



# Northern Cape Department of Education

## ONLINE LEARNER ADMISSIONS FOR 2025 ACADEMIC YEAR

### FREQUENTLY ASKED QUESTIONS

1. When can we start applying to schools for 2025?  
Online applications will open on 15 April 2024 at 09:00 and close at midnight 15 May 2024.
2. Do parents have to complete hard copy Application Forms at schools when they go to apply or submit documents?  
No. The NCDoe's Learner Online Application System at [www.ncdoeadmissions.org](http://www.ncdoeadmissions.org) is the only official application that parents need to complete when applying for Grades R, 1 and 8 at public schools.
3. Where should I go to apply?  
Please visit [www.ncdoeadmissions.org](http://www.ncdoeadmissions.org) to register as a user and then log in to the system using your chosen username and password. **Note that ALL parents must re-register, since access will be denied to parents who registered last year.**
4. Is the Learner Online Application System available for applications to all grades?  
No, the system is currently only available for applications to Grades R, 1 and 8 in public schools in the Northern Cape.
5. Will Grade R learners be required to apply online?  
Grade R learners must apply online to public schools that offer Grade R. Grade R is not part of formal schooling; therefore, learners will ONLY be offered the available spaces and NO new classes will be created for this grade
6. What is the admissions age of a learner who is going to Grade R for the first time?  
The South African Schools Act 84 of 1996, determines that the minimum age for admission to Grade R is age four (4) years turning five (5) years by 30 June in the year of admission.

Given the compulsory age for grade 1 and the limited spaces available at schools, schools should only admit Grade R learners who are age five (5) years turning six (6) years in the year of admission.

Schools should note that Grade R learners who are age four (4) years turning five (5) years by 30 June in the year of admission will only be admitted after all the age five years turning six years have been admitted in the district.

7. Is a parent required to submit a Grade R Report Card when applying for Admission to Grade 1? 1?  
No. Grade R is not part of formal schooling; therefore, no report card is required. A Grade 7 report card must be submitted when applying for Grade 8.
8. **What is the admissions age of a learner who is going to Grade 1 for the first time?**  
The South African Schools Act 84 of 1996, determines that the minimum age for admission to Grade 1 is age five (5) years turning six (6) years by 30 June in the year of admission.
- The South African Schools Act 84 of 1996, determines that the compulsory age for school attendance is the age of seven (7) years in Grade 1.
- Given the compulsory age for grade 1 and the limited spaces available at schools, schools **should only admit** Grade 1 learners who are age six (6) years turning seven (7) years in the year of admission. Schools are allowed to deviate (for 2019 only) by admitting learners who are age five (5) years turning six (6) years by 30 June if they are currently in Grade R at the school.
- Schools should note that Grade 1 learners who are age five (5) years turning six (6) years by 30 June in the year of admission will only be admitted after all the age six years turning seven years have been admitted in the district.
9. Will I be able to register and apply at the same time?  
Yes, the System allows for the parent to register and apply at the same time
10. Can a parent register and apply for more than one child at the same time?  
Yes, the parent can register and apply for more than one child but not at the same time. Once the first child's application is completed (Step 3) the parent will then click on the "Add another learner" tab and complete an application for the other child. Applications for twins or triplets are done at the same time.
11. What happens if I forget my username and password?  
Logon to [www.ncdoeadmissions.org](http://www.ncdoeadmissions.org), click the login tab, and then click on "Forgot password" to reset password. Once the password has been reset, you will receive an SMS with your username and password.
12. Will the Online Application allow a parent to apply at a school of his/ her choice?  
Parents may apply to any school based on the Admissions Criteria.
13. Can I apply for all my children to go to the same school?  
Yes. You may apply on the same online system for all your children but an application is not confirmation of acceptance at a school.
14. How many times can I apply for my child or children?  
A parent may make a maximum of 3 applications to three (3) different schools per learner. In the case of applying to a school that is regarded as a high in demand school, the parent will be obliged to apply, for one child, to no less than 3 schools in their order of preference
15. **Is the Department using school feeder zones for placement?**  
No. Applicant learners will be placed based on the official NCDoe criteria. The following options are available for parents to use when applying:

1. Sibling (learners having siblings currently attending at that school)

2. Home Address (learners staying in the same suburb as that of the school)
3. Learners staying in the immediate neighbouring area of the school
4. Children of employees at that school
5. If places remain after all the above-mentioned applicants have been offered places, other applicants, **in order of the position of the application**, will be considered.

**16. Is the criteria applicable to Schools of Focused Learning?**

No, Schools of Focused Learning do have separate admissions criteria.

**17. May I provide my friend's cell phone number when I register my details on the system?**

NO. It is very important for parents to provide their OWN, valid and reliable cell phone numbers as the NCDoe will be sending SMS messages (via SMS) about the application to the parent. Should you provide someone else's cellphone number, you will be responsible to ensure that that person provides you with all information sent by the NCDoe

**18. What messages will I be receiving on the cell phone number that I register on the system?**

The following information will be sent to the cell phone number registered on the system:

- Username and password;
- Sequence number of application;
- Reminder to submit documents;
- Final placement at a school.

**19. What should I do if I have changed my cell phone number?**

Parents will be allowed to edit their cell phone numbers on the NCDoe's Learner Online Admissions System

**20. Will I be allowed to edit and change any other information after submitting my application?**

The app will allow a guardian to submit proof of change of address after having submitted an application.

**21. How will I know if the school that I applied at has received my application?**

The system will automatically send an SMS confirming that you have made an application.

**22. Are non-South Africans allowed to apply for Grades R, 1 and 8?**

Yes. The System allows for South African and Non-South African Citizens to apply

**23. Will I be allowed to apply without an ID Document?**

Yes. Application without ID will be allowed. However, parents must submit proof of application for the ID as received from the Department of Home Affairs (DoHA) within 2 weeks of making the application. After 6 weeks, the ID Document should be submitted.

**24. Will the system be able to detect if the ID or Passport number is valid?**

Yes. The system will be linked to the Department of Home Affairs to validate ID and Passport numbers

**25. What will happen to parents/ applicants who submit falsified/ invalid documents?**

Any falsified or incorrect information may result in the application being rejected or disqualified.

**26. Can I submit documents only to one school?**

Yes, all documents will be uploaded electronically on the NCDoe's Learner Online Admissions System and will be distributed to all schools you applied to.

**27. Will I be able to submit documents electronically or must I do it manually?**

Documents can be submitted online via the document upload function on the [www.ncdoeadmissions.org](http://www.ncdoeadmissions.org) website.

**28. How much time do I have to submit documents?**

All documents must be uploaded within 7 days of making the application

**29. What will a parent receive as proof of submission of documents?**

The system will automatically send an SMS confirming that you have made an application.

**30. Will an applicant learner get placement despite having submitted only some documents, but not ALL?**

A learner cannot be offered space without proof of residence. If any other documents are outstanding, the applicant learner may be placed provisionally for a period of 6 weeks only.

**31. What can a parent do if the school requested additional documents upfront from parents, such as registration fee, payslip / proof of employment before processing the application?**

Parents must report the matter to the District or Provincial Office for investigation.

**32. Will applicants who have applied and submitted only some documents or have not submitted any documents at school be allowed to submit?**

Yes. Parents who have not submitted documents will receive a maximum of two (2) reminders or be disqualified.

**33. Can I apply to a School with Boarding Facilities?**

Parents may apply to all schools available on the system. However, if you want your child to be accommodated in the school's boarding facilities, after you would have completed your application online, please contact the school concerned for arrangement on the boarding facilities. Please note that the arrangement with the school on the boarding application does not guarantee a placement at the school. All placements are managed by the online admission system from which you will receive SMS communications.

**34. When will I receive an offer of placement?**

Parents should expect placement SMSs from 21 June 2024.

**35. Will a parent receive a placement from ALL the schools that he/ she applied to?**

No. The parent will receive only one placement if they qualify for placement at the school based on the NCDoe criteria.

**36. What must parents/guardians do after receiving a placement SMS?**

Parents/guardians must contact the school to enquire on the steps schools will outline on preparing applicants for the 2025 academic year.

**37. What will happen if an applicant learner is not accepted at any of the 1 to 3 schools applied to?**

The learners for Grades 1 and 8 will be placed at a school with available space while parents of applying grade R may be asked to apply to private/community based institutions.

**38. My child is currently in Grade 7 at a combined school. Do I still have to apply to Grade 8 Online?**

You DO NOT have to apply if the current school offers the next Grade. (Grade 8)

**39. Will a parent be able to delete his/ her child's application or placement that is already confirmed on the system?**

No. Neither a submitted application nor a confirmed placement can be deleted. If a parent no longer wants space at any public ordinary school in the Northern Province, he /she needs to state that in writing to the relevant District office.

**40. Will a parent be expected to place his/ her Grade 8 child in a school closest to his/ her home address that does not offer the Language of Learning and Teaching (LoLT) that he/she did from Grade 1 to Grade 7**

No. The Department will make provision for such children to be accepted at the secondary school as per the criteria or where there is space available. Please remember to provide the correct current school when entering Learner Details.

**41. All the schools that appear when I select HOME ADDRESS option are offering language(s) that I do not want my child to learn. What should I do?**

For Grade 8 learners, the Department will manage placement of learners at the secondary school as per the criteria or where space is available. For Grade 1, the parent may use any option to apply. Placement is offered at schools with available space if the applicant learner do not qualify in terms of the criteria.

**42. What proof of address am I supposed submit?**

- Municipal Account in the parents' name
- Rental contract
- Affidavit from the Police
- Any other proof of address

Any falsified or incorrect information may result in the application being rejected or disqualified.

**43. I have relocated to another area before placement. How do I get placement based on my new address?**

The app allows the parent/guardian to change the address on the system under the edit guardian/parent details and submit proof of changed address.

**44. Will online applications of parents from other provinces who are applying in Northern Cape be processed?**

Yes. Applications are processed for national and international applicants. Placement is based on the admission criteria.

**45. Will my child be placed at the school where I am assisted with the application?**

The school that assists with the application will not automatically accept your child for placement. Schools are assisting walk-in applicants to apply only. Placement is offered at schools if the applicant meet the admissions criteria or where space is available.

**46. Are parents required to pay school fees or registration fee when submitting documents to schools or making applications at schools or districts?**

No. Please note that no official or school should be charging any fee for admission or registration. School fees are payable only after the learner is admitted in the year that he/she starts schooling at the school

**47. Will NCDoe issue admission user manuals to schools and parents?**

A Step-by-Step User Guide for Parents has been uploaded on the Admission Online Application System on the Landing Page under “Support” menu.

**48. Where can I send my other questions to?**

Kindly forward questions to [admissionsqueries@ncdoe.school.za](mailto:admissionsqueries@ncdoe.school.za)

**Admission Call Center**

The department will establish an admission call center that will help parents with any query pertaining the 2023/24 learner admissions. This is not a walk-in center but a call center. The following telephone numbers can be dialed to reach the call center:

- **053 874 7012/64**
- **053 874 7161/89**
- **053 874 7239/92**

**49. Will unsuccessful applicants be allowed to appeal?**

Yes. Unsuccessful applicants will be allowed to appeal. However, appeals will still be adjudicated based on the admissions criteria. Making an Appeal

**DOCUMENTATION REQUIRED:**

**South African citizens:**

- (a) A certified copy of the official birth certificate/ identity document that verifies the country of origin of the learner; (accept alternative proof of identity such as an affidavit or a sworn statement deposed to by the parent, care giver or guardian of the learner wherein the learner is fully identified);
- (b) the most recent school report card of the child, if he or she is currently enrolled at another school;
- (c) in the case of admission to a primary school, proof that the child has been immunized against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B;
- (d) the transfer card of the child, if he or she is currently enrolled at another school;

- (e) where the parent is not the natural parent of the child, documentation supporting the parent's legal relationship with the learner;
- (f) a certified copy of the **parents identity document**
- (g) proof of the **child's residence**; and
- (h) where a learner seeks preferential placement on the basis of a sibling relationship, documentation showing **proof of such relationship. Sibling means a learner who has at least one parent who is also the parent of the learner already attending that school.**
- (i) **Proof of Home Address**

**Non-South African citizens:**

- Learner valid study permit/ Asylum Seeker/ Refugee Permit/ Temporary or Permanent residence issued by DHA;
- Parent/ Legal Guardian Passport/ Asylum Seeker/ Refugee Permit/ Temporary or Permanent residence issued by DHA;

A certified copy of the **official birth certificate/identity document** that verifies the country of origin of the learner; (accept alternative proof of identity such as an affidavit or a sworn statement deposed to by the parent, care giver or guardian of the learner wherein the learner is fully identified).

- the most **recent school report card** of the child, if he or she is currently enrolled at another school;
- in the case of admission to a primary school, **proof that the child has been immunized** against polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B;
- The **transfer card** of the child, if he or she is currently enrolled at another school;
- where the parent is not the natural parent of the child, **documentation supporting the parent's legal relationship** with the learner;
- a certified copy of the **parents identity document**
- proof of the **child's residence**; and
- where a learner seeks preferential placement on the basis of a sibling relationship, documentation showing **proof of such relationship. Sibling means a learner who has at least one parent who is also the parent of the learner already attending that school.**
- **Proof of Home Address**