Sibling Name', 'Sibling Surname', 'Sibling Grade', 'Select Sibling Grade', 'Sibling School', and a search bar. A 'Back to Home' button is at the bottom of the form section. The footer contains navigation links (Home, About Us, Contact Us, FAQs) and a 'Logout' button.



The screenshot shows a dropdown menu for 'Sibling Grade'. The selected option is 'Grade 1'. The dropdown list includes the following options: Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6, Grade 8, Grade 9, Grade 10, and Grade 11.

# STEP 3: APPLY TO SCHOOLS- PREVIOUS SCHOOL

## 11. Application Options: Sibling/Previous School



**Learner Application**  
Complete Application Form For Lamiez Mohloki

Please ensure that you apply to a minimum of 3 and a maximum of 5 schools. Note that placement is based on the availability of space.

**School Application Form**

Application Option  
Sibling/Previous School

Note: You have NOT selected home address within school feeder zone\* as an application option. Placement is prioritised based on home address in the school feeder zone

Which option do you want to use to apply?  
 Sibling  Previous School

Learner Previous School  
Laerskool Doringkloof

**School Search Result(s)**  
3 schools found whose feeder zones cover the specified address.

The distance is measured in radius (a straight line extending from the school to the address provided by the parent) and not according to driving or walking directions.

Submission of the application does not guarantee placement of a learner at the schools applied to.

NOTE: Please apply to a minimum of three and a maximum of five schools. Placement is offered at schools with available space.

Lyttelton Manor High School Lyttelton Manor High School Distance: 2.69 Km District: Tshwane South	<input type="checkbox"/>
Hoërskool Centurion Hoërskool Centurion Distance: 3.18 Km District: Tshwane South	<input type="checkbox"/>
Hoërskool Eldoraigne Hoërskool Eldoraigne Distance: 6.11 Km District: Tshwane South	<input type="checkbox"/>

Back to Home

The Previous School application option:

- **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.**

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

## STEP 3: APPLY TO SCHOOLS

### 12. 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"

Dr Knak Primary School <i>Alexandra Sandton</i> Distance: 0.37 Km	<input type="checkbox"/>
Ithute Primary School <i>Alexandra Sandton</i> Distance: 0.38 Km	<input type="checkbox"/>
Ekukhanyisweni Primary School <i>Alexandra Sandton</i> Distance: 0.76 Km	<input type="checkbox"/>

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

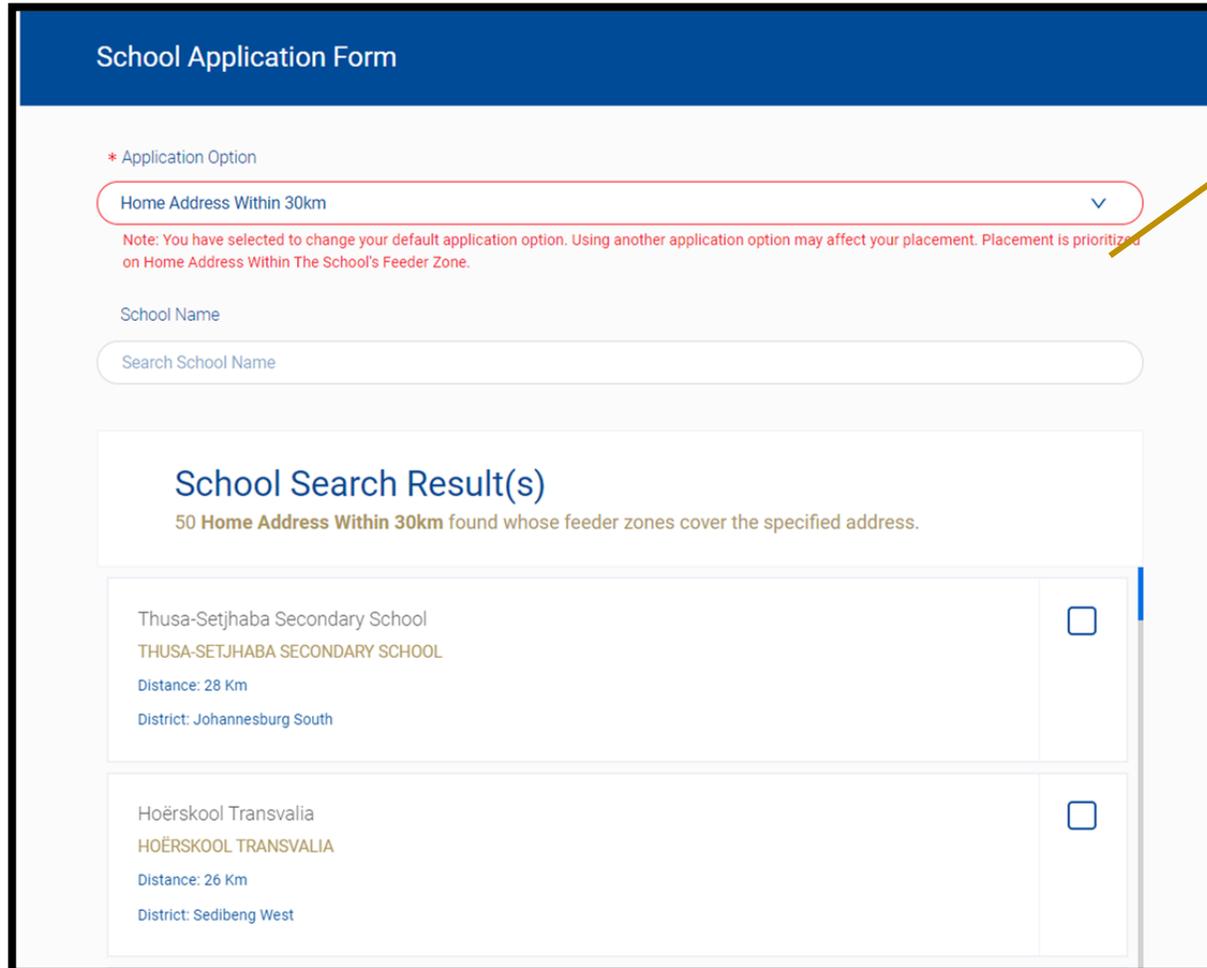
- **Applies to applications made to schools closest to the parent's/guardian's place of work.**
- This means that a work address would have been included in the Parent Registration or it was added while editing the parent profile

**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 3: APPLY TO SCHOOLS

### 13. Application Option: Home Address within 30km



**School Application Form**

\* Application Option

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

Thusa-Setjhaba Secondary School THUSA-SETJHABA SECONDARY SCHOOL Distance: 28 Km District: Johannesburg South	<input type="checkbox"/>
Hoërskool Transvalia HOËRSKOOL TRANSVALIA Distance: 26 Km District: Sedibeng West	<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 3: APPLY TO SCHOOLS

### 14. 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.

Ibhongo Secondary School IBHONGO SECONDARY SCHOOL Distance: 35 Km District: Johannesburg Central	<input type="checkbox"/>
Letsibogo Secondary School LETSIBOGO SECONDARY SCHOOL Distance: 39 Km District: Johannesburg West	<input type="checkbox"/>

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

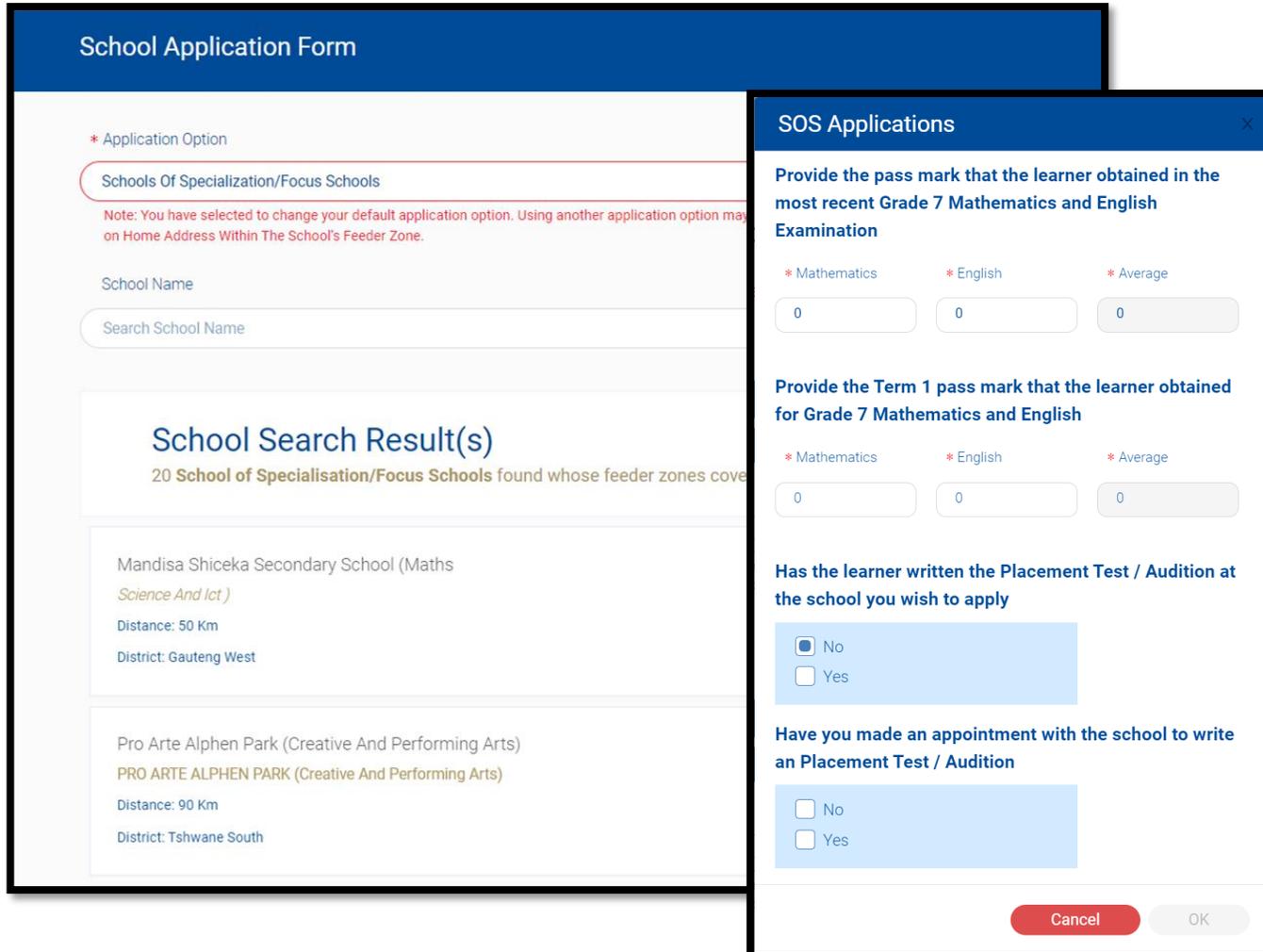
- You can use the **Home Address beyond 30km Application option** to apply to a school with a feeder zone that does not cover your home address, but is beyond 30 km radius

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 3: APPLY TO SCHOOLS

## 15. Application Option: Schools of Specialization/Focus Schools



The screenshot shows the 'School Application Form' interface. The 'Application Option' is set to 'Schools Of Specialization/Focus Schools'. A note indicates that this selection changes the default application option. Below this, there is a search field for school names. The search results show two schools: Mandisa Shiceka Secondary School (Maths Science And Ict) and Pro Arte Alphen Park (Creative And Performing Arts). An 'SOS Applications' dialog box is overlaid on the form, containing two sections for providing pass marks for Grade 7 Mathematics and English, and two sections for indicating whether the learner has written a Placement Test / Audition and made an appointment with the school.

**SOS Applications**

Provide the pass mark that the learner obtained in the most recent Grade 7 Mathematics and English Examination

* Mathematics	* English	* Average
0	0	0

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

* Mathematics	* English	* Average
0	0	0

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

No  
 Yes

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

No  
 Yes

Buttons: 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.

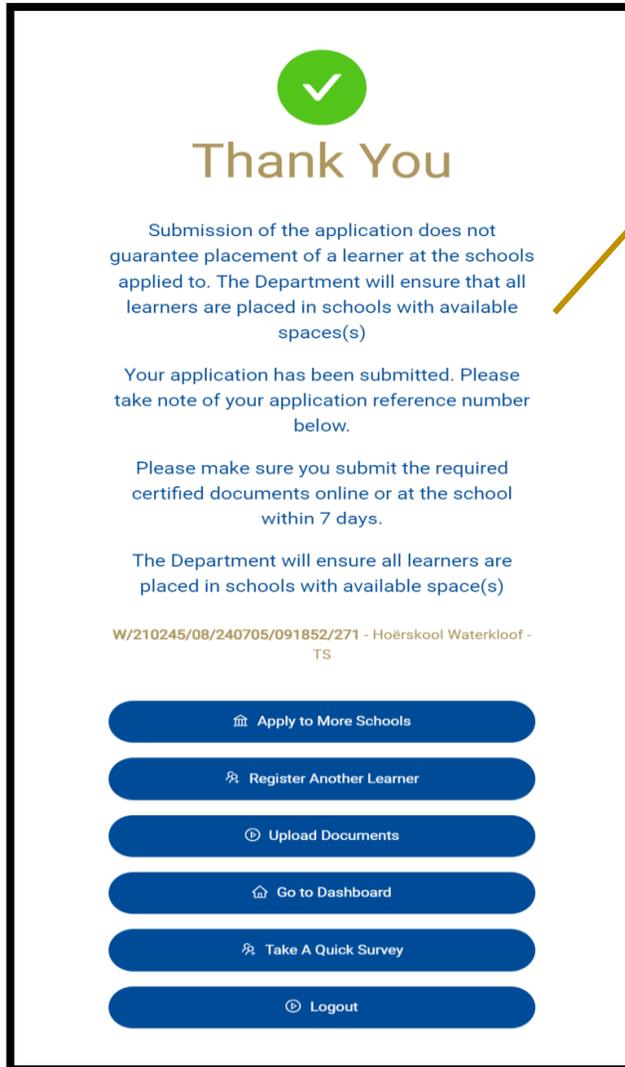
**You can only select one (1) School of Specialization/Focus Schools at a time.**

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/Trials**

# THANK YOU CONFIRMATION

## 16. Submission Confirmation Message



The screenshot shows a confirmation message with a green checkmark icon at the top. The text reads: "Thank You", "Submission of the application does not guarantee placement of a learner at the schools applied to. The Department will ensure that all learners are placed in schools with available spaces(s)", "Your application has been submitted. Please take note of your application reference number below.", "Please make sure you submit the required certified documents online or at the school within 7 days.", and "The Department will ensure all learners are placed in schools with available space(s)". Below the text is the reference number "W/210245/08/240705/091852/271 - Hoërskool Waterkloof - TS" and a list of navigation buttons: "Apply to More Schools", "Register Another Learner", "Upload Documents", "Go to Dashboard", "Take A Quick Survey", and "Logout".

Once the application is submitted, a **Thank You** confirmation note is displayed with the Reference No. and the name of school 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 Period**
  - **1 or 2 parents can apply for the same learner to a maximum of 5 schools collectively**

# STEP 5 OF 5: DOCUMENTS

## 17. Uploading and Replacing documents for submission

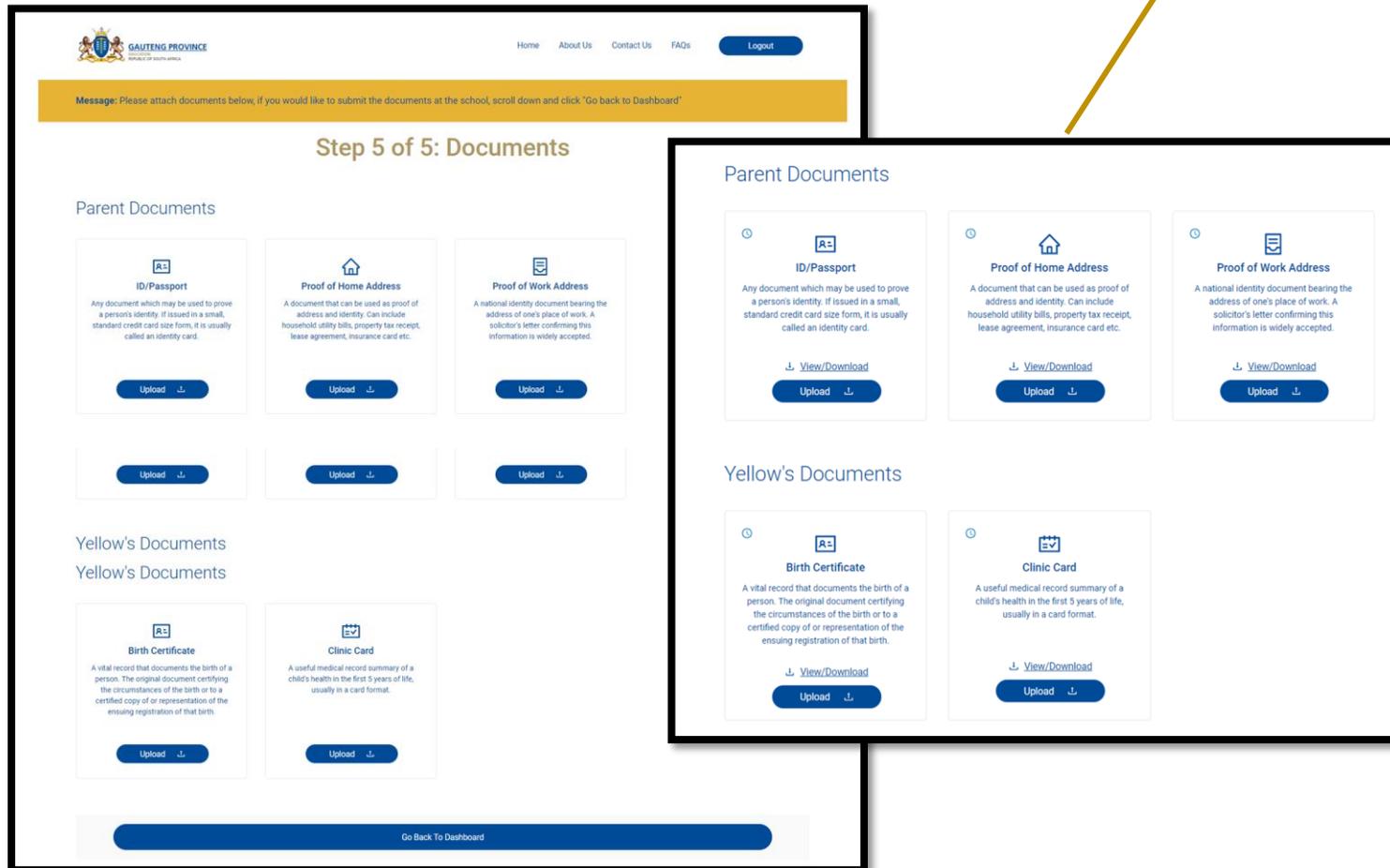
Document upload functionality is applicable to the Parent's Application Option Type and the learner Grade. **CERTIFIED** Documents can be uploaded onto the System using the "upload" button.

### List of CERTIFIED Documents to upload.

- ID/Passport/Refugee Permit/ Asylum Seeker Permit/ Permanent Residence Permit/Study Permit
- SA Birth Certificate
- Proof-of-Home Address
- Proof of Work Address
- Latest School Report (**Grade 8 only**)
- Clinic/Vaccination/Immunisation card (**Grade 1 only**)
- 

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

**Note: Parents must submit CERTIFIED hard copies of the following documents to all the schools applied to if they do not use the upload function**



**Step 5 of 5: Documents**

Message: Please attach documents below, if you would like to submit the documents at the school, scroll down and click "Go back to Dashboard"

**Parent Documents**

- ID/Passport**  
Any document which may be used to prove a person's identity. If issued in a small, standard credit card size form, it is usually called an identity card.
- Proof of Home Address**  
A document that can be used as proof of address and identity. Can include household utility bills, property tax receipt, lease agreement, insurance card etc.
- Proof of Work Address**  
A national identity document bearing the address of one's place of work. A solicitor's letter confirming this information is widely accepted.

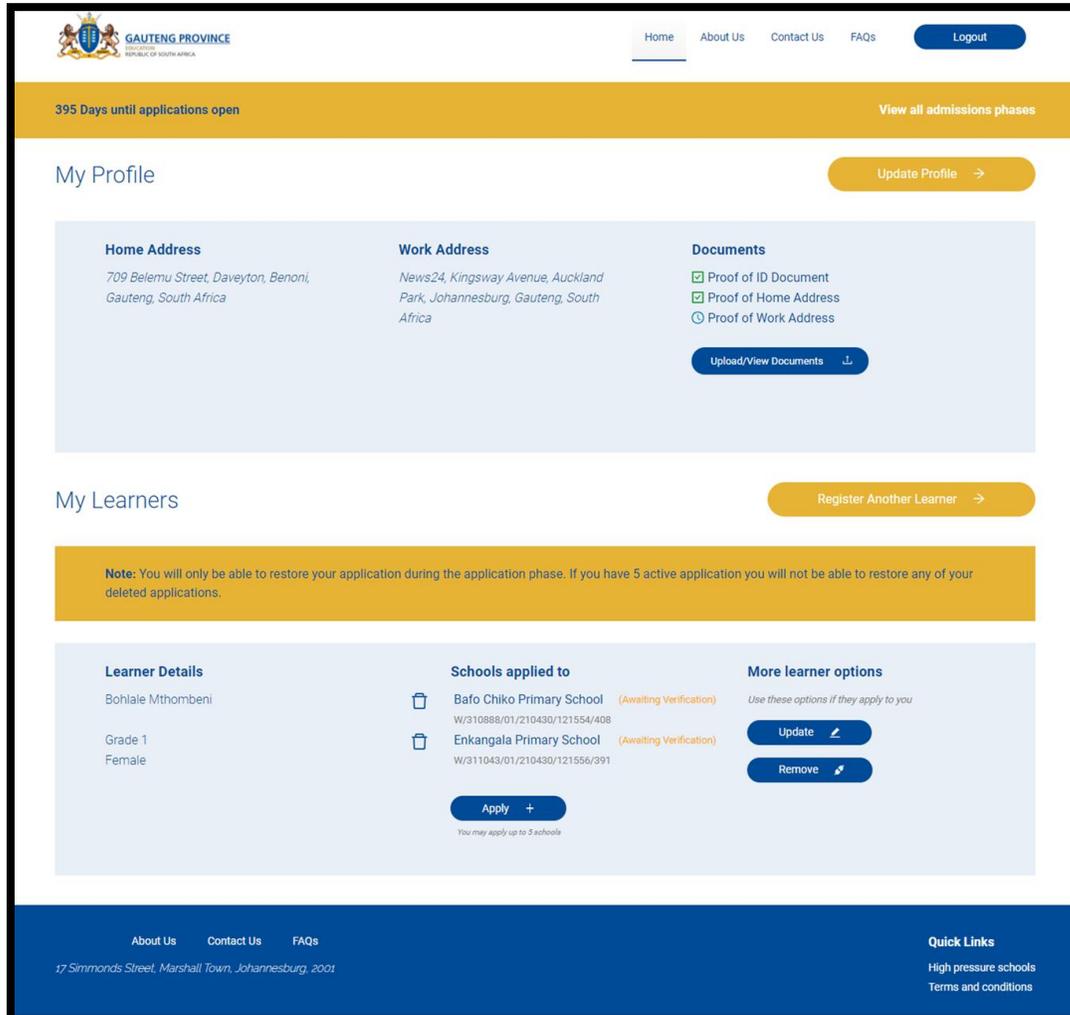
**Yellow's Documents**

- Birth Certificate**  
A vital record that documents the birth of a person. The original document certifying the circumstances of the birth or to a certified copy of or representation of the ensuing registration of that birth.
- Clinic Card**  
A useful medical record summary of a child's health in the first 5 years of life, usually in a card format.

Go Back To Dashboard

# APPLICATION PROFILE PAGE

## 18. Updated Application Information



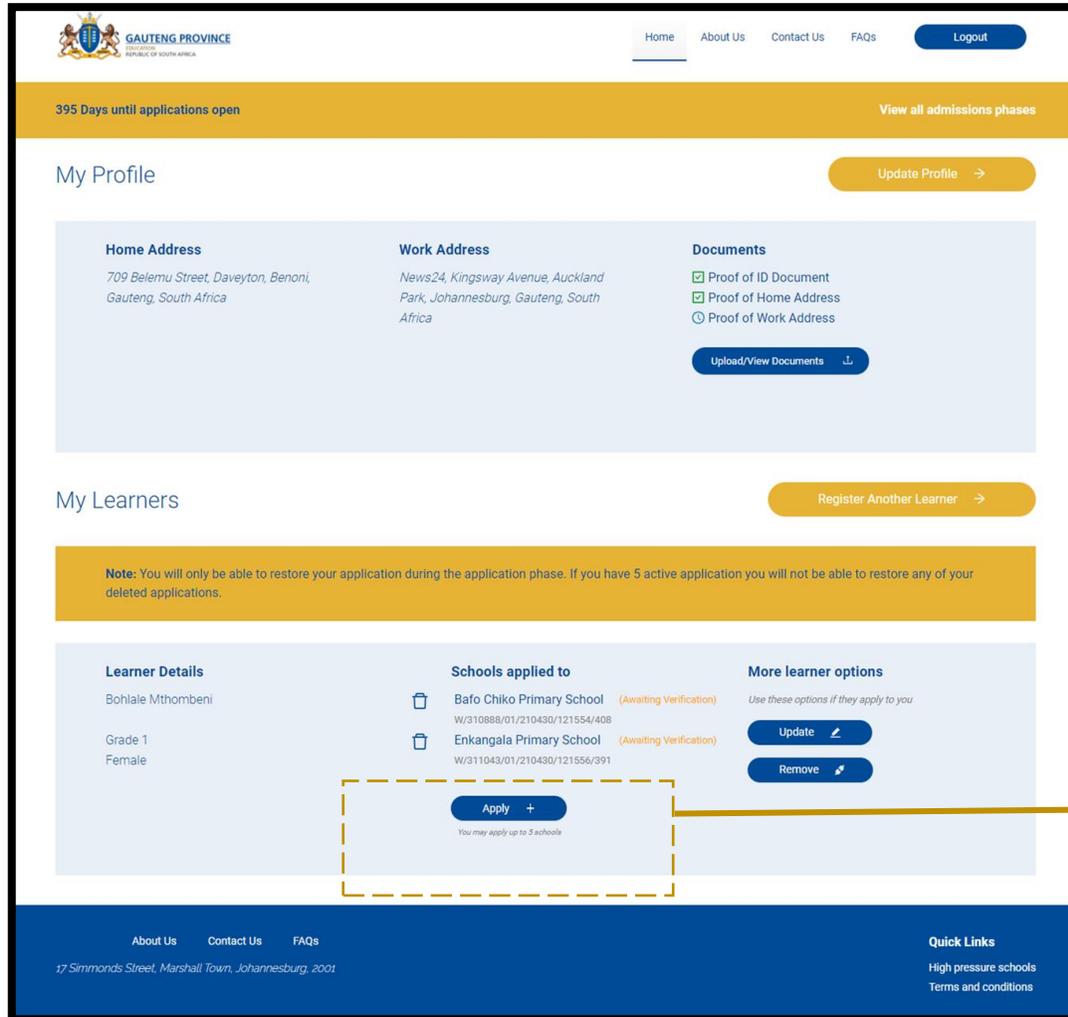
The screenshot shows the 'My Profile' page of the Gauteng Provincial Government application system. At the top, there is a navigation bar with 'Home', 'About Us', 'Contact Us', 'FAQs', and a 'Logout' button. Below the navigation bar, a yellow banner indicates '395 Days until applications open' and a link to 'View all admissions phases'. The main content area is titled 'My Profile' and includes an 'Update Profile' button. It is divided into three sections: '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). Below these sections is a 'My Learners' section with a 'Register Another Learner' button. A yellow note states: '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.' The 'My Learners' section shows details for a learner named 'Bohlale Mthombeni' (Grade 1, Female) and lists schools applied to: 'Bafo Chiko Primary School' and 'Enkangala Primary School', both with '(Awaiting Verification)' status. There are 'Update' and 'Remove' buttons for each school, and an 'Apply +' button at the bottom. The footer contains 'About Us', 'Contact Us', 'FAQs', and 'Quick Links' (High pressure schools, Terms and conditions).

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

Document status(es) will apply once documents are submitted and verified

# APPLICATION PROFILE PAGE

## 19. Updated Application Information

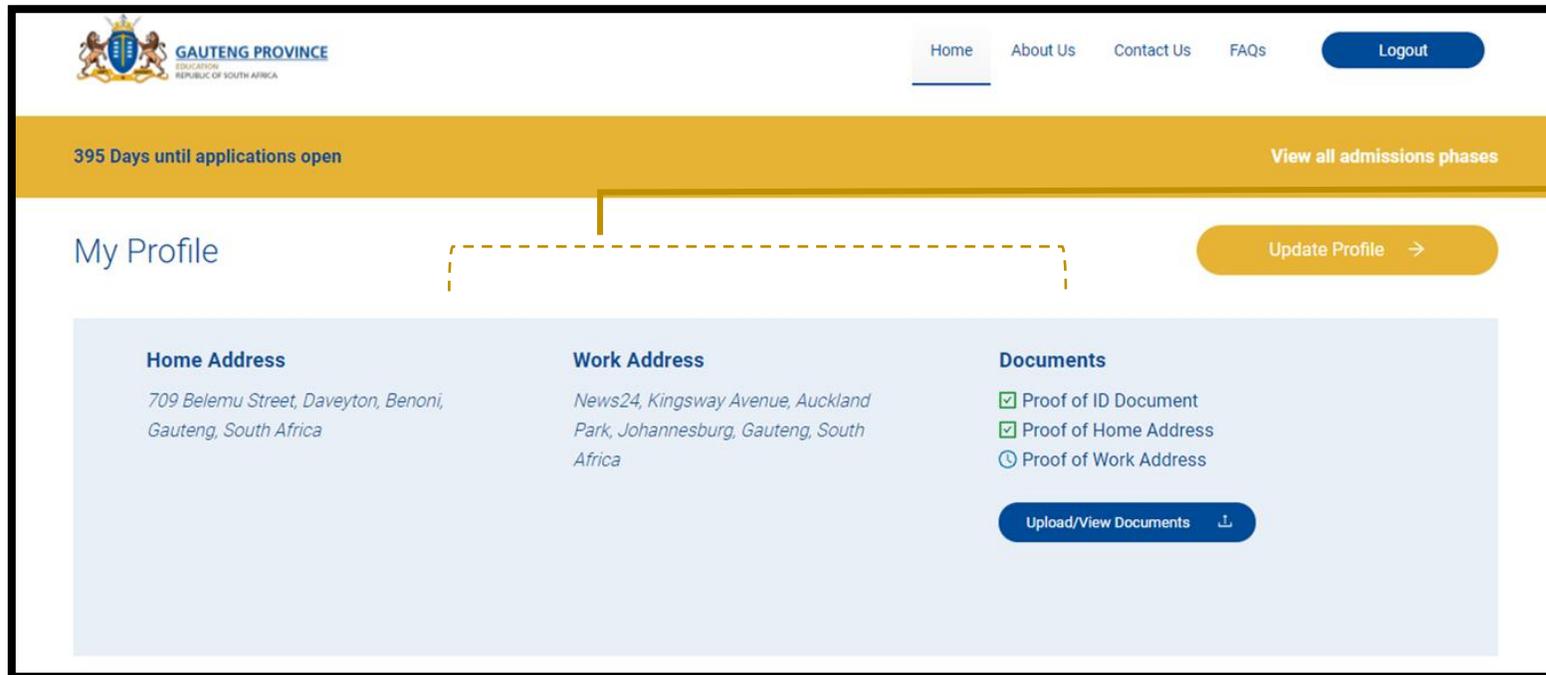


The screenshot shows the 'My Profile' section of the Gauteng Province application portal. It includes a navigation bar with 'Home', 'About Us', 'Contact Us', 'FAQs', and 'Logout'. A yellow banner indicates '395 Days until applications open' and 'View all admissions phases'. The profile section has an 'Update Profile' button. It 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) with an 'Upload/View Documents' button. Below this is the 'My Learners' section with a 'Register Another Learner' button and a note about application restoration. The 'Learner Details' for Bohlale Mthombeni (Grade 1, Female) are shown. Under 'Schools applied to', two schools are listed: Bafo Chiko Primary School and Enkangala Primary School, both 'Awaiting Verification'. An 'Apply +' button is highlighted with a dashed orange box, with a note 'You may apply up to 5 schools'. The footer contains 'About Us', 'Contact Us', 'FAQs', and 'Quick Links' (High pressure schools, Terms and conditions).

Click the Apply button to make an Application

# PARENT DASHBOARD

## 20. My Profile and My Learners



The screenshot shows the 'My Profile' section of the Parent Dashboard. At the top, there is a navigation bar with 'Home', 'About Us', 'Contact Us', 'FAQs', and a 'Logout' button. Below the navigation bar, a yellow banner displays '395 Days until applications open' and a link to 'View all admissions phases'. The main content area is titled 'My Profile' and includes an 'Update Profile' button. The profile details are organized 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 section.

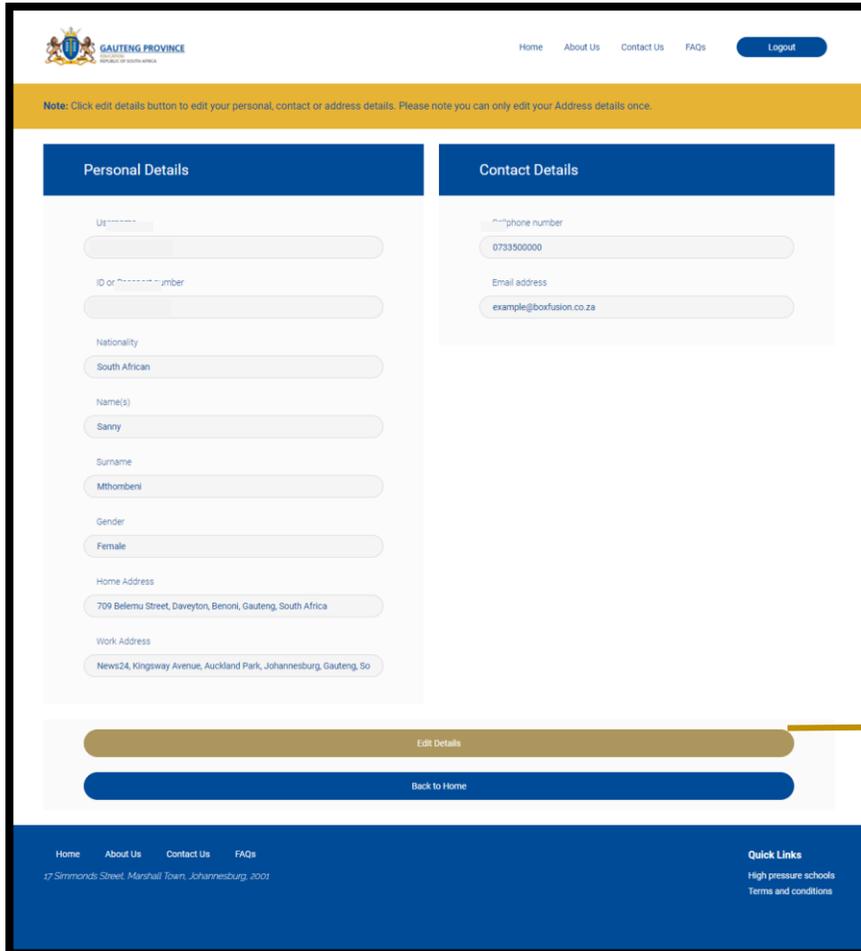
The Application Profile page has a **“My Profile”** section providing the following:

- The **Home Address and Work Address Details** (if the work address is provided) as captured during Registration
- Access to document **uploads** applicable to the Application Option selected.

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

# PARENT DASHBOARD

## 21. View your Profile Details



**GAUTENG PROVINCE**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs Logout

Note: Click edit details button to edit your personal, contact or address details. Please note you can only edit your Address details once.

Personal Details	Contact Details
User ID	Telephone number
ID or Identification number	0733500000
Nationality	Email address
South African	example@boxfusion.co.za
Name(s)	
Sanry	
Surname	
Mthombeni	
Gender	
Female	
Home Address	
709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa	
Work Address	
News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, So	

Edit Details

Back to Home

Home About Us Contact Us FAQs Quick Links  
17 Simmonds Street, Marshall Town, Johannesburg, 2001 High pressure schools  
Terms and conditions

### 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 reregister and reapply.**

# 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

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

Cancel OK

**Schools applied to**

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

Apply +  
You may apply up to 5 schools

## 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

# ADMISSIONS PROCESS SUMMARY

Parents/Guardian

Schools, District, Head Office

## Registration and Application

- Parent registers parent and learner/s details
- Parent selects learner
- Parent selects application option
- Parent selects school from dropdown
- Parent submits application
- Parent receives reference number

## Verification of Documents

- Schools view applications
- Schools receive and verify documents
- Schools update document status
- Schools submit Waiting list

## Waiting Preparation and Verification

- Districts view and QA school Waiting list
- Districts verify by approving/disapproving applications
- District return School Waiting lists to schools

## Placement

- Approved Placement list is returned on school view
- Placement offers released
- Parents accept offers within 7 school days
- Parent forfeit offers not accepted within 7 school days



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REPUBLIC OF SOUTH AFRICA

**GGT2030**  
GROWING GAUTENG TOGETHER

Thank you