

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

**2021/22 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

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.

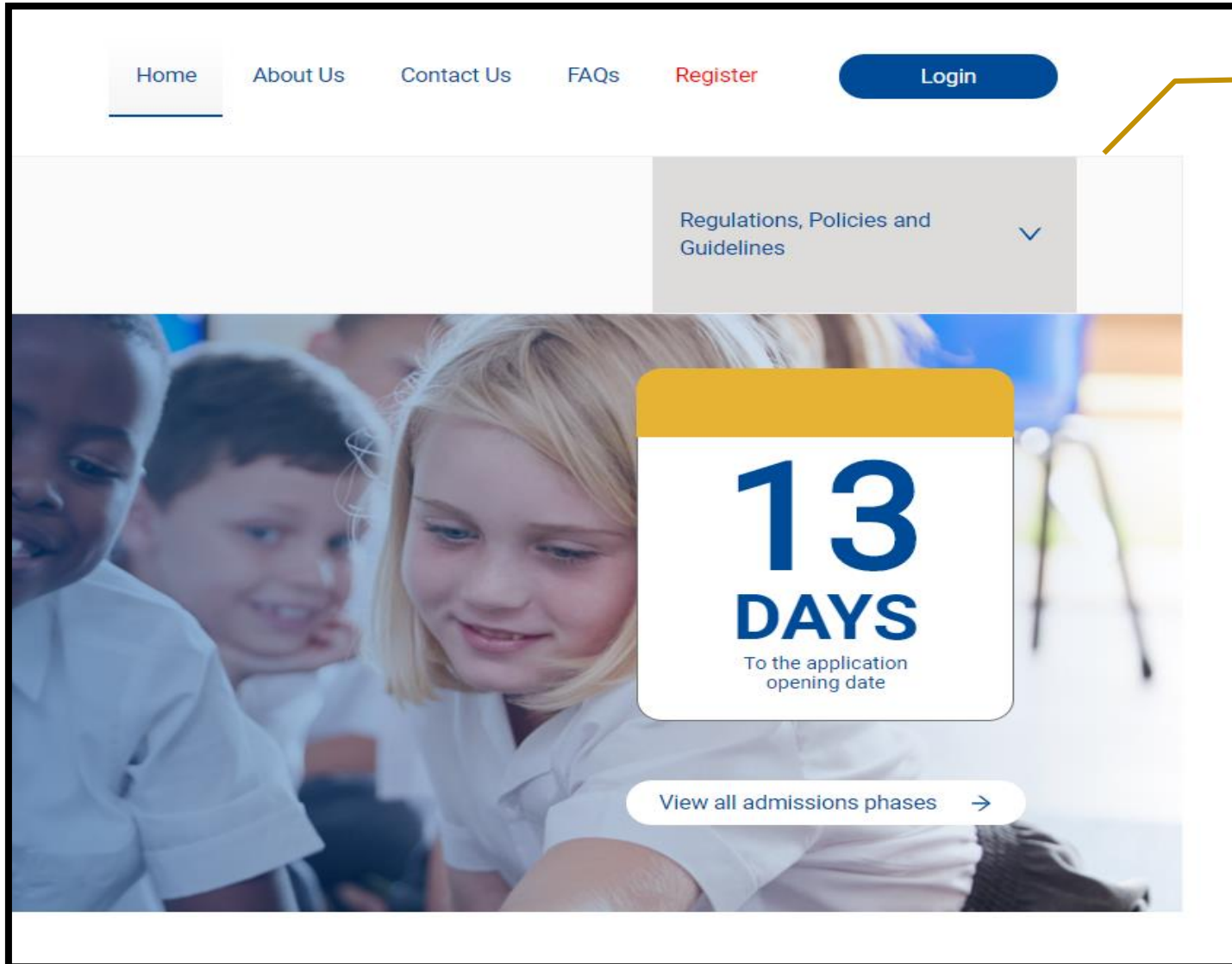


The screenshot shows the homepage of the Gauteng Province Education website. At the top left is the Gauteng Province Education logo. The navigation menu includes Home, About Us, Contact Us, FAQs, Register, and a Login button. Below the navigation is a search bar with the placeholder text "Search for schools with feeder zones that cover my address" and "Type your address here". A dropdown menu is open, showing "Regulations, Policies and Guidelines" with a checkmark. The main content area features a large banner for "2021 School Admissions Applications For Grade 1 and Grade 8" with a "15 DAYS" countdown timer. A "Register" button is visible. At the bottom, contact information is provided: "If you have questions Email us at 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

- Admission Phases
- Terms and Conditions
- News & Announcements
- FAQs

2. Regulations, Policies and Guidelines

- Admission Regulations
- Admissions Management Plan **2021/22**
- 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



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs Register Login

Search for schools with feeder zones that cover my address

🔍 Type your address here

Regulations, Policies and Guidelines

2021 School Admissions Applications For Grade 1 and Grade 8

Apply now to secure a space for your child.

Register →

15 DAYS
To the application opening date

View all admissions phases →

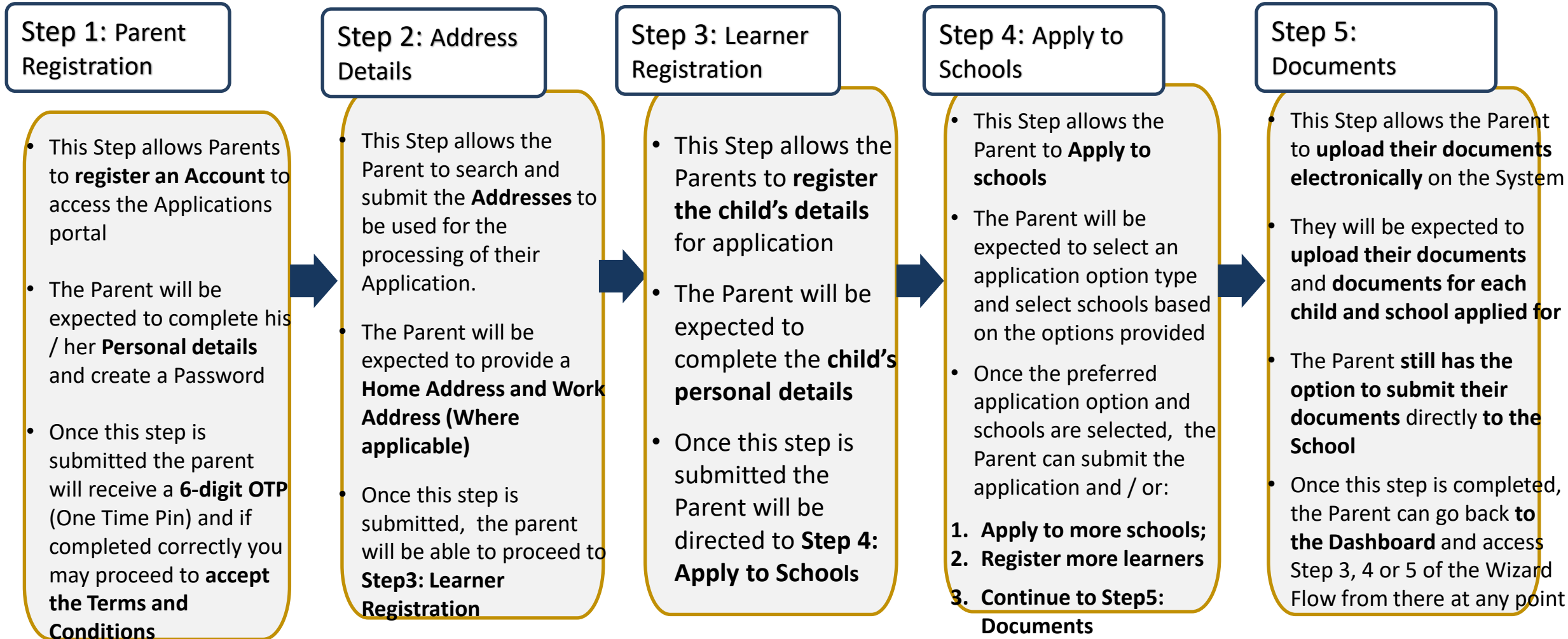
If you have questions
Email us at gdeinfo@gauteng.gov.za or Call us at 0800 000 789 | 011 355 0000

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 **person**al details
- The **FAQs** section provides a list of Frequently Asked Questions **and Responses**

REGISTRATION & APPLICATION – WIZARD FLOW

The 2021/22 Admission Online Application Process is divided into the 5 Steps describes below:



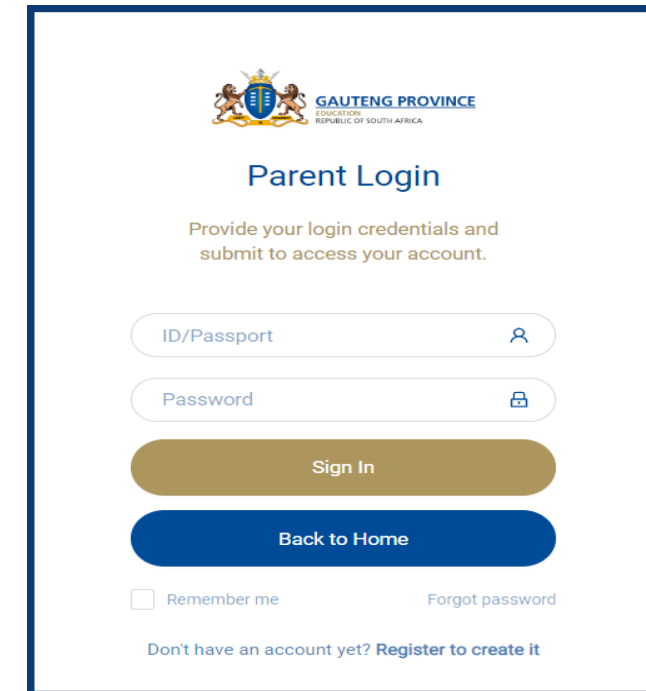
LOGIN / REGISTER

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 Gauteng Province Education 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 and a yellow arrow pointing to it. Below the navigation is a search bar with the placeholder text "Search for schools with feeder zones that cover my address" and "Type your address here". 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 "2021 School Admissions Applications For Grade 1 and Grade 8" and a yellow button labeled "Register". A yellow box with the text "15 DAYS To the application opening date" is overlaid on the banner. At the bottom of the banner, there is a link "View all admissions phases". Below the banner, there is contact information: "If you have questions Email us at gdeinfo@gauteng.gov.za or Call us at 0800 000 789 | 011 355 0000".

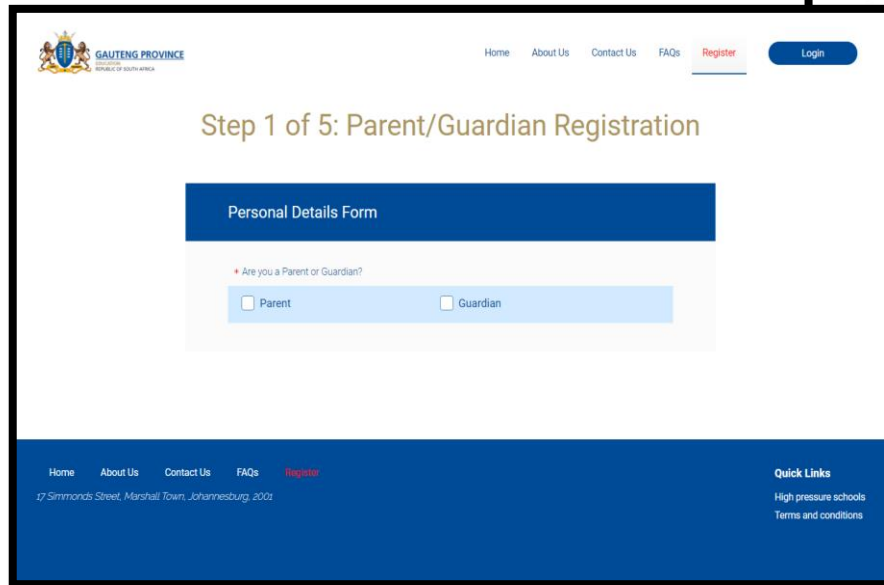
If you have already registered an account on the Portal, you can select the Login option to complete your details as illustrated below:



The screenshot shows the "Parent Login" page. At the top, there is the Gauteng Province Education logo. 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 yellow "Sign In" button and a blue "Back to Home" button. At the bottom, there is a checkbox for "Remember me" and a link for "Forgot password". At the very bottom, there is a link: "Don't have an account yet? Register to create it".

STEP 1 OF 5: PARENT / GUARDIAN REGISTRATION

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

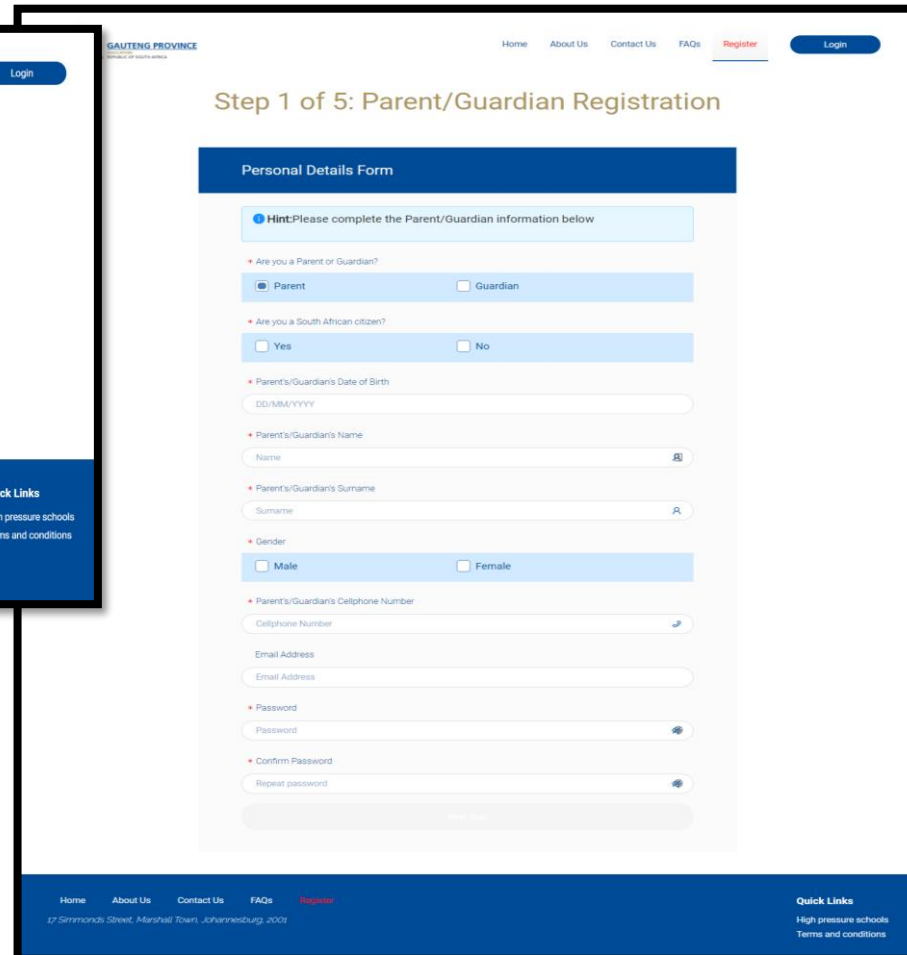
• Are you a Parent or Guardian?

Parent Guardian

Home About Us Contact Us FAQs Register

17 Simmonds Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
Terms and conditions



GAUTENG PROVINCE
REPUBLIC OF SOUTH AFRICA

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

• 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

• Confirm Password

Repeat password

Next Step

Home About Us Contact Us FAQs Register

17 Simmonds Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
Terms and conditions

Nationality / Citizenship

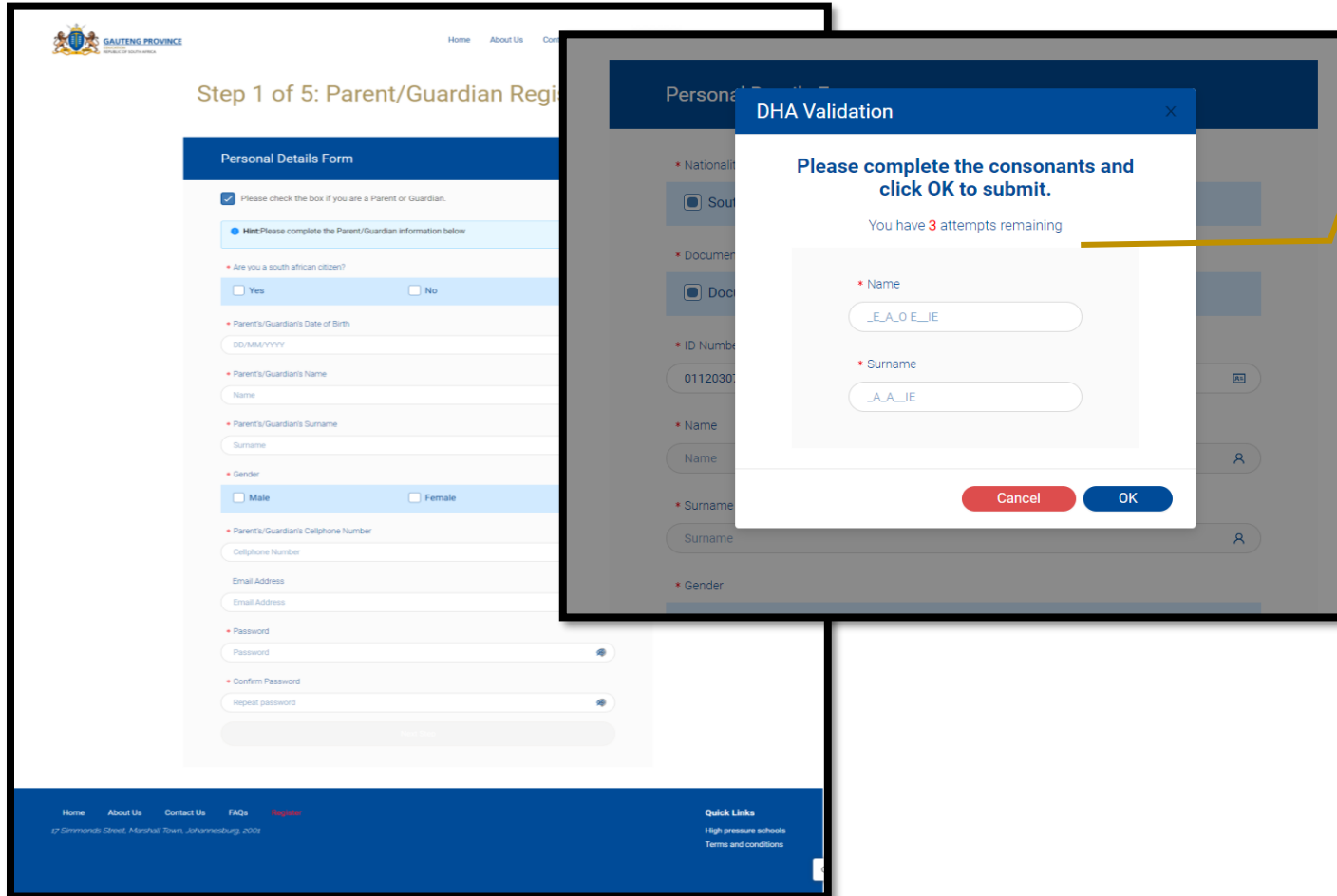
Select Yes if you are a South African citizen, No if you are not and select the Document combination that is applicable.

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
- No Documents

STEP 1 OF 5: PARENT / GUARDIAN REGISTRATION

Complete the DHA Validation and your Cellphone Number



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 'J_E_A_O_E_I_E' and 'Surname' with the value 'J_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'.

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.

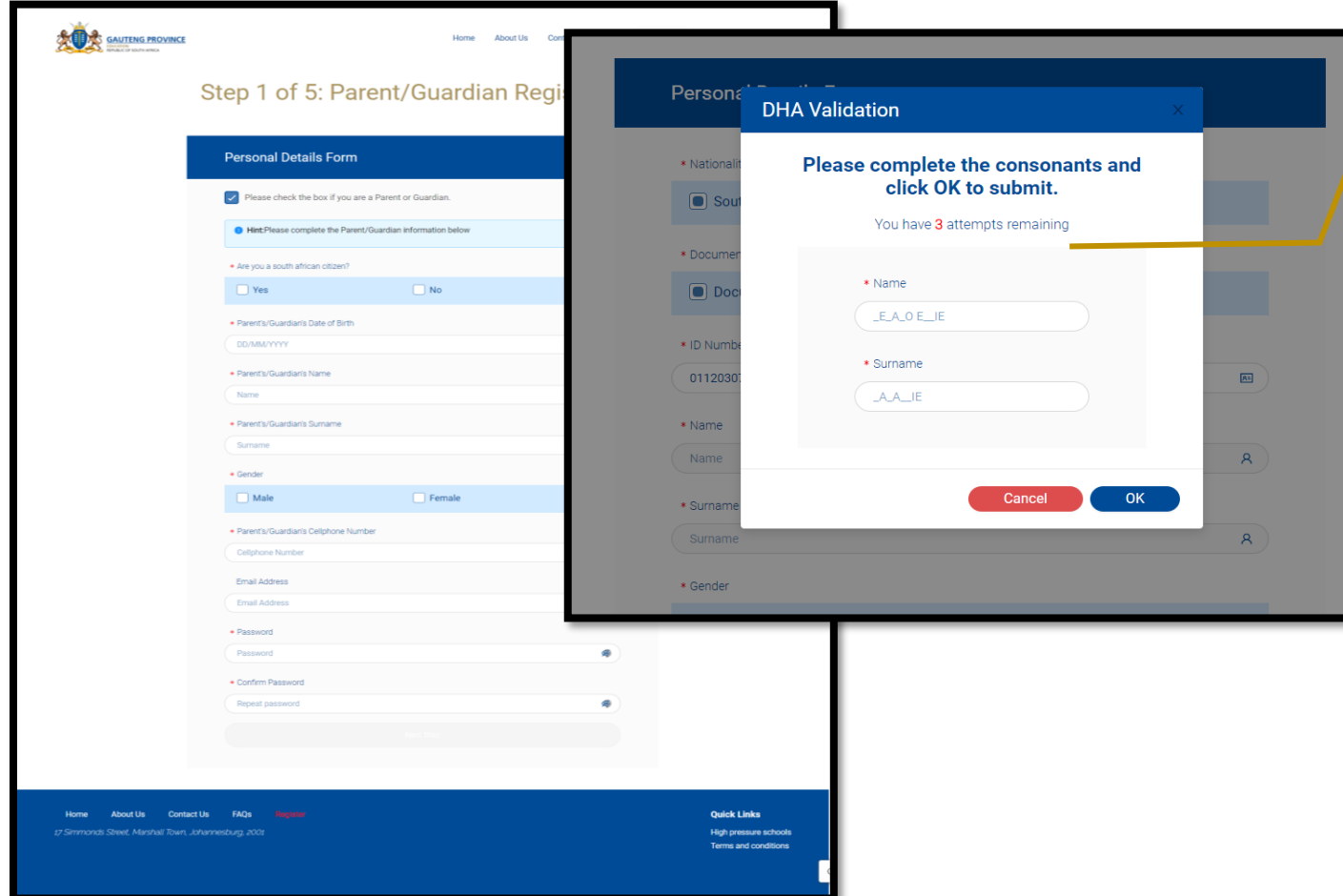
If the validation is successful, the following will occur:

- 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 OF 5: PARENT / GUARDIAN REGISTRATION



The screenshot shows the 'Step 1 of 5: Parent/Guardian Registration' form. The form includes fields for Personal Details, Date of Birth, Name, Surname, Gender, Cellphone Number, Email Address, Password, and Confirm Password. A modal window titled 'DHA Validation' is overlaid on the form, displaying the message: 'Please complete the consonants and click OK to submit. You have 3 attempts remaining'. The modal shows the Name field with the value 'J_E_A_O_E_I_E' and the Surname field with the value 'J_A_A_I_E'. The modal has 'Cancel' and 'OK' buttons.

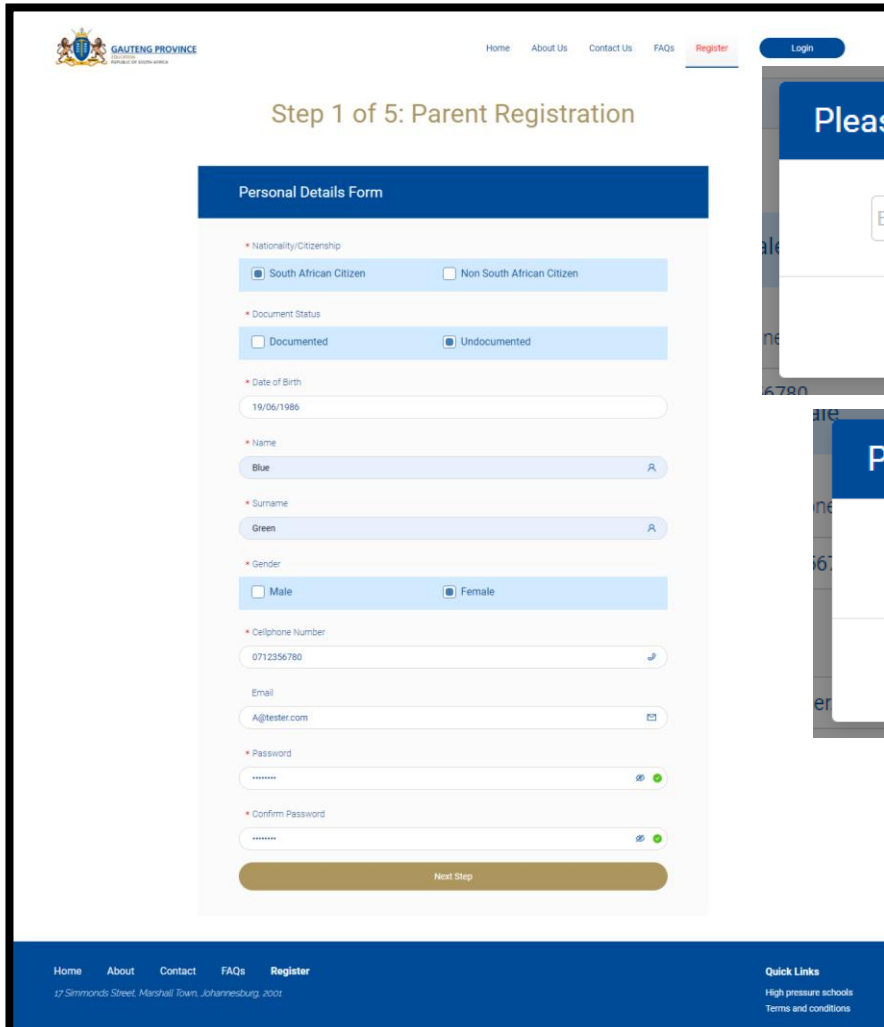
DHA Validation Unsuccessful

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

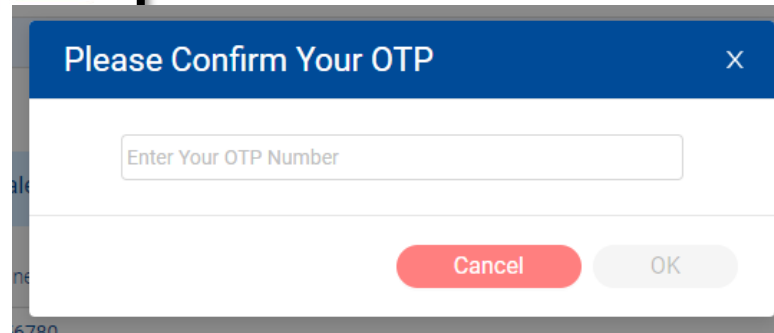
- The message indicating “DHA validation has failed” will appear
- The last 7 digits of the ID Number will be hidden by asterisks
- The Name and Surname fields will be auto populated accordingly
- The Gender will be auto selected
- No OTP will be triggered to confirm Name and Surname populated

STEP 1 OF 5: PARENT /GURDIAN REGISTRATION

Complete the Parent Registration and Confirm your One Time Pin



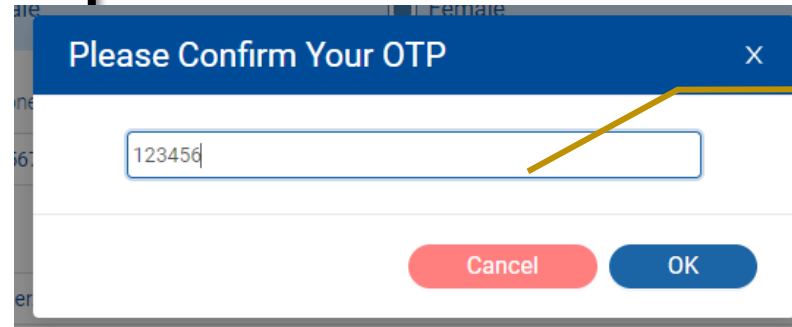
The screenshot shows the 'Step 1 of 5: Parent Registration' form. It includes fields for Nationality/Citizenship (South African Citizen selected), Document Status (Undocumented selected), Date of Birth (19/06/1986), Name (Blue), Surname (Green), Gender (Female selected), Cellphone Number (0712356780), Email (A@tester.com), Password, and Confirm Password. A 'Next Step' button is at the bottom.



Please Confirm Your OTP

Enter Your OTP Number

Cancel OK



Please Confirm Your OTP

123456

Cancel OK

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

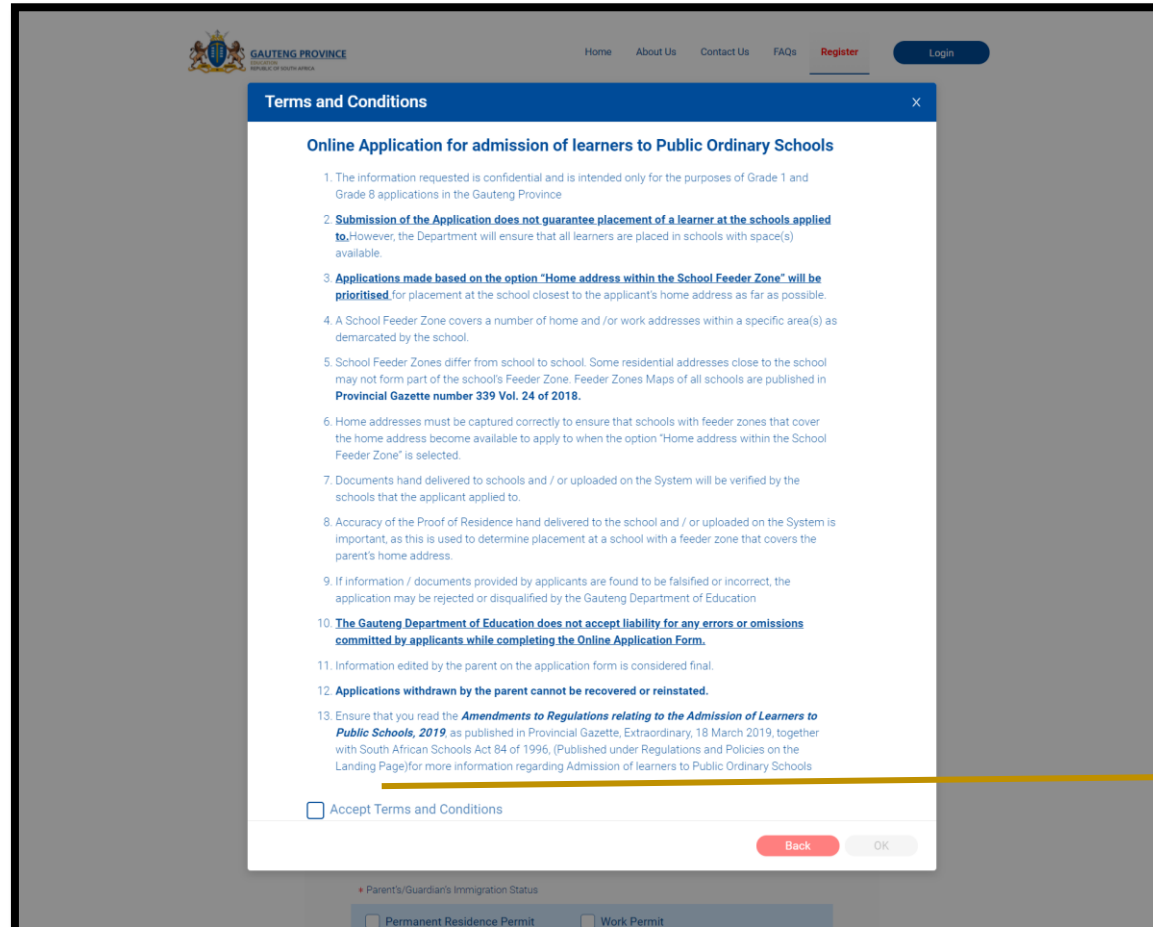
- This will trigger an SMS to be sent to your cellphone number with a One Time Pin (OTP)
- Type in the OTP you received from your cellphone
- Click OK to proceed

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 OF 5: PARENT/GUARDIAN REGISTRATION

Complete the Parent Registration and Accept Terms and Conditions



The screenshot shows a web browser window 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 browser window shows 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 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

Parents'/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.

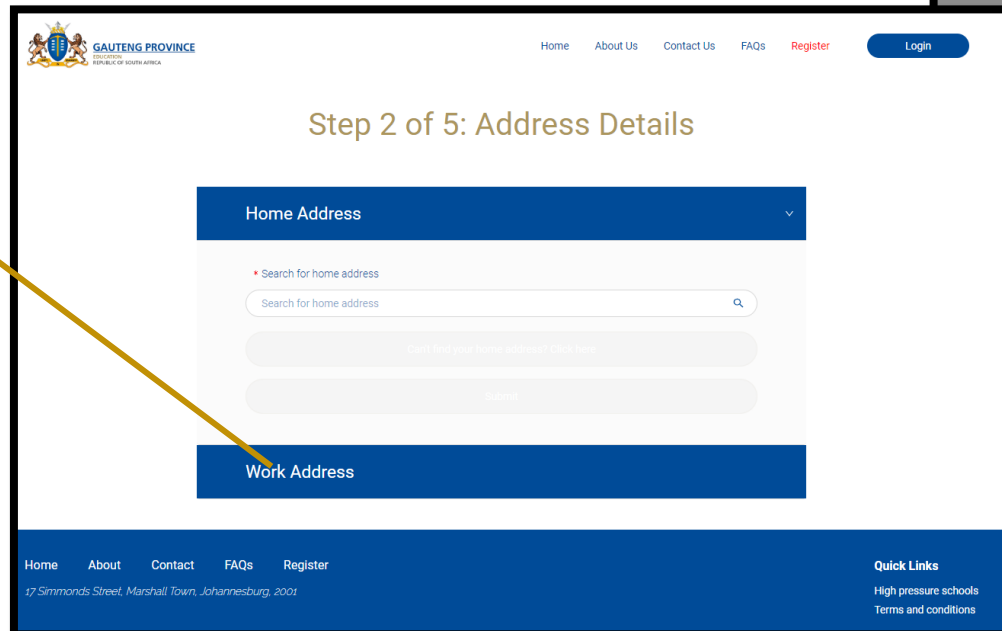
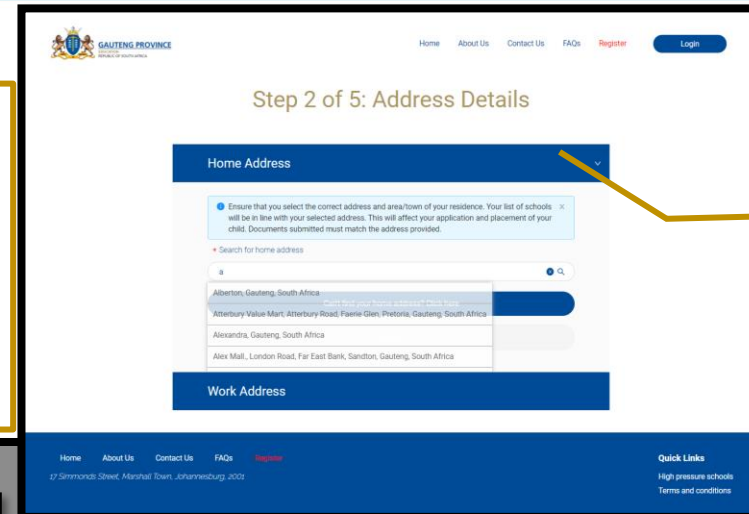
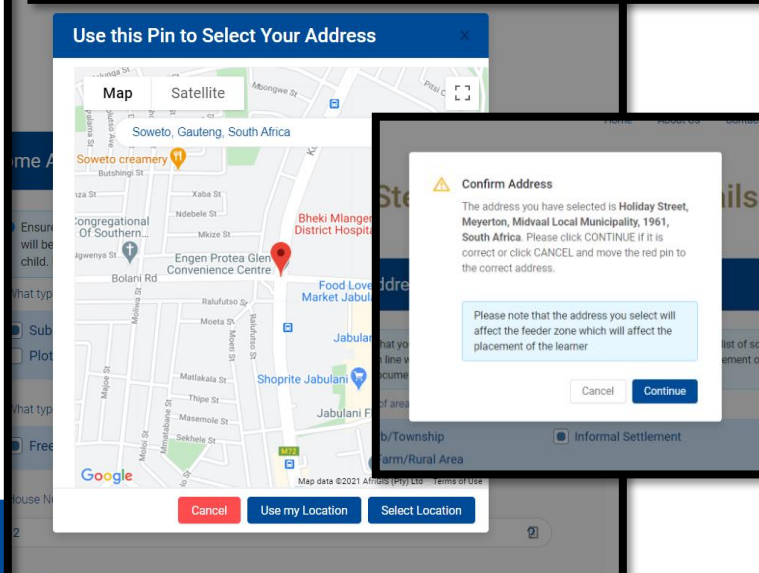
- Read through the Terms and Conditions
- Select the "Accept Terms and Conditions" box
- Click OK to proceed to the **Step 2 of 5: Address Details**

STEP 2 OF 5: ADDRESS DETAILS

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

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 OF 5: ADDRESS DETAILS

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

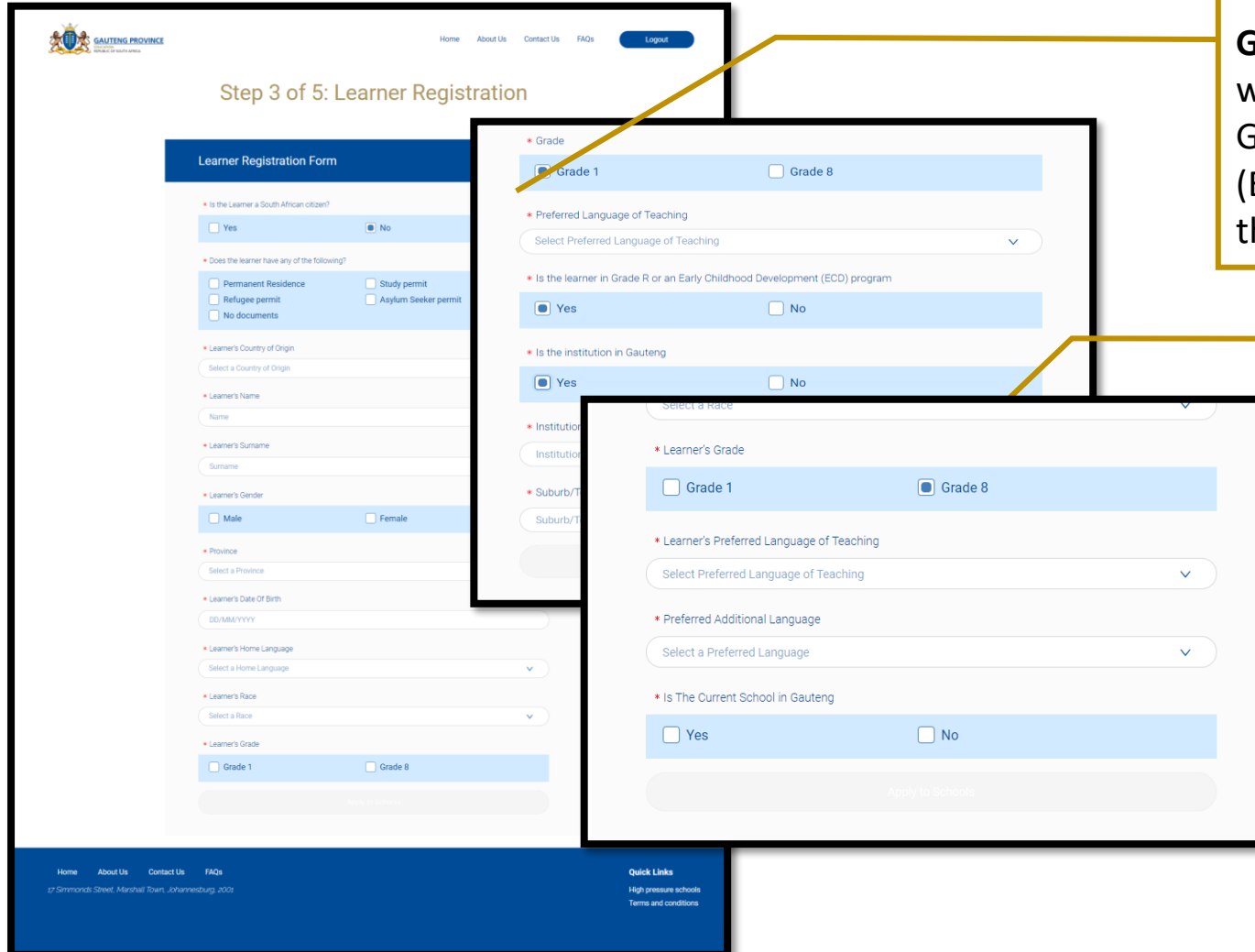
Complete your Work Address details (ONLY if you are going to use the Work Address Application Option to apply to a school)

- 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 OF 5: LEARNER REGISTRATION

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:

- Is the Learner a South African citizen?** (Yes/No)
- Does the learner have any of the following?** (Permanent Residence, Study permit, Refugee permit, Asylum Seeker permit, No documents)
- Learner's Country of Origin** (Select a Country of Origin)
- Learner's Name** (Name, Surname)
- Learner's Gender** (Male/Female)
- Province** (Select a Province)
- Learner's Date Of Birth** (DD/MM/YYYY)
- Learner's Home Language** (Select a Home Language)
- Learner's Race** (Select a Race)
- Learner's Grade** (Grade 1, Grade 8)

Callouts highlight the following fields:

- Grade:** Radio buttons for Grade 1 and Grade 8.
- Preferred Language of Teaching:** A dropdown menu.
- Is the learner in Grade R or an Early Childhood Development (ECD) program?** (Yes/No)
- Is the institution in Gauteng?** (Yes/No)
- Learner's Grade:** Radio buttons for Grade 1 and Grade 8.
- Learner's Preferred Language of Teaching:** A dropdown menu.
- Preferred Additional Language:** A dropdown menu.
- Is The Current School in Gauteng?** (Yes/No)

At the bottom of the form, there is a 'Register Learner' button and a 'Quick Links' section with links for 'High pressure schools' and 'Terms and conditions'.

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

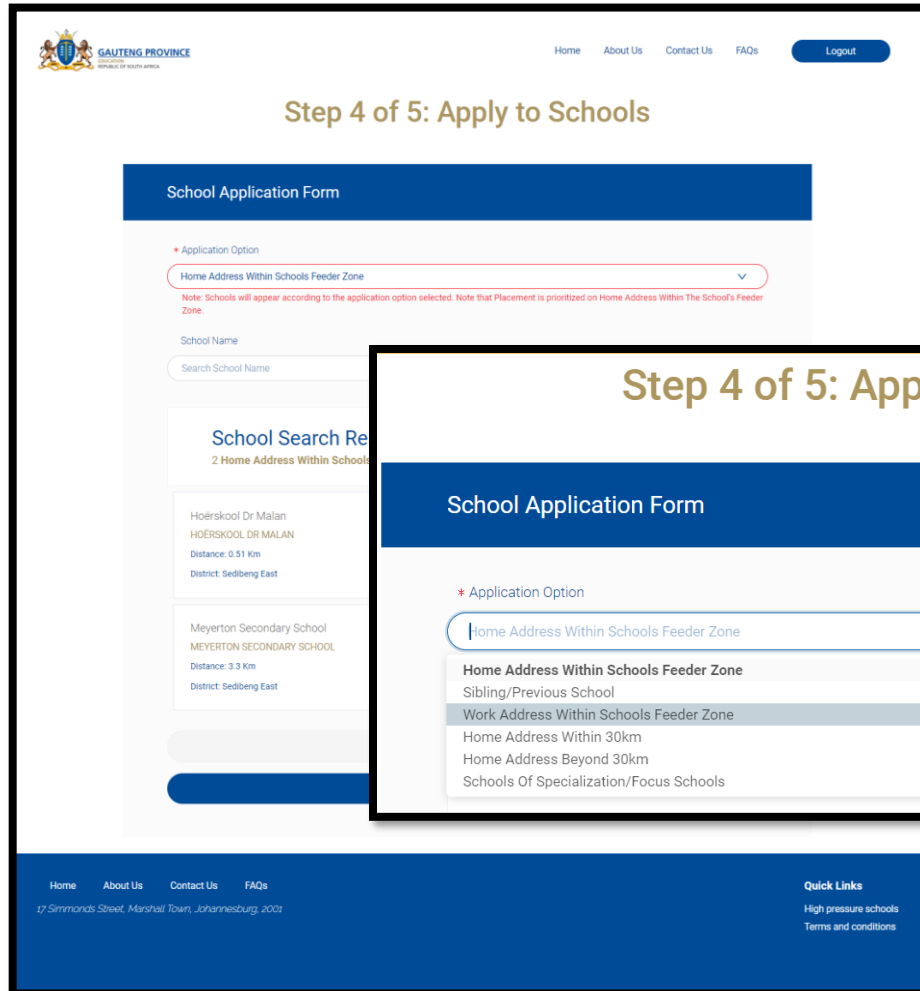
Grade 8: Once you select the **Grade 8** option, you will also need to specify whether the learner's current school is in Gauteng and provide the name of the learner's current school

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 OF 5: APPLY TO SCHOOLS

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

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 OF 5: APPLY TO SCHOOLS

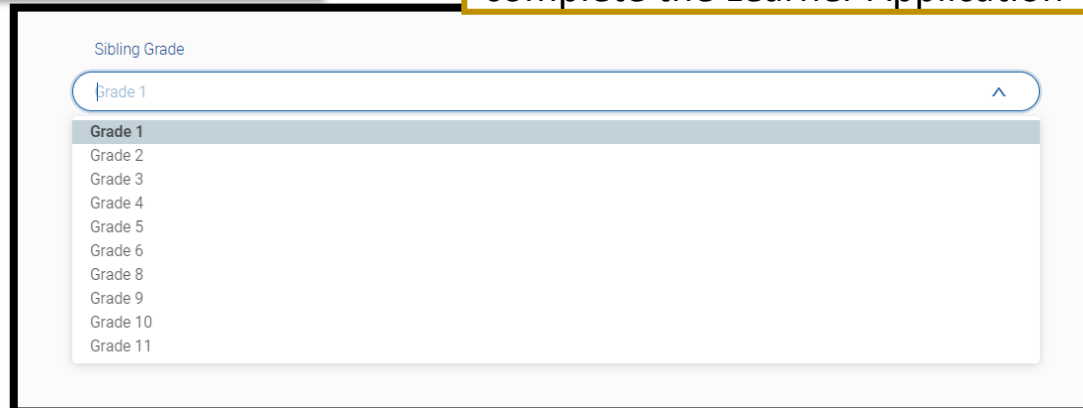
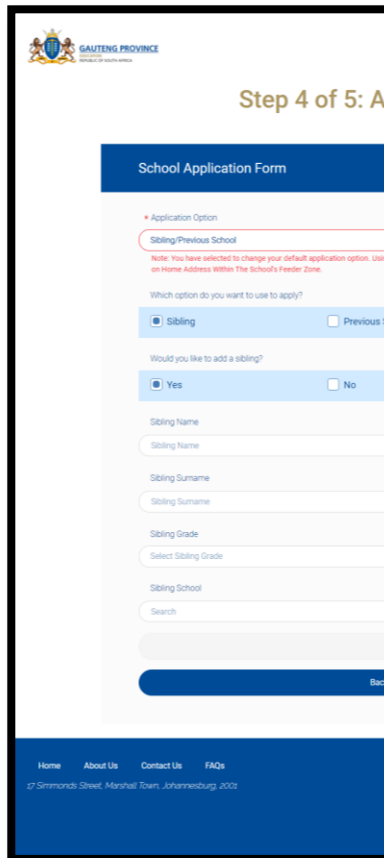
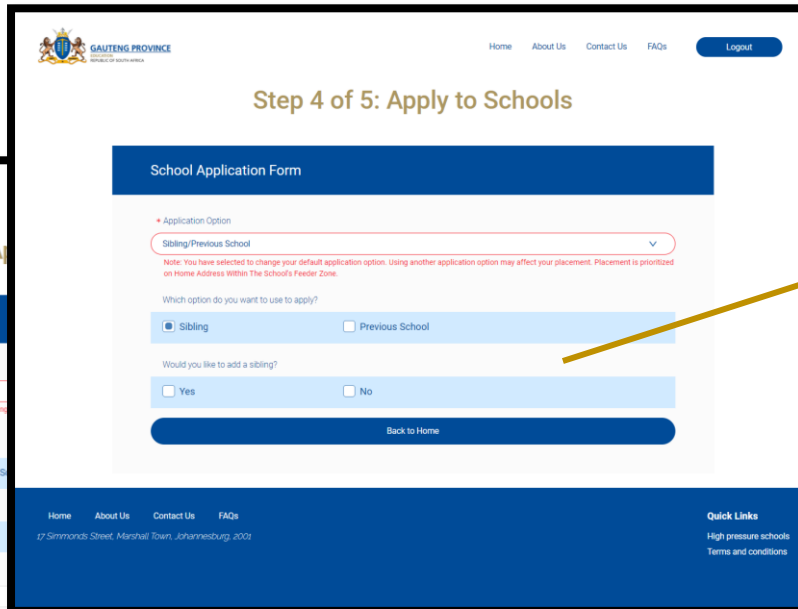
Application Options: *Sibling/Previous School*

The Sibling / Previous School application option:

- **Note: Users cannot 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 3 OF 5: APPLY TO SCHOOLS

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:

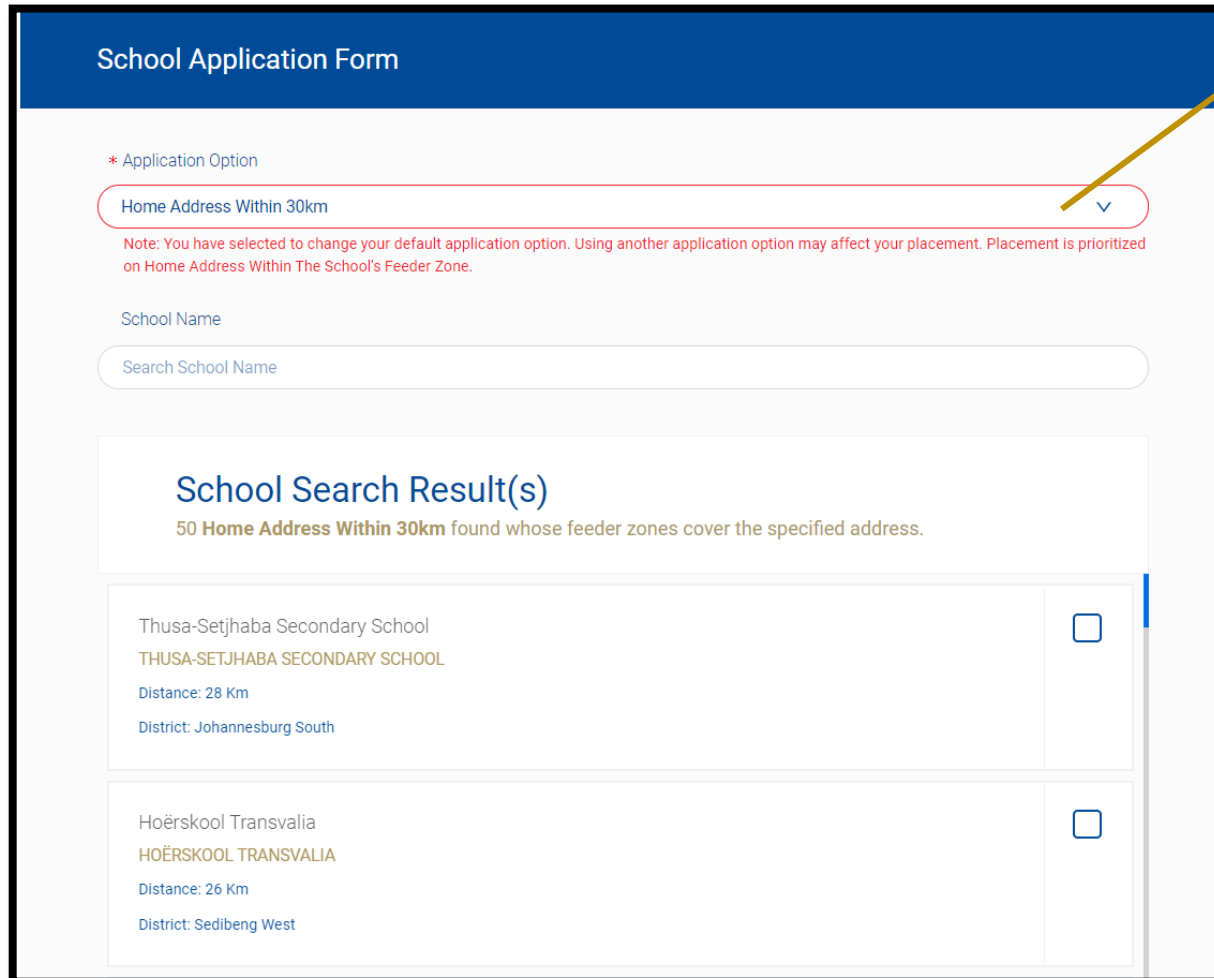
- **Applies to applications made to schools closest to the parent's/guardian's place of work.**
- This means that a work address would have been included in the Parent Registration or it was added while editing the parent profile

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 OF 5 : APPLY TO SCHOOLS

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**

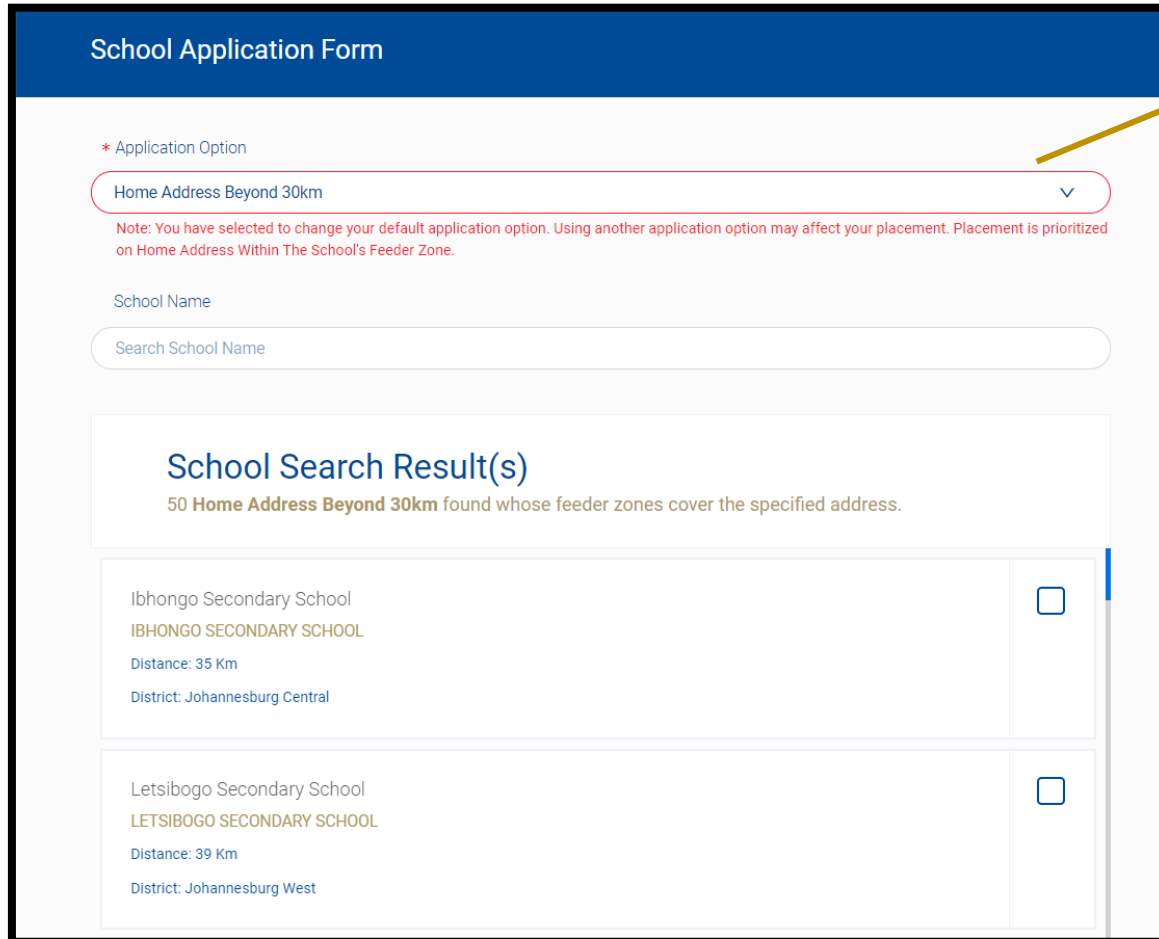
You can only select one (1) School at a time for the Home Address within 30km application option.

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 OF 5 : 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:

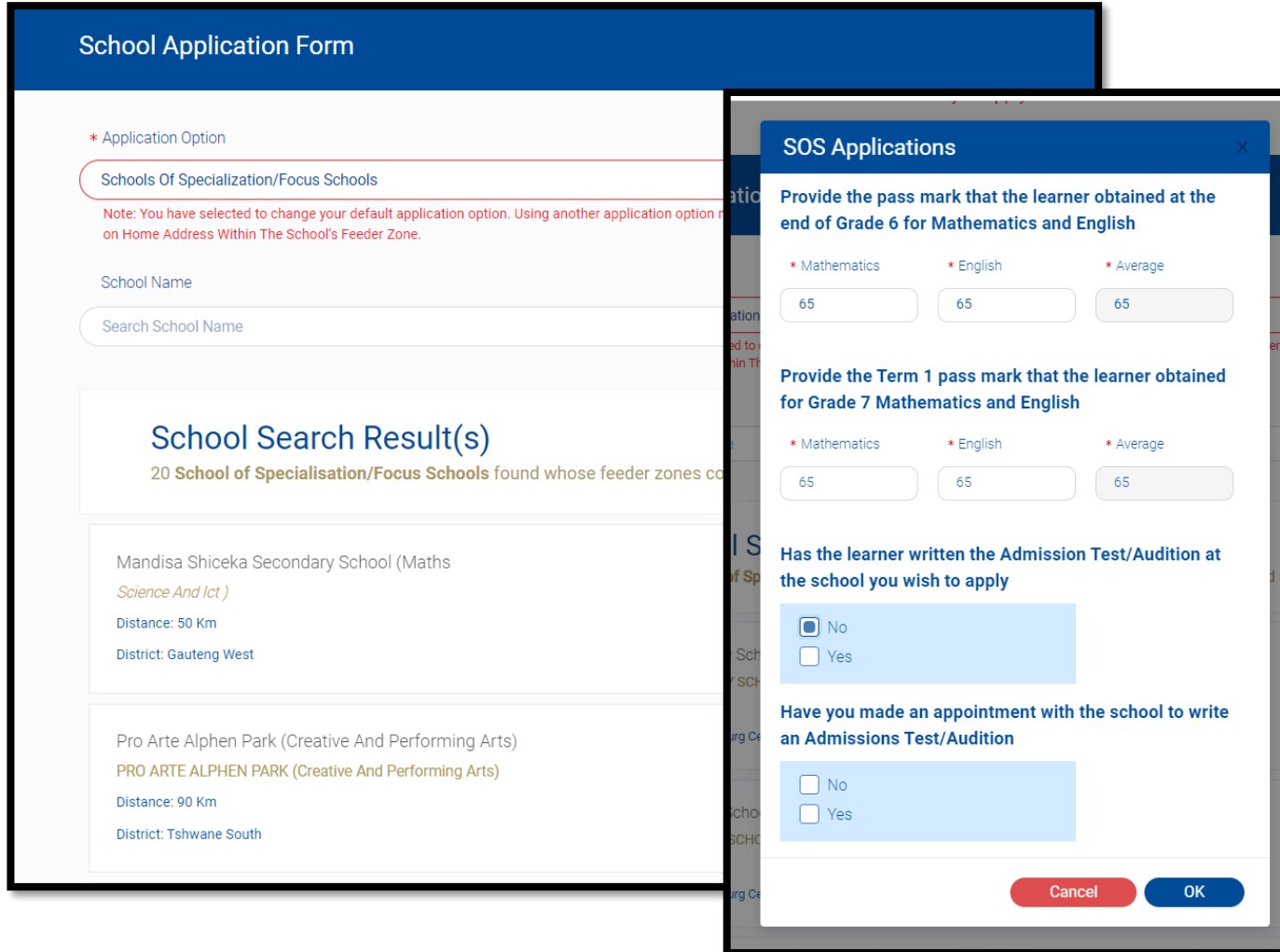
- You can use the **Home Address beyond 30km Application option** to apply to a school with a feeder zone that does not cover your home address, but is beyond 30 km radius

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 OF 5 : APPLY TO SCHOOLS

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 the user has selected to change their default application option. Below this, there is a search bar for 'School Name'. The search results show 20 'School of Specialisation/Focus Schools' found. Two schools are listed: 'Mandisa Shiceka Secondary School (Maths Science And Ict)' with a distance of 50 Km in Gauteng West, and 'Pro Arte Alphen Park (Creative And Performing Arts)' with a distance of 90 Km in Tshwane South. An 'SOS Applications' dialog box is overlaid on the form, asking for pass marks for Grade 6 and Grade 7 Mathematics and English, and whether the learner has written an Admission Test/Audition at the school.

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.

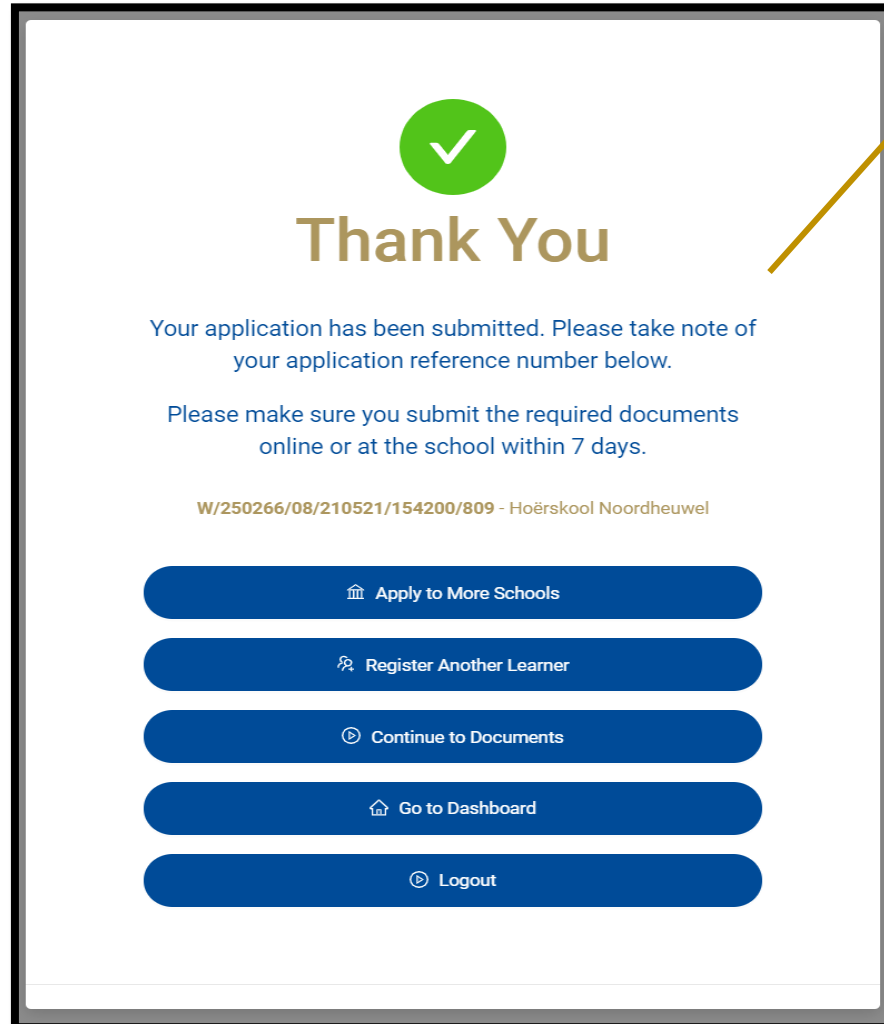
You can only select one (1) School of Specialization/Focus Schools at a time.

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/Trials

THANK YOU CONFIRMATION

16. Submission Confirmation Message



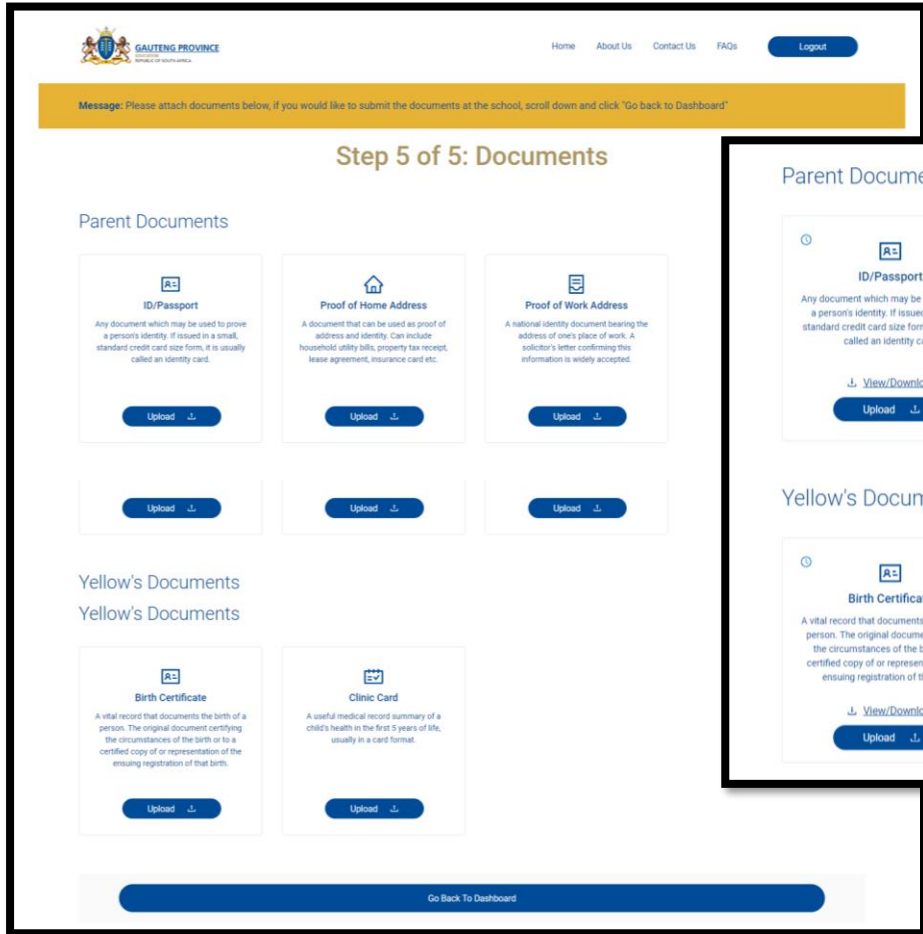
Once the application is submitted, a **Thank You** confirmation note is displayed with the Reference No. and the name of school applied to, for the learner application. **This does not mean your application is successful. It only confirms that your application has been submitted.**

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

Uploading and Replacing documents for submission



GAUTENG PROVINCE
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs Logout

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

Step 5 of 5: Documents

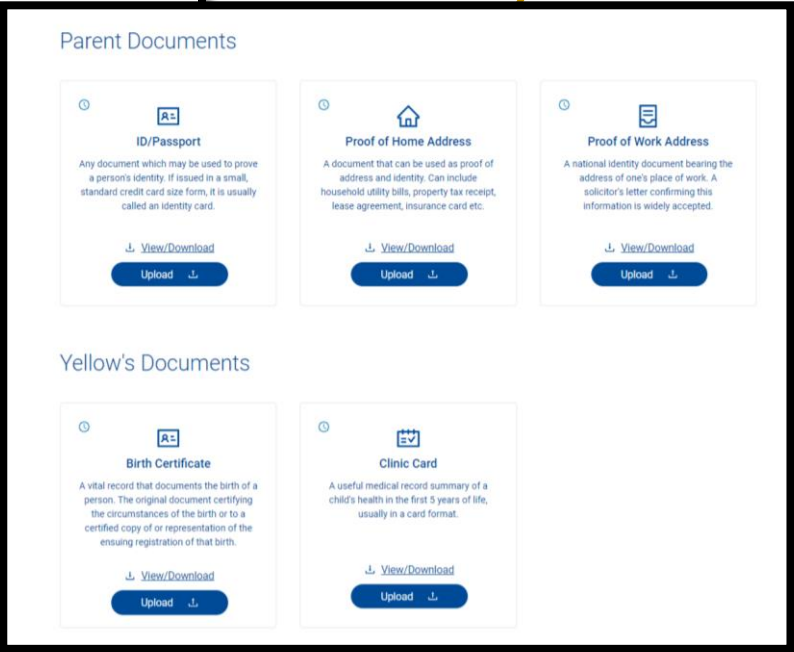
Parent Documents

- 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.
[Upload](#)
- 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.
[Upload](#)
- 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.
[Upload](#)

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.
[Upload](#)
- Clinic Card**
A useful medical record summary of a child's health in the first 5 years of life, usually in a card format.
[Upload](#)

[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.
[View/Download](#)
[Upload](#)
- 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.
[View/Download](#)
[Upload](#)
- 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.
[View/Download](#)
[Upload](#)

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.
[View/Download](#)
[Upload](#)
- Clinic Card**
A useful medical record summary of a child's health in the first 5 years of life, usually in a card format.
[View/Download](#)
[Upload](#)

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

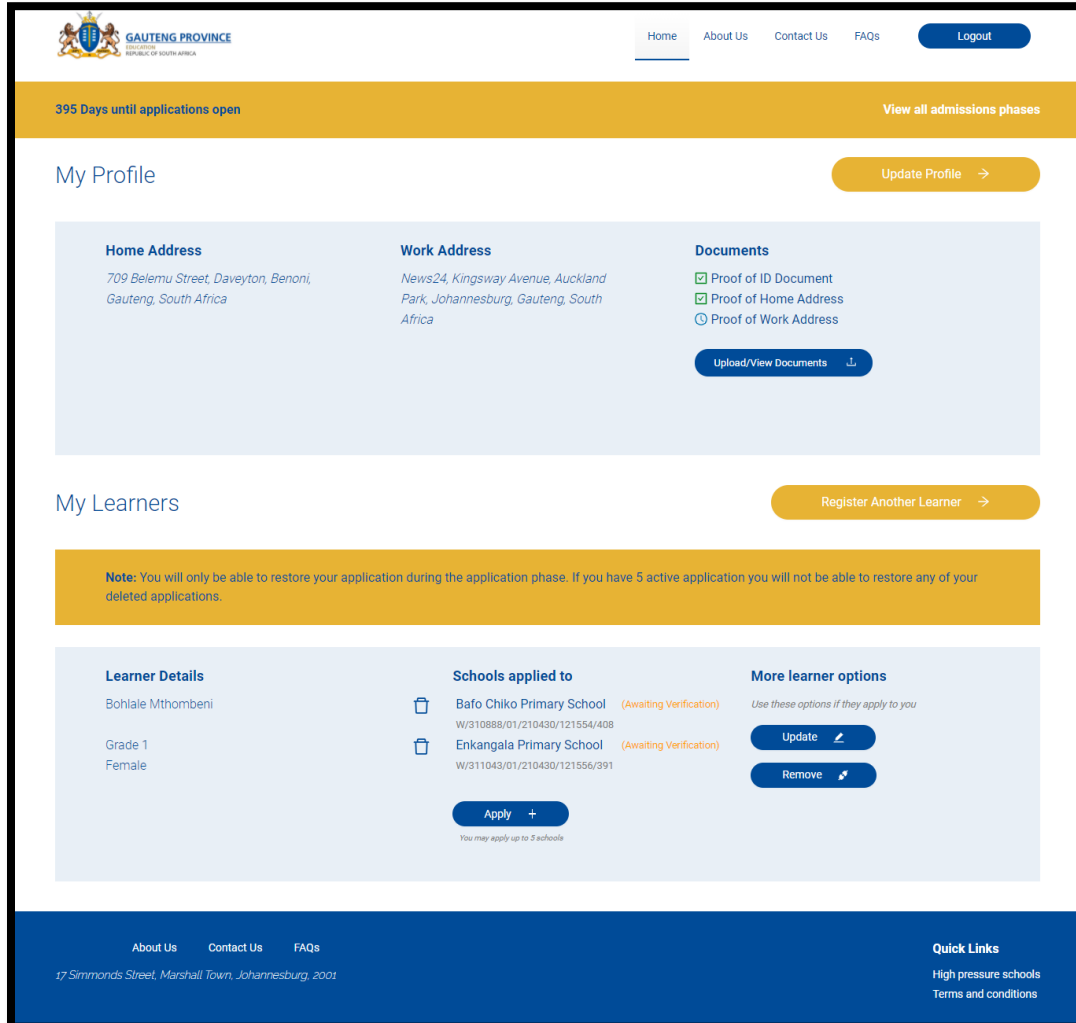
Note: Parents may submit hard copies of the following documents to all the schools applied to.

- 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,
- Clinic/Vaccination/Immunisation card

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

APPLICATION PROFILE PAGE

Updated Application Information



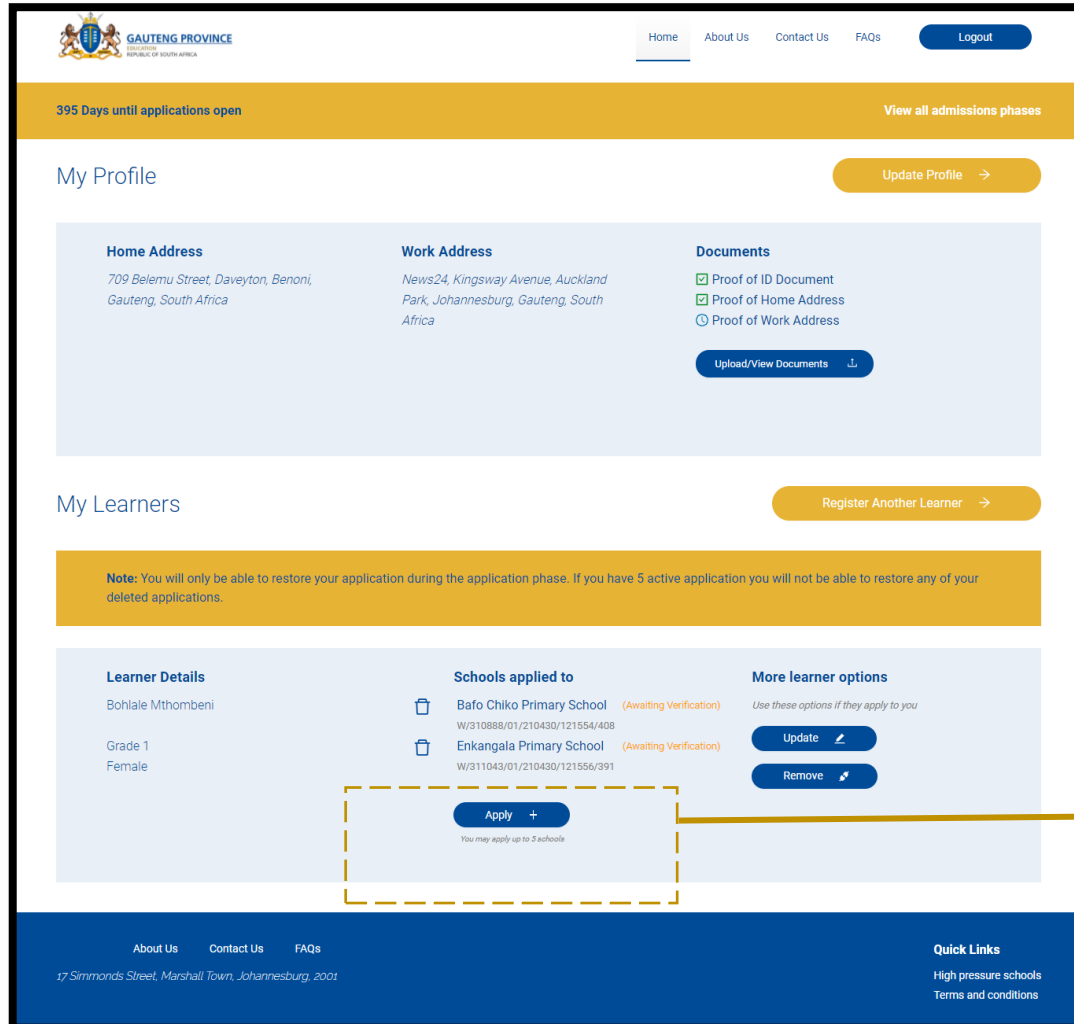
The screenshot shows the 'My Profile' page of the Gauteng Provincial Government application system. At the top, there is a navigation bar with 'Home', 'About Us', 'Contact Us', 'FAQs', and a 'Logout' button. Below the navigation bar, a yellow banner indicates '395 Days until applications open' and a link to 'View all admissions phases'. The main content area is titled 'My Profile' and includes an 'Update Profile' button. Underneath, there are 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 is an 'Upload/View Documents' button. The 'My Learners' section has a 'Register Another Learner' button and a note: '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 'Learner Details' section shows 'Bohiale Mthombeni', 'Grade 1', and 'Female'. The 'Schools applied to' section lists '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 will apply once documents are submitted and verified

APPLICATION PROFILE PAGE

19. Updated Application Information

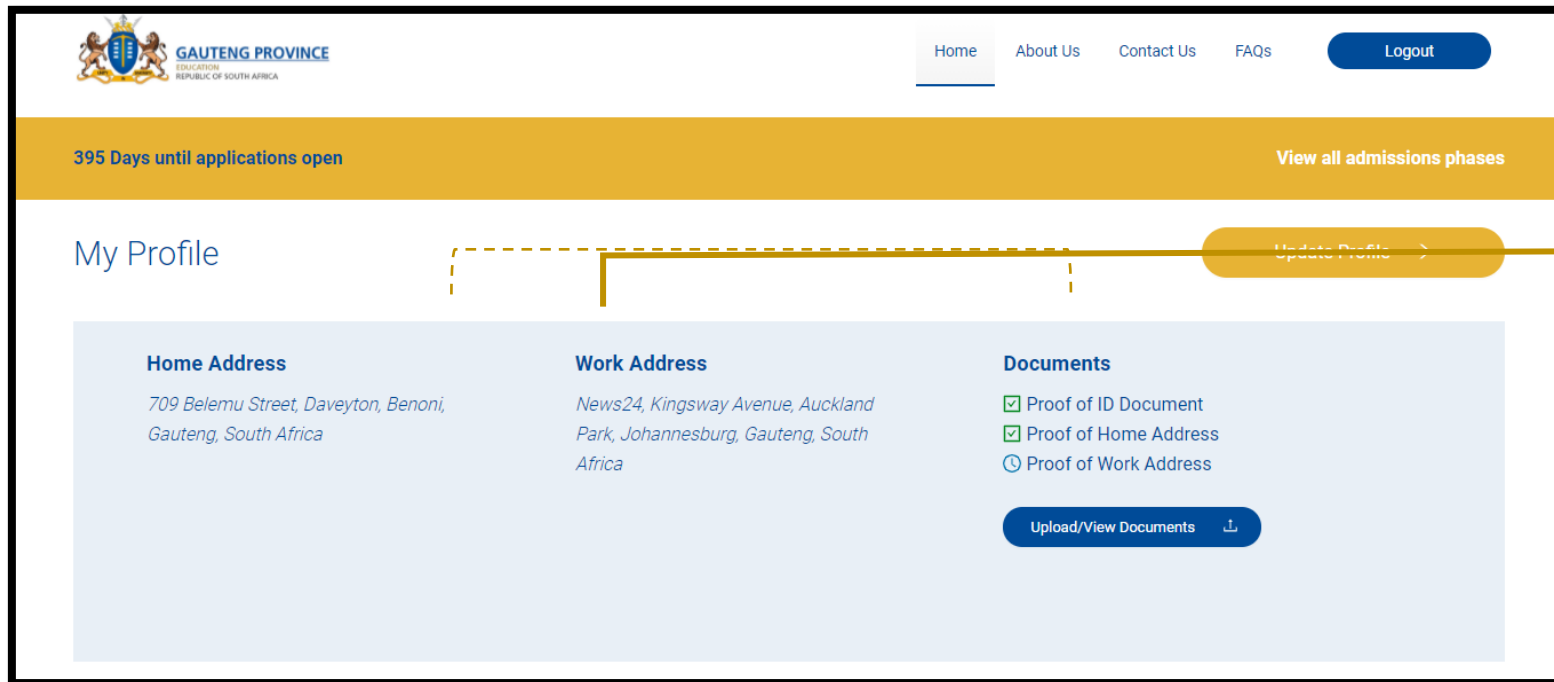


The screenshot shows the 'My Profile' page on the Gauteng Province website. At the top, there is a navigation bar with 'Home', 'About Us', 'Contact Us', 'FAQs', and a 'Logout' button. Below the navigation bar, a yellow banner indicates '395 Days until applications open' and a link to 'View all admissions 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 is an 'Upload/View Documents' button. The 'My Learners' section includes a 'Register Another Learner' button and a note about application restoration. The 'Learner Details' section shows 'Bohlaie Mthombeni' (Grade 1, Female). The 'Schools applied to' section lists 'Bafo Chiko Primary School' and 'Enkangala Primary School', both with 'Awaiting Verification' status. The 'More learner options' section includes 'Update' and 'Remove' buttons. A dashed yellow box highlights the 'Apply +' button, which is linked to a callout box. 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

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 features an 'Update Profile' button. The profile information is 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.

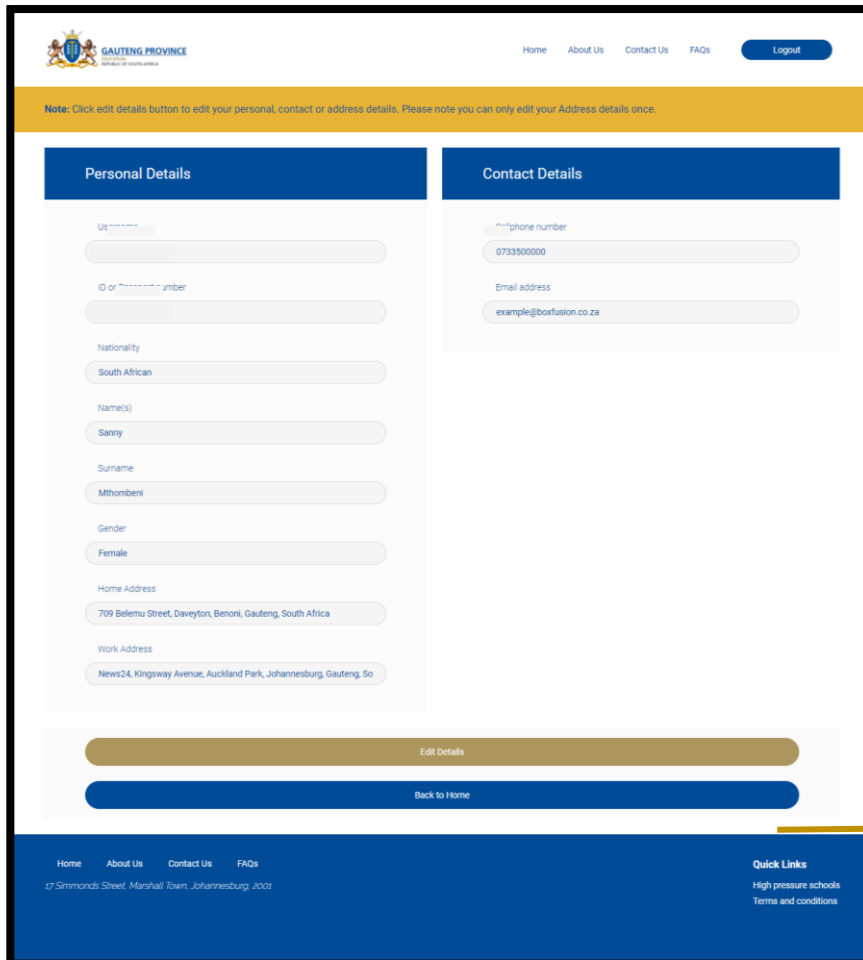
The Application Profile page has a **“My Profile”** section providing the following:

- 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

View your Profile Details



The screenshot shows a web interface for a parent profile. At the top left is the Gauteng Provincial Government logo. To the right are navigation links: Home, About Us, Contact Us, FAQs, and a Logout button. Below the navigation is a yellow banner with a note: "Note: Click edit details button to edit your personal, contact or address details. Please note you can only edit your Address details once." The main content area is divided into two columns: "Personal Details" and "Contact Details".

Personal Details:

- Us: [Input field]
- ID or [Input field]
- Nationality: South African
- Name(s): Sany
- Surname: Mthombeni
- Gender: Female
- Home Address: 709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa
- Work Address: News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, So

Contact Details:

- Phone number: 0733500000
- Email address: example@boifusion.co.za

At the bottom of the form are two buttons: "Edit Details" (highlighted in gold) and "Back to Home". The footer contains navigation links (Home, About Us, Contact Us, FAQs), the address "17 Simmonds Street, Marshall Town, Johannesburg, 2001", and "Quick Links" for "High pressure schools" and "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

| | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Bafo Chiko Primary School (Awaiting Verification) W/310888/01/210430/121554/408 | Use these options if they apply to you Update  Remove  |
|  | Enkangala Primary School (Awaiting Verification) W/311043/01/210430/121556/391 | |



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**

Schools applied to

| | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|  | Bafo Chiko Primary School (Deleted By Parent) W/310888/01/210430/121554/408 |
|  | Enkangala Primary School (Deleted By Parent) W/311043/01/210430/121556/391 |

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

CONTACT SUPPORT



The screenshot shows the website's navigation menu with links for Home, About Us, Contact Us, FAQs, Register, and Login. A search bar is present with the placeholder text 'Type your address here'. The main banner features the text '2021 School Admissions Applications For Grade 1 and Grade 8' and a 'Register' button. A notification box states 'Support Team Unavailable' and provides contact information: 'The support team is not currently online. If you need some assistance you may also contact email us at gdeinfo@gauteng.gov.za or call us at 0800 000 789 or 011 355 0000.'

Contact the Helpdesk and Support Team:

Email: gdeinfo@gauteng.gov.za

Support No: 0800 000 789

011 355 0000

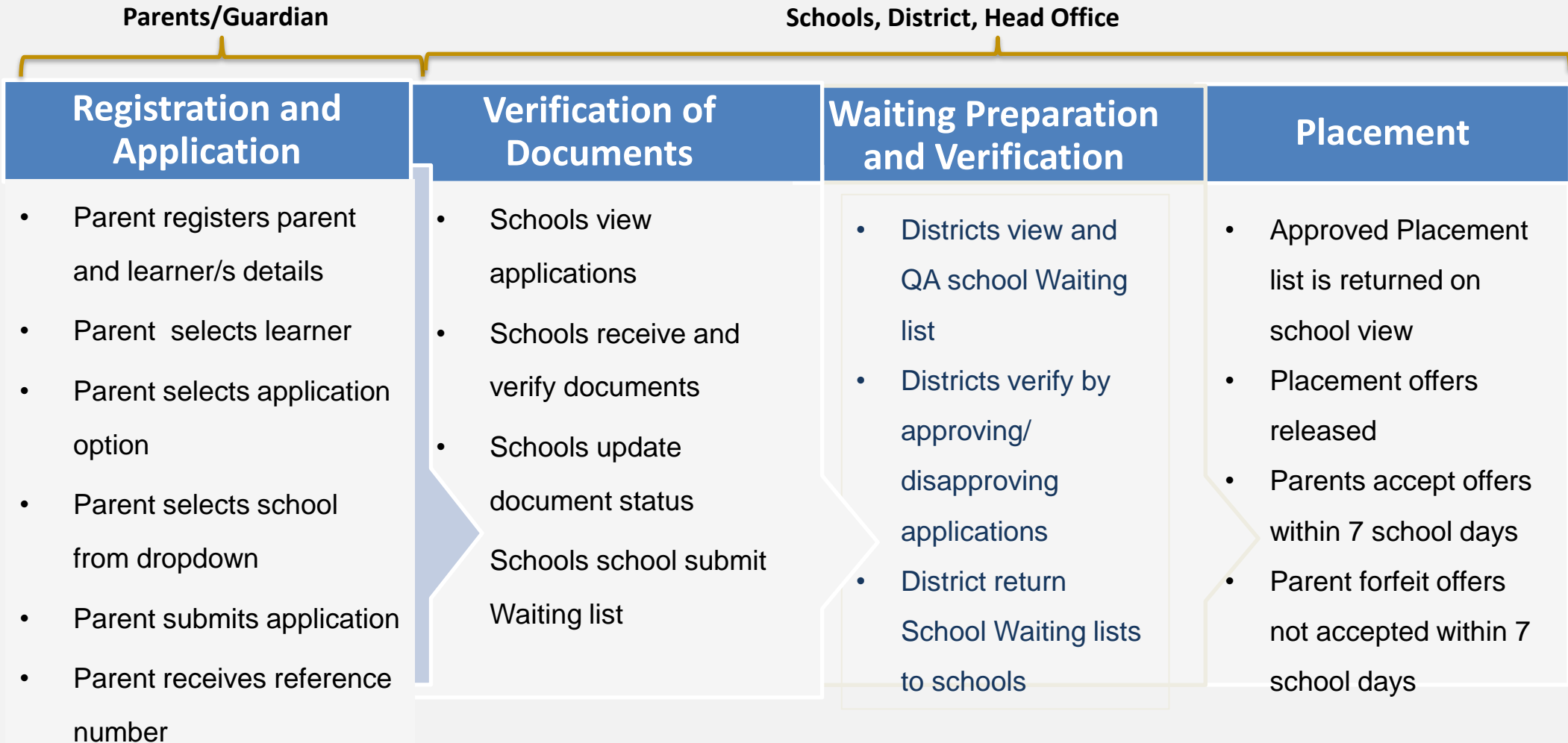
For District Contact details, click on Contact Us

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





GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

Thank you