



Step-by-step guide

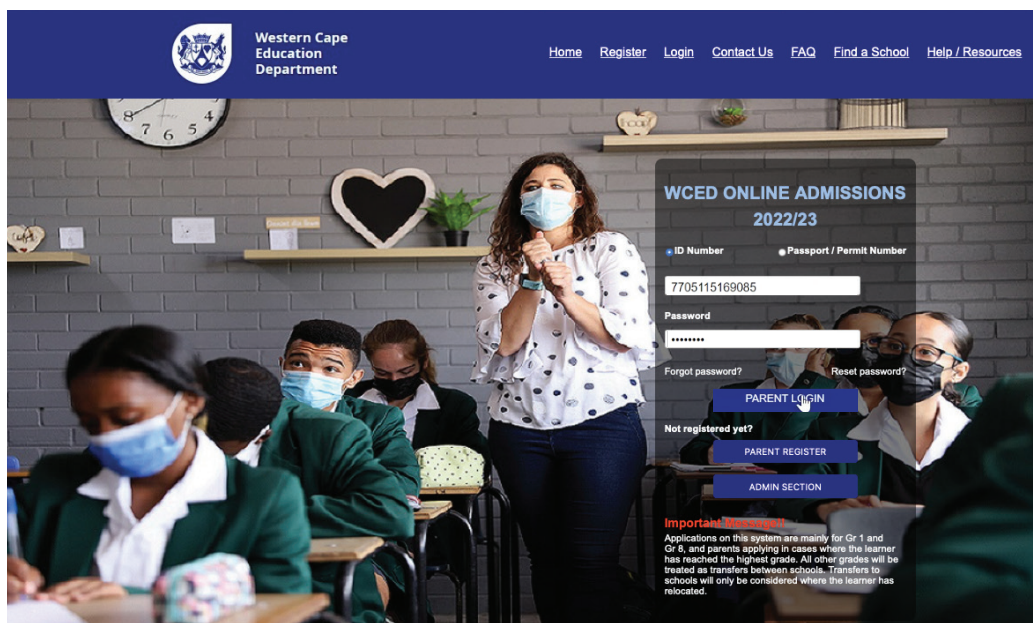
How to apply to schools

Before you begin, have the following at hand to make the process easier:

- Your ID and password
- Cellphone number and e-mail address
- Alternate person with contact details in the event that you are not available.
- Scanned documents (labelled according to each document):
 - ☐ The last official school Report Card | Results of the learner, for learners who have been to school
 - ☐ ID | Birth certificate | passport of the learner; OR
 - ☐ Study permit (foreign learners); OR
 - ☐ Proof of application (study permit) or police affidavit
 - ☐ Immunisation card (Road to Health Chart) for Primary Schools only
 - ☐ Proof of residence

1

- Return to the **Admissions Login screen**.
- Enter your ID and password.
- Select **Parent Login**.

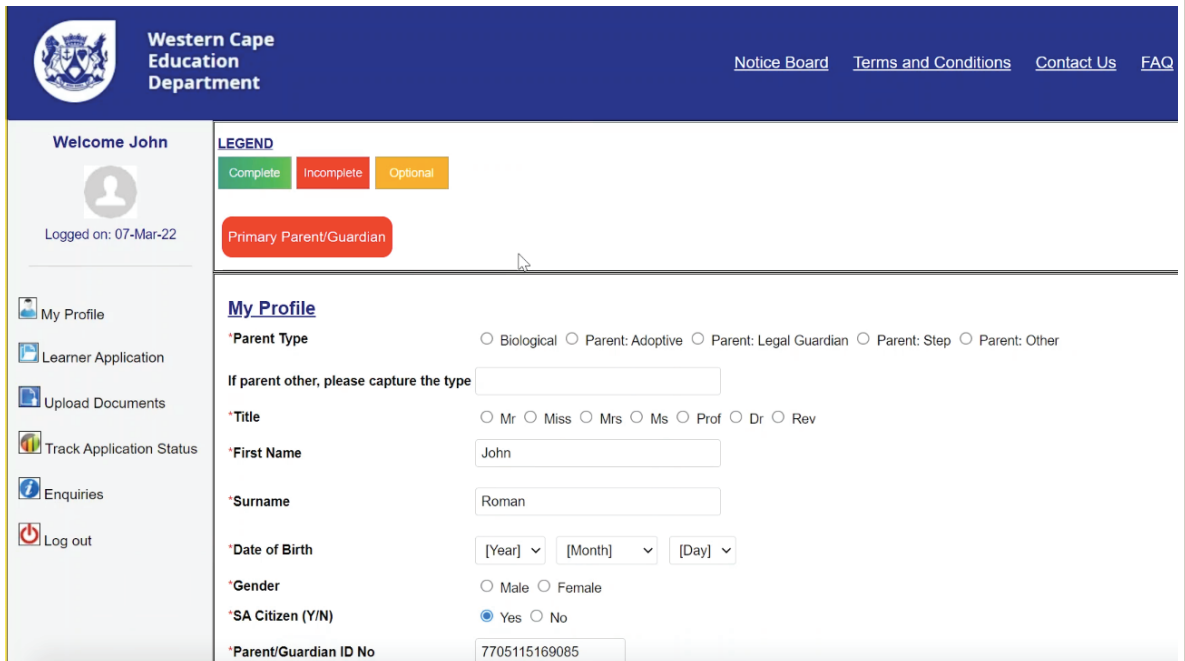


2

- Use the options on the left hand side to view:

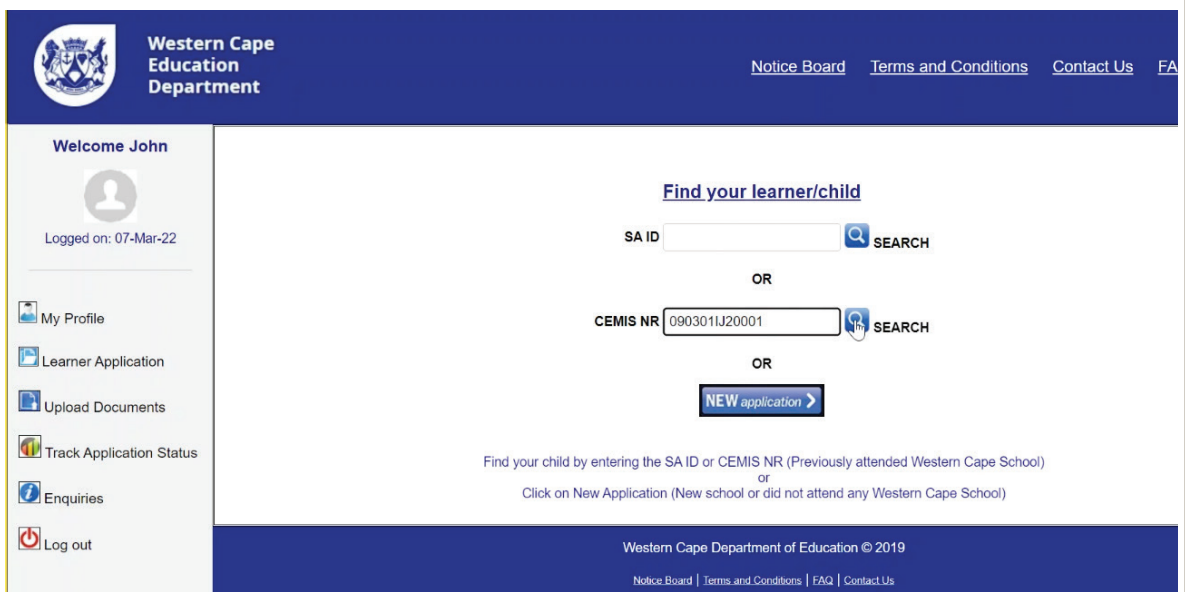
- ☐ Your profile;
- ☐ Learner application;
- ☐ Uploaded documents;
- ☐ Track your application status; and
- ☐ Submit your enquiries.

- Capture the **Primary Parent's** information.
- Add your **cellphone number**. If you have an **e-mail address** include this as you will be notified using both channels.
- The legend at the top changes colour as each section is **completed**.
- Select **Save and Return**.



3

- Learner already attending school: Enter the **CEMIS number** and click **Search**.
- Select **New application** if you are applying for Grade 1.



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Step 1: Learner Profile

- Capture all the learner's information.
- Select **Save and Next**.

Western Cape Education Department

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Welcome John

 Logged on: 07-Mar-22

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LEGEND
 0% Complete 100% Incomplete Optional

Step 1: Learner Profile → Step 2: Required Grade → Step 3: School Programmes → Step 4: Select schools → Step 5: Select subjects → Upload → Final Step: Summary Submission

Learner Profile

*First Name

Second Name

*Surname

*Date of Birth

*Population Group ☐ Black/African ☐ Coloured ☐ Indian/Asian ☐ White

*Gender ☐ Male ☐ Female

*SA Citizen (Y/N) ☒ Yes ☐ No

*ID Number

*Passport/Permit number

*Same as Primary parent Address ☐ Yes ☐ No
(If No, Please complete the below address)

*Address Type ☐ Street ☐ Flat ☐ Farm ☐ Plot

*Address No

Street Name

Building/ Complex/ Block/ Apartment Name

*Town

*Suburb

Postal Code (Post code will be completed automatically)

SAVE AND NEXT

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Step 2: Required Grade

- Provide all the information required.
- Select **Save and Next**.

Step 1: Learner Profile → Step 2: Required Grade → Step 3: School Programmes → Step 4: Select schools → Upload → Final Step: Summary / Submission

Required Grade

Last school and grade attended in Western Cape: Turfhall Primary School - GR7

*Reason for application to another school?

*Required Grade

*Required Language (Learning and Teaching) ☐ Afrikaans ☒ English

*First time Registration in Western Cape ☐ Yes ☒ No

*Do you wish to apply for hostel accommodation? ☐ Yes ☒ No

*Do you wish to apply for learner transport? ☐ Yes ☒ No
(Applicable to mainly rural areas at schools using the WCED learner transport schemes)

Please Note: Ticking YES does not mean that the learner will get access to hostel accommodation or learner transport.

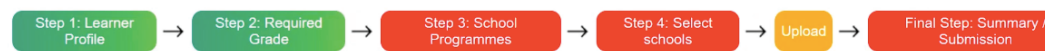
SAVE AND NEXT

Step 3: School Programmes

- Provide all the information required.
- Select **Save and Next**.

LEGEND

40% Complete 60% Incomplete Optional



School Programmes

* Select item/s on the left side. Use arrow to move selection into the box on the right. Click on **SAVE AND RETURN** below to save the selected items.

***Does the learner play or participate in any sport?**

Aquatics Athletics (Track And Field) Basketball Chess Cricket Cross Country Dance Diving Does Not Participate Drum Majorettes	Action Cricket Baseball
--	----------------------------

***Does the learner play or participate in any cultural programmes?**

Business Society Catering Club Christian Union Craft Club Cultural Society Debating Society Does Not Participate Drama (Performing) Eco-Action Club Environmental Club Fashion	Choir Dance
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***Has the learner held any leadership position at school?**

Class Monitor Deputy Head Boy Grade Monitor Head Boy Head Girl Moot Court Participant No Leadership Position Peer Mentor Prefect Presidents Award	Deputy Head Girl
--	------------------

Sports awards achieved? SA Colours in Baseball

Type of instrument played?

<input type="checkbox"/> Accordion	<input type="checkbox"/> African drum	<input type="checkbox"/> Aeolian harp	<input type="checkbox"/> Bass drum	<input type="checkbox"/> Bongo drum	<input type="checkbox"/> Banjo
<input type="checkbox"/> Bassoon	<input type="checkbox"/> Bagpipes	<input type="checkbox"/> Bariton	<input type="checkbox"/> Bass	<input type="checkbox"/> Bouzouki	<input type="checkbox"/> Cello
<input type="checkbox"/> Contralto	<input type="checkbox"/> Double bass	<input type="checkbox"/> Djembe (African)	<input type="checkbox"/> Cora (African)	<input type="checkbox"/> Ektara (Indian)	<input type="checkbox"/> Euphonium
<input type="checkbox"/> Flute	<input type="checkbox"/> Glass marimba	<input checked="" type="checkbox"/> Guitar	<input type="checkbox"/> Harp	<input type="checkbox"/> Harpsichord	<input type="checkbox"/> 5 octave keyboard
<input type="checkbox"/> Marimba	<input type="checkbox"/> Mandolin	<input type="checkbox"/> Mbela (African)	<input type="checkbox"/> Mbira (African)	<input type="checkbox"/> Mezzo Soprano	<input type="checkbox"/> Metallophone
<input type="checkbox"/> Oboe	<input type="checkbox"/> Organ	<input type="checkbox"/> Piccolo	<input checked="" type="checkbox"/> Piano	<input type="checkbox"/> Pan pipes	<input type="checkbox"/> Recorder
<input type="checkbox"/> Sabar (African)	<input type="checkbox"/> Snare drum	<input type="checkbox"/> Soprano	<input type="checkbox"/> Sarrusophone	<input type="checkbox"/> Sitar (Indian)	<input type="checkbox"/> Saxophone
<input type="checkbox"/> Tarogato	<input type="checkbox"/> Tabla (Indian)	<input type="checkbox"/> Tenor	<input type="checkbox"/> Trumpet	<input type="checkbox"/> Trombone	<input type="checkbox"/> Tavil (Indian)
<input type="checkbox"/> Violin	<input type="checkbox"/> Vibraphone	<input type="checkbox"/> Vichitra vina (Indian)	<input type="checkbox"/> Washint (African)	<input type="checkbox"/> Xylophone	<input type="checkbox"/> Zither

Level of music participation? Level 1

SAVE AND NEXT

Step 4: Select Schools

- Read the **criteria** before selecting schools.
- Select the school from the **School Selection list**. Apply to at least 3 schools.
- Select **Add School**.

LEGEND

60% Complete 40% Incomplete Optional



Select schools

Please read the criteria before adding any schools.

* Focus schools such as Mathematics and Science, Arts, Commerce and Technical schools have special admission criteria.
 * Check the admission policy of the school.
 * The order of priority is very important: In the case that the learner is accepted at more than one school that the parent has applied for, and the parent does not make a final decision and confirm with the school of choice by 17 June 2022, the first choice will be activated automatically and all other successful applications removed in order resolve learners blocking places at schools.
 * Siblings at schools: Do you have any attending the same school
 * Supporting documentation must be submitted to ALL the SELECTED SCHOOLS.
 * Please be advised that schools apply their own admission policy and criteria. The WCED cannot guarantee a place at any school of choice.

hide and show

Please note: If the school name does not appear in the list below the school either does not offer the grade you require or the learner is currently in the school.

Search (optional): ☐ School Name ☐ Town & Suburb

Schools Selection
A.Z. Berman High School - (Tafelsig)
Albert Myburgh Sekondêre Skool - (Bredasdorp)
Albertinia Hoërskool - (Albertinia)
Alexander Sinton Sekondêre - (Belgravia)
Aloe Secondary School - (Lentegeur)
Alpha Primêre Skool - (Morningstar)
Apex High School - (Blue Downs Cbd)
Arcadia Senior Sekondêre Skool - (Bonteheuwel)
Ashbury Primêre Skool - (Ashbury)
Ashton Public Combined School - (Zolani)
Ashton Sekondêre Skool - (Ashton)
Athlone Secondary School - (Silvertown)

ADD SCHOOL

Please ensure that the school order of preference is correct. If not [Click here](#)

Sibling(s): Two or more children or offspring having one or both parents in common (a brother or sister or stepbrother or stepsister.) A person with no siblings is an only child.

Schools Order of Preference						
#	School	School Suburb	District	More than 1 learner applying to same school	Add Sibling at school	Remove School
1.	Alexander Sinton Secondary	Belgravia	Metro Central	No		0
2.	Athlone Secondary School	Silvertown	Metro Central	No		0
3.	Belgravia Secondary	Belgravia	Metro Central	No		0
4.	Bridgetown Secondary	Bridgetown	Metro Central	No		0

NEXT

The message below appears **after adding each school**.

LEGEND

60% Complete 40% Incomplete Optional



*Are you applying for more than 1 learner to attend this school (Alexander Sinton Secondary)?

☐ Yes ☒ No

SAVE

CANCEL









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Step 4: Select Schools | Sorting schools in order of preference


- Select **Click here**.
- Select school name and move to the position using the blue arrows.
- Select **Save**.


Please ensure that the school order of preference is correct. If not [Click here](#)

Sibling(s): Two or more children or offspring having one or both parents in common (a brother or sister or stepbrother or stepsister.) A person with no siblings is an only child.



Schools Order of Preference						
#	School	School Suburb	District	More than 1 learner applying to same school	Add Sibling at school	Remove School
1.	Alexander Sinton Secondary	Belgravia	Metro Central	No		0 
2.	Athlone Secondary School	Silvertown	Metro Central	No		0 
3.	Belgravia Secondary	Belgravia	Metro Central	No		0 
4.	Bridgetown Secondary	Bridgetown	Metro Central	No		0 

NEXT



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Choose Order Of Preference
 1 Alexander Sinton Secondary
 2 Athlone Secondary School
 3 Belgravia Secondary
 4 Bridgetown Secondary
 
SAVE **CANCEL**

- Answer the question in the pop up screen.
- Select **OK** if you are happy with the order.

Welcome John

 Logged on: 07-Mar-22

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ADD SCHOOL

admissions.westerncape.gov.za says
 Did you rank schools in the order of preference?
 If Yes, click OK

OK **Cancel**

Please ensure that the school order of preference is correct. If not [Click here](#)

Sibling(s): Two or more children or offspring having one or both parents in common (a brother or sister or stepbrother or stepsister.) A person with no siblings is an only child.

Schools Order of Preference						
#	School	School Suburb	District	More than 1 learner applying to same school	Add Sibling at school	Remove School
1.	Athlone Secondary School	Silvertown	Metro Central	No		0 
2.	Alexander Sinton Secondary	Belgravia	Metro Central	No		0 
3.	Belgravia Secondary	Belgravia	Metro Central	No		0 
4.	Bridgetown Secondary	Bridgetown	Metro Central	No		0 

NEXT

Add Siblings

- Select the sibling icon to **add a sibling at the school**.

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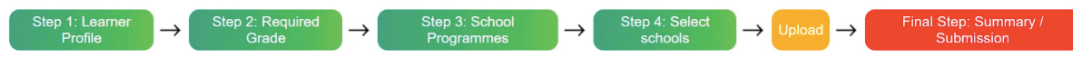
Add Siblings

- Enter the CEMIS number of the sibling. Select **Save**.

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Upload

- Select **Choose file** to select each document.
HINT: Ensure that the file name and document type correspond, e.g. Birth certificate of the learner >>> File name: **Birth Cert**
- Once you've selected all documents, Click on **Upload**.



Upload documents

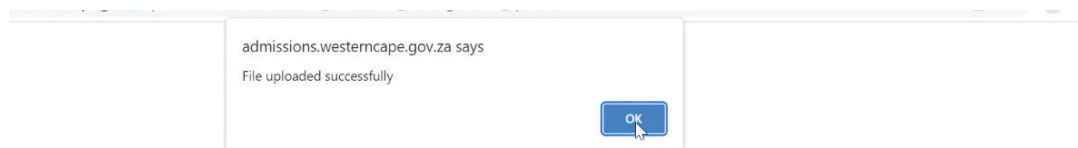
Upload requirements

- * Certified hard copies must be submitted to the school where the learner will be attending **within seven days of the parent confirming the place at the school**.
- * Allowed file types: .pdf, .jpg, .jpeg, .png, .doc, .docx or .gif
- * Maximum file size may not be more than 5 MB

Required

	Choose file	Name	Size	Remove
1. Birth Certificate Of The Learner	<input type="button" value="Choose File"/>	Birth cert.pdf		
2. A Study Permit Issued By The Dept. Of Home Affairs In The Case Of Foreign Learners	<input type="button" value="Choose File"/> No file chosen			
3. Or Proof Of Application To The Dept. Of Home Affairs	<input type="button" value="Choose File"/> No file chosen			
4. Immunisation Card (Road To Health Chart) Of The Learner (Primary Schools Only)	<input type="button" value="Choose File"/>	Immunisation.pdf		
5. The Last Official School Report Card / Results Of The Learner, If The Learner Attend A School	<input type="button" value="Choose File"/>	Report Card.pdf		
6. Proof Of Residence (Rates Account / Lease Agreement / An Affidavit Confirming Residence)	<input type="button" value="Choose File"/>	Residence.pdf		

- You will be alerted by a pop up message when the documents have been successfully uploaded.
- Select **OK**.
- The uploaded files will be appear below the **Name** column.
- Select **Next**.



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Final Step: Summary / Submission

- Summary of application: This is all your captured information.
- Declaration:** Acknowledgement that the certified documents will be submitted to the schools **within SEVEN days of the parent confirming the place** at the school.
- Select **Yes**.
- Select **Submit Application**.

Declaration

I, **John Roman**, declare that all the particulars supplied by me in this form are true, complete and correct. I accept that any incorrect or misleading information could lead to the cancellation of this application.

I UNDERSTAND THAT ALL CERTIFIED HARD COPIES MUST BE SUBMITTED PHYSICALLY TO THE SCHOOL WHERE THE LEARNER WILL BE ATTENDING WITHIN SEVEN DAYS OF THE PARENT CONFIRMING THE PLACE AT THE SCHOOL.

☒ YES

Once you click **SUBMIT** you will be **unable to change the application**.

Final Step: Summary / Submission

- Click on **Ok**.

Gender	Male	admissions.westerncape.gov.za says You are about to submit a 2023 Admission application for IMAAN JOHAADIEN. Once you click OK you will be unable to change the application.
South Africa Citizen	Yes	
ID Number	7705	
Passport Number		
Contact Number	0680	
Home Tel Number	0215	
Work Tel Number	0214	
Email Address	John	
Address Type	Street	<input type="button" value="OK"/> <input type="button" value="Cancel"/>

Confirmation of Submission

- Congratulations, your application has been submitted.
- You will receive correspondence via SMS and e-mail (if applicable).

Confirmation of Submission

PLEASE NOTE

- * The school may require additional information.
- * Contact the school beforehand to check their admission policy and requirements BEFORE submitting
- * Schools may NOT request any additional information that is NOT in line with the South African Schools Act (Act 84, 1996)

Please use your child CEMIS NR for reference purpose:
reff#: 090301IJ20001

The following certified documents must be submitted to the school **after a successful application**.

- 1.1 Birth certificate of the learner;
- 1.2 A study permit issued by Dept. of Home Affairs in case of foreign learners
- 1.3 Or proof of application to the Dept. of Home Affairs
- 1.4 Immunisation card (Road to Health Chart) of the learner;
- 1.5 The last official school Report Card / Results of the learner, if the learner attend a school
- 1.6 Proof of Residence (Rates account or an affidavit confirming residence)

If NOT, the application will be marked as an incomplete LATE application and the school will not process the application.

Thank you for applying

[click here to view](#)

Tracking and Printing of Submission

- Select **Click here to view**. Select the year of your application.

Track Application

Application Year:

Learner Details

Surname: Johaadien
 Name(s): Imaan
 Cemis Nr: 090301IJ20001
 Grade: GR8
 Date: 07-Mar-22

Do you want to change the learner details (only certain details)? [Click here](#)

PLEASE NOTE:

- * The system will only display the outcome of applications for parents from 27 May 2022. Parents will be informed of the outcome by e-mail and / or sms.
- * Contact the nearest district office to change the order of preference.
- * Reset button: **ONLY** click this button if you want to unconfirm your acceptance at the school.

SCHOOLS WHERE APPLICATION FOR 2023 WAS MADE

Order	School Name	School Type	School Telephone	Education District	Supporting documents received at school	Sibling(s) at School	Application Status	View / Print	Withdraw
1	Athlone Secondary School	Secondary School	(021) 6376930	Metro Central	No	0	Notify from 27 May 2022		
2	Alexander Sinton Secondary	Secondary School	(021) 6971350	Metro Central	No	0	Notify from 27 May 2022		
3	Belgravia Secondary	Secondary School	(021) 6965118	Metro Central	No	0	Notify from 27 May 2022		
4	Bridgetown Secondary	Secondary School	(021) 6371435	Metro Central	No	0	Notify from 27 May 2022		

Do want apply for another child / learner? [Click here](#)

* Please print and submit a copy of the application to the school within seven days of the parent confirming the place at the school. Keep a copy for your own records.

Do you want to add more schools? [Click here](#)

- Select the **View/Print icon** to print a copy of each application.
- Track your application using **Track Application Status**.

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Enquiries

- Use this to submit **ALL enquiries**.
- Message **must** include the **learner's details** as follows:
 - ☐ Name and Surname
 - ☐ Date of Birth
 - ☐ ID / Passport number
 - ☐ CEMIS

Enquiries

For any online enquiries, please complete the following

Name

Email Address

Cellphone Number

For any enquires please provide the following details in the message below:

1. Name and Surname with Date of Birth
2. ID / Passport number
3. CEMIS Number of Learner

*Your message



Admission Application period: 14 March – 15 April 2022

- During this period you can **ONLY** withdraw an application and add or remove siblings.

Confirmation of acceptance of school period: 27 May – 17 June 2022

- Parents must confirm acceptance of the places at schools between 27 May and 17 June 2022.
Login to the [Admissions website](#) to track your applications using your ID and password.
- In the case that the learner is accepted at more than one (1) school and you, the parent/guardian/ward do not make a final decision and confirm the school of choice by 17 June 2022, the first school where the application was successful, as ranked by you, will be activated automatically. All other application(s) will be withdrawn in order to resolve learners blocking places at schools.
- After 17 June 2022, parents/guardians/wards only have 3 days to accept a place if they are offered a place at school.

Submission of certified documents to the school:

- Certified copies of supporting documents must only be submitted to the school once the learner has been accepted.
- These certified hard copies must be submitted to the school where the learner will be attending within seven days of the parent confirming the place at the school.