

2025 ONLINE ADMISSIONS APPLICATION PROCESS



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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INTRODUCTION

The Online Admissions Application System was created with the intention to achieve the following objectives:

- **Easy online submission** of applications by parents and guardians from the comfort of their homes, offices or one of our Decentralised Admissions Walk-in Centres across the province;
- **Provision of accurate statistics** for planning and reporting purposes;
- **Immediate access** to data and statistics to facilitate a transparent admissions process;
- **Queue elimination** – elimination of long queues at schools during application periods
- **Centralised Database** to inform resourcing needs across all functions
- **Timely placement** – all learners are placed within specific timeframes
- **Capacity-based placement** – schools place learners according to their capacity, adhering to Infrastructure Norms and Standards (learners are placed according to the Admissions Regulations and the school's entry Grade capacity, adhering to Infrastructure Norms and Standards)
- **Efficient Management** – streamlining of admissions processes across Gauteng.

ONLINE ADMISSIONS SYSTEM

- Since its introduction in 2015, the Gauteng Online Admissions Application System has successfully assisted many parents and guardians of Grade 1 and 8 learners with securing a space for their children in schools. This System has proven to be much more advanced than the previous manual approach, which led to thousands of parents and guardians camping outside of certain schools especially in high pressure areas for days when seeking placement
- Accordingly, the system has a 100% placement rate of all complete applications submitted online; which recently successfully processed the placement of approximately 400 000 learners ahead of the 2024 Academic Year

ONLINE ADMISSIONS APPLICATION SYSTEM REVIEW

- Before the commencement of the application period each year, changes and improvements are made to the GDE Online Admissions Application System, informed by feedback from the Annual Stakeholder Review of the System conducted earlier in the year.
- Stakeholders who annually participate in the review process include Parents of applicant learners, School Governing Body Associations, School Administrators, School Principals, District Officials and Provincial Call Centre Agents



2025 ONLINE ADMISSIONS APPLICATION PERIOD

The Gauteng Department of Education (GDE) wishes to announce the **2025 Online Admissions for Grade 1 and 8 Application Period**:

Application Period

OPEN

THURSDAY, 11 JULY 2024 AT 08:00 AM

CLOSE

MONDAY, 12 AUGUST 2024 AT 00:00 AM

2025 ONLINE ADMISSIONS APPLICATION PROCESS

- All parents and guardians in Gauteng with children going to Grade 1 and/or Grade 8 **must apply online** for learners to be admitted to a public school for the **2025 Academic Year**
- **All applications** for Grade 1 and Grade 8 learners will be processed through the GDE Online Admissions System **only**
- Parents and guardians applying for Grade 1 and Grade 8 will all **apply during the application period (11 July 2024 – 12 August 2024)**

2025 ONLINE ADMISSIONS APPLICATION PROCESS

- **Parents with children that are currently in Grade R must also apply online for their children to be admitted to Grade 1**
- Parents are reminded that the GDE Online Admissions System currently **only services applications to Grade 1 and Grade 8**
- Applications to other grades must be made directly at the school(s) of your choice



2025 ONLINE ADMISSIONS APPLICATION PERIOD

To apply, parents and guardians must first register on:

www.gdeadmissions.gov.za

which will go live on **Thursday, 11 July 2024 at 08:00 AM** for applications

- Parents will not be able to access the system before it goes live on 11 July 2024
- All parents are expected to register, **previous login details will not work**
- **Only parents with children going to Grade 1 and/or Grade 8** seeking space at a public school in Gauteng for the 2025 Academic Year will be able to register and apply online
- Applications will then close on **Monday, 12 August 2024 at 00:00 AM (midnight)**
- **No new applications will be accepted once the application period has closed.**



2025 ONLINE ADMISSIONS APPLICATION PERIOD

- After registering on www.gdeadmissions.gov.za, the system will prompt parents to create login credentials (username and password) which they will use to access the Online Admissions System to view and manage their application details
- Once applicants have gained access to the System, they **MUST BEGIN** with the application process and **ensure that they complete the five (5) step process**



5 STEP APPLICATION PROCESS

When applying for Grade 1 and/or Grade 8 during the 2025 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 Maximum of Five (5) Schools

STEP 5

Uploading Documents to System or Submitting Documents at Schools (Within 7 school Days of Applying)

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
- As such, it is important to register **ONE reliable and active cellphone number** to receive SMS notifications reminding you to complete your application

2025 ONLINE ADMISSIONS APPLICATION PERIOD

- When parents are assisted with registration and applications, to avoid errors, parents are encouraged to ensure that their information is correctly captured on the registered profile
- The Department will not be responsible for information shared with private entities, e.g., Internet cafés that can be potentially misused
- Parents may visit any one of the **80 Decentralised Walk-In Centres set up by the Department** for assistance
- The GDE does **NOT charge** parents a fee when assisting them to apply

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(s)
- Every step of the application process **will be confirmed via SMS** for security and verification purposes
- During the Application Process, there will be weekly pop-up messages on the System and SMS notifications sent to registered applicants as reminders to complete their application
- **SMS notifications will also be sent to parents to acknowledge submission and verification of documents. Therefore, parents are encouraged not to change cell phone numbers, but in unforeseen cases the Department must be contacted for assistance.**

FEEDER ZONES

- Parents are encouraged to use the **home address within school feeder zone application option** to see schools with feeder zones that cover their 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**

SELECTION OF SCHOOLS

- **NB:** When applying, parents are urged to select:
 - a **minimum of 3 schools**
 - a **maximum of 5 schools**
- Parents who select 1 or 2 schools when applying jeopardise the chances of their children being placed in the instance of those selected schools reaching full capacity
- Selecting more schools increases the chances of being placed
- **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**

SELECTION OF SCHOOLS

- **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**
- **NB: Placement will be based on the Placement criteria and availability of spaces according to each school's capacity**
- Therefore, once again parents are urged **to apply to a minimum of 3 schools and a maximum of 5 schools**



DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

1. SA Parent ID or Passport and Child's Birth Certificate or Passport
2. Refugee Permit
3. Asylum Seeker Permit
4. Permanent Residence Permit
5. Study Permit
6. Proof of Home Address
7. Proof of Work Address
8. Latest Grade 7 School Report (**Grade 8 applicants only**)
9. 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

- NB: Parents and guardians must ensure that **the information on the documents they provide matches the information they enter onto the System** when applying
- Parents and guardians must ensure that all documents are **certified and valid**
- **Submitting or uploading fraudulent documents will result in non-placement for your child**
- **All documents must be submitted OR uploaded within 7 days of applying**



DOCUMENTS REQUIRED FOR GRADE 1 AND 8 APPLICATIONS

- **Constant System reminders 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

- **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

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:

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

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**

VERIFICATION OF DOCUMENTS

- **The System will prompt schools *to verify and update* 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**

LANGUAGE OF LEARNING AND TEACHING

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 (HL) and Additional Languages per school **based on languages in the learner's Grade 7 Report**
- **The selected LOLT, HL and Additional Languages must be the same as those in the learner's Grade 7 School Report**
- Schools to **verify** Languages on Learner Grade 7 Report
- System to queue learners for placement at schools that **offer Languages that the learner study up to Grade 7**



APPLICATIONS TO GRADE 1

NB: Grade R learners are **NOT** automatically accepted to Grade 1 at the school where they are currently enrolled in Grade R

This means that all learners that are currently enrolled in Grade R in a school or ECD site **as well as learners that are not in any type school** must apply on the system for admission to a minimum of 3 and a maximum of 5 schools



APPLICATION TO OTHER GRADES

- Parents and guardians who wish to apply for **Grade R, Grades 2-7 and Grades 9-12** at a public school in Gauteng for the 2025 Academic Year **MUST apply directly at their identified school(s)** and not on the GDE Online Admission System
- Parents with learners in **Grades 2-7 and Grades 9-12 in 2025 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 with feeder zones that cover their home addresses



SCHOOLS OF SPECIALISATION & BOARDING SCHOOLS

- Parents who apply to Schools of Specialisation must ensure that they contact the school to arrange for the auditions or admission tests
- Parents applying for residence at boarding schools in Gauteng must first confirm acceptance within the boarding facilities
- These parents will still be required to apply online for admission to the schools

PLACEMENT CRITERIA

When applying online, **it is critical to remember that the following placement criteria is considered in order of priority:**

- 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

- **SMSes with Placement Offers will be sent to parents from 16 September 2024**
- Further details concerning placements will be communicated closer to the Placement Period
- **The placement period will continue until the very last learner is placed**

ADDITIONAL CLASSROOMS

- **To avoid overcrowding at admissions high pressure schools, we are continuing to fund identified schools to increase their capacity through the Self Build classroom initiative and provision of mobile classrooms**
- **The Department is aware that a number of schools in high pressure areas are oversubscribed, and is using all possible mitigations to ensure that all applicants are placed**

DECENTRALISED WALK-IN CENTRES

- Applicants who may not have access to internet or resources required to apply can visit any one of our **80 Decentralised walk-in centres** located across our 15-education districts where officials will safely assist with applications
- In addition:
 - **Libraries** will also be available to assist parents to apply
 - **Head Office, all 15 District Offices and schools** will serve as walk-in centres
- **Information on Decentralised Walk-In Centres/Libraries is available on the GDE Website, GDE Social Media Platforms and all District offices**



CONTACT US

For more information, assistance or comments:

Call us on **0800 000 789**

WhatsApp us on **060 891 0361**

Email: gdeinfo@gauteng.gov.za

You can also reach out to us on our social media pages:



Facebook: [The Gauteng Department of Education](#)



X: [@EducationGP1](#)



Instagram: [@gautengdepartmentofeducation](#)

For further information, visit www.education.gauteng.gov.za

PLAY YOUR PART!

Apply ONLINE for Grade 1 and/or Grade 8 to secure your child's space at a Gauteng public school

Together, playing our part!

#2025OnlineAdmissionsGP