



**ONLINE
ADMISSIONS
APPLICATION
USER GUIDE FOR
PARENTS**

2027

**LEARNER
INTAKE**

ADMISSION MANAGEMENT PLAN 2026/2027

APPLICATION PERIOD GRADE 1 & 8 LEARNERS (05 AUGUST 2026 – 04 SEPTEMBER 2026)

1	Online applications for 2027 Learner admission starts on <u>05 August 2026 at 08:00 and ends on 04 September at 24:00</u> (Regulation 5 (1))	Parents	05 August 2026 – 04 September 2026 [21 School Days and 1 Public Holiday]
2	Parents upload or submit supporting documents to all schools applied to within 7 days after application up to <u>11 September 2026</u>	Parents	05 August 2026 – 11 September 2026 [26 Days and 1 Public Holiday]
3	Schools verify documents, provide parents with proof of receipt of documents and update applicant's status on the System	School Principals	05 August 2026 – 18 September 2026 [31 Days and 1 Public Holiday]

WAITING AND PLACEMENT LIST PREPARATION (SCHOOLS) (05 AUGUST 2026 – 13 OCTOBER 2026)

4	Schools submit electronically signed off Online Waiting List indicating successful and unsuccessful applicants based on document verification to District Director for approval	School Principal	16 September 2026 – 18 September 2026 [3 School Days]
5	District Directors quality assure School Waiting Lists in line with admissions criteria and available space and electronically signs off Waiting Lists	District Director	16 September 2026 – 09 October 2026 [17 Days]
6	Provincial office quality assure Placement Lists in line with admissions criteria and available space	Provincial Office Director: Public Ordinary Schools	16 September 2026 – 09 October 2026 [17 Days]
7	Schools receive electronically signed off Placement Lists from District Director to view and accept before placement	School Principals	12 -14 October 2026 [3 Days]
8	Schools confirm Placement Lists in consultation with Districts	School Principals	12 -14 October 2026 [3 Days]

ADMISSION MANAGEMENT PLAN 2026/2027

OFFERS OF PLACEMENT (15 OCTOBER 2026 – 30 OCTOBER 2026)

1	Electronic messages (offers of placement) to parents (SMS) indicating successful and unsuccessful applications – Regulation 5 (5) (a) and (c)	School Principal	15 October 2026 – 30 October 2026 [11 Days]
2	Parents accept/reject placement offers (Within 7 school days) – Regulation 5 (5) (b)	Parents	15 October 2026 – 30 October 2026 [11 Days]

TRANSFER OFFERS OF PLACEMENT (02 NOVEMBER 2026 until all Learners are placed)

1	District Director places all unplaced applicants who applied within the application period in schools with available spaces – Regulation 5 (6)	District Director	02 November 2026 – until all Learners are placed
2	All learners who applied during the application period must be placed – Regulation 5 (6)	Head of Department	Until all Learners are placed

PLACEMENT OF INCOMPLETE APPLICATIONS AND LATE APPLICATIONS (23 NOVEMBER 2026 - until all Learners are placed)

1	Incomplete Applications: All applicants who have not submitted proof of residence which could not be confirmed must select a school with available space for final placement OR reapply during Late Application Period	Parents	23 November 2026 – 4 December 2026 until all Learners are placed
2	Late Applications: All Parents who have not applied must select a school with available space for final placement	Parents	4 December 2026 until all Learners are placed

2027 ONLINE ADMISSION APPLICATION PERIOD



During the application period, applicants will be required to create login credentials (username and password) which they will use to access the Online Admissions System



Once applicants have gained access to the System, they **MUST BEGIN** with the Registration process and ensure to follow each Application step correctly

IMPORTANCE OF CELLPHONE NUMBER

- **NB:** Applicants must provide **ONE reliable and correct cellphone number** when registering in order to receive important SMS notifications and updates regarding their application
- Every step of the application process **will be confirmed via SMS** for security and verification purposes
- Applicants are **discouraged from using internet cafés** to avoid errors. Instead, please go to any School, District Office or use one of the 80 Decentralised Walk-in Centres for assistance
- Note that the Department does **NOT charge a fee** when assisting parents to submit applications

5 STEP APPLICATION PROCESS

When applying for Grade 1 and/or Grade 8 during the 2027 GDE Online Admissions application process, **parents MUST complete the following 5 Step Application Process to submit a complete application:**

STEP 1	Register Parent/Guardian Details
STEP 2	Register Home Address Details
STEP 3	Register Learner Details
STEP 4	Apply to a <u>Maximum</u> of Five (5) Schools
STEP 5	Uploading Documents to System or Submitting Documents at Schools (<u>Within 7 school Days of Applying</u>)

5 STEP APPLICATION PROCESS

- Applicants **MUST** ensure that they complete the full **5 Step application process**
- Applicants who have Registered their details without Applying to any school, will not be considered for placement
- Accordingly, there will be weekly pop-up messages on the System and SMS notifications sent to registered applicants as reminders to complete their application
- Applicants must ensure that they respond to the SMS when required to do so. If not sure, they can visit the offices of the department for clarity

5 STEP APPLICATION PROCESS

- Parents are encouraged to use **home address within school feeder zone application option** to see schools with feeder zones that cover the parent's home address
- To increase the chances of placement closer to the parent's home address, parents should **select schools with feeder zones that cover the parent's home address**
- Parents are encouraged to apply to a **minimum of 3 schools** and a **maximum of 5 schools** for each learner
- Parents cannot make more than one application for one learner to the same school
- Parents must remember to **read and accept the Terms and Conditions**

LANGUAGE OF TEACHING AND LEARNING

GRADE 1:

- Parents to **select preferred Language of Learning and Teaching** from a list of 11 official languages
- System to queue learners for placement at schools that offer preferred Languages selected by parents

LANGUAGE OF TEACHING AND LEARNING

GRADE 8:

- System will prompt applicants to select Language of Learning and Teaching (LOLT), Home Languages and Additional Languages per application
- The selected Language of Learning and Teaching (LOLT), Home Languages and Additional Languages **must be the same as these languages in the learner's Grade 7 School Report**
- Schools will **verify** Languages on Learner Grade 7 Report

DOCUMENTS REQUIRED



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DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

1. Parent and Child ID or Passport
2. Refugee Permit
3. Asylum Seeker Permit
4. Permanent Residence Permit
5. Study Permit
6. Your South African Birth Certificate
7. Proof of Home Address
8. Proof of Work Address
9. Latest Grade 7 School Report (**Grade 8 applicants only**)
10. Clinic Card/Immunisation Report (**Grade 1 applicants only**)

DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

All required documents must either be:

Uploaded online onto the Online Admissions System

- Each required document **MUST BE UPLOADED ONCE**, and it will be viewed by all schools selected by applicants
- Parents who uploaded documents online will receive an SMS notification to acknowledge the upload of their documents
- When uploading online, please ensure all documents are **certified** and comply to the **document format and size required** (example: PDF 10MB File Size Max)

OR

Submitted physically at schools selected during application process

- Documents that are submitted to schools physically **must be submitted to all schools selected by applicants**
- Parents who submitted documents physically will receive a stamped slip from the school to acknowledge the submission of documents
- When submitting physically, please ensure all documents are **certified and accurate**

DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

- Parents and guardians must ensure that **the information on the documents they provide matches the information they enter onto the System** when applying
- When uploading online, please pay attention to the document format and size required (example: PDF 10MB File Size Max)
- Parents and guardians are once again reminded that they **must either upload their documents or submit them physically to schools applied for**

DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

- All documents must be submitted within 7 days of applying
- Constant System alerts on parent profile and SMS notifications will be sent to parents to submit or upload documents within 7 days
- Applications without a valid Proof of Home Address will be considered **INCOMPLETE**
- During the Application Period, consistent reminders will be sent to applicants with **INCOMPLETE APPLICATIONS** to submit outstanding documents within 7 days
- 7 Days after the Application Period, all Applicants with Incomplete Applications are informed via SMS and a message on their profile, that their applications are not valid

PROOF OF HOME ADDRESS



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PROOF OF HOME ADDRESS

- **Proof of Home Address is the most important document when applying**
- **Placement is confirmed on whether the school could verify the details of the Proof of Home Address**
- **Proof of Home Address that applicants upload or submit should have details that match those entered by applicants on the System**
- **Parents are urged to submit additional information relating to proof address as requested by schools**

PROOF OF HOME ADDRESS

- **PLEASE** do not submit fraudulent Proof of Home Address as schools have systems to verify such documents
- Given the rate of fraudulent Proofs of Home Addresses submitted in the previous years of the Online Admissions Application, some schools resorted to visiting applicants in person to verify their addresses
- The GDE is in support of this action as it curbs the application of parents who seek to gain unfair entry into the system and schools, which defeats the purpose of the system being equitable for all parents

DOCUMENTS TO CONFIRM PROOF OF HOME ADDRESS

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

Homeowners:

1. Municipal account not older than 3 months in the name of the applicant parent bearing the full residential address

Tenants / renters: **ALL** the following documents:

1. Municipal account not older than 3 months in the name of the landlord (homeowner) bearing the full physical residential address; **and**
2. The following documents:
 - a) Landlord's ID; **and**
 - b) Lease agreement signed by landlord and tenant, not older than 3 months bearing the full physical residential address; **and**
 - c) Rental Payment slip with full physical residential address not older than 3 months; **and**
 - d) Statement of any account in the name of the applicant parent bearing the full physical residential address

SCHOOL AVAILABILITY

- **All schools will remain open and accessible on the System for applications during the Application Period**
- **This means no school will disappear from the System during the application period**
- **Parents are discouraged from applying to less than 3 schools.**
- **NB: Placement will be based on Placement criteria and availability of spaces in line with school capacity**

VERIFICATION OF DOCUMENTS

- The System will prompt schools *to verify and update ALL* document status whether uploaded online or submitted physically
- SMS notifications will be sent to parents to acknowledge submission and verification of documents
- During and up to 7 days after the end of the Application Period, schools will receive an auto alert each time applicants upload new documents
- The System will highlight all uploaded and physically submitted documents for schools to verify
- The System will also generate a report indicating the number of unverified documents per School on the School, District and Provincial Dashboard

PLACEMENT CRITERIA

When the parent applies to a school for their child, it is **critical to remember that the following criteria is considered in order of priority below:**

- 1 Home address within the school's feeder zone closest to the school
- 2 Sibling/previous schools
- 3 Work address within school's feeder zone
- 4 Home address within 30km radius
- 5 Home address beyond 30km radius

PLACEMENT PERIOD

SMSs with Placement Offers will be sent to parents from

15 October 2026

The placement period will continue until the very last learner is placed

ADMISSIONS PROCESS SUMMARY

Parents		Schools, District, Head Office	
Registration and Application	Verification of Documents	Waiting Preparation and Verification	Placement
- 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	- Schools view applications - Schools receive and verify documents - Schools update document status - Schools submit Waiting list	- Districts view and QA school Waiting list - Districts verify by approving/disapproving applications - District return School Waiting lists to schools	- Approved Placement list is returned on school view - Placement offers released - Parents accept offers within 7 days - Parent forfeit offers not accepted within 7 days

FURTHER INFORMATION



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APPLICATIONS TO OTHER GRADES

- Parents and guardians who wish to apply to for **Grade R, Grade 2-7 and Grade 9 – 12** at a Public School in Gauteng for the 2027 Academic Year **MUST apply directly at t heir identified school(s)** and not on the GDE Online Admission System
- Parents with learners in grade **2 – 7 and grade 9 – 12 in 2026 are urged** to keep their children in schools where they are already enrolled
- Only parents and guardians who are relocating may apply directly to their identified schools within feeder zones that cover their home addresses



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