

24 June 2020

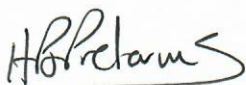
Dear Parents

ONLINE ADMISSIONS PROCESS FOR GRADES 1 AND 8 2021

- The Gauteng Department of Education (GDE) is in control of the admissions process not the school.
- ALL learners requiring admission to a public school in Gauteng for Grade 1 and 8 2021 MUST APPLY ONLINE, www.gdeadmissions.gov.za.
- **The 2021 admission period is from 08:00 on Thursday, 25 June 2020 until 24:00 on Saturday, 25 July 2020.**
- Online applications are NOT ranked on a 1st come 1st served basis but as per the admissions criteria list below and in the order in which applications were made.
- ALL existing Grade R parents/guardians must register/apply online as no preference is given to Grade R's attending a public school.
- If an application was made for Grade 1 in 2020 and it was agreed that the learner repeat Grade R, an online application must be made for Grade 1 2021. The previous year's applications are cleared from the system.
- **REGISTERING - The following documents will be required:** (*These primary documents can be uploaded onto the system while registering*)
 - . parent/guardian's ID number or passport number if a Non-SA Citizen
 - . parent/guardian's proof of home address – **COMPULSARY**
 - . parent/guardian's proof of work address
 - . learner's ID number (on the Birth Certificate) or passport/Asylum or Refugee Permit number
 - . Immunisation Card for Grade 1 applicants
 - . Grade 7 report for Grade 8 applicantsParent/guardian's cell phone number which MUST BE YOUR NUMBER and IN WORKING ORDER as automated smses are sent to that number by the GDE.
- **LOGIN DETAILS - You will be required to create a "USERNAME" and "PASSWORD"**
 - . The GDE suggest that you use your ID Number when creating your username
 - . The Password will require a capital letter, lower case alphabetical letters, 1 "character sign" (!@#%\$) and numerical letters. The GDE suggest you use your child's name or surname, any character sign then 2021 eg Thabo@2021.
 - . It is very IMPORTANT to remember your Login details (Username and Password) and to save the automated sms confirming these details as you will require this information for acceptance of the placement offer.
- **ADMISSIONS PLACEMENT CRITERIA/RANKING will be as follows:**
 - 1st the applicant learner's place of residence is within the feeder area of the school, lives closest
 - 2nd If there is space, the applicant learner has a sibling in the school in 2021
 - 3rd If there is space, the applicant learner has at least one parent's place of employment within the school's feeder area
 - 4th If there is space, the applicant learner's place of residence is within a 30km radius of the school
 - 5th If there is space, the applicant learner's place of residence is further than 30km from the school.
- It is very important that you apply to the school closest to where you live as the system automatically defaults to home address. You can apply up to a maximum of 5 schools. We recommend that you apply to no less than 5 schools.

- A waiting list number will be automatically generated for each school you apply to. You will receive an automated sms confirming each waiting list number.
- **Existing Grade R'S:** Parents/Guardians **MUST NOT** complete and submit the Learner Information Form on the website **but MUST complete the Re-Registration Form**. The Re-Registration Form will be handed out to the parents on **Tuesday, 30 June 2020 at the drive-through pick up point**. The GDE online waiting list number must appear on the Re-Registration Form. **The Re-Registration must be returned the following Tuesday, 7 July 2020.**
- **New applicants:** Parents of new applicants to the school must **down load the Learner Information pack from the school website, www.glenstantia.co.za or D6 Connect** complete and submit with all the supporting documentation required together with the GDE online waiting list number within 7 days of the online application, **via email to admissions@glenstantia.co.za** .
- **NB:** These forms are NOT application forms they support the application made on the Online system **and will be used for verification purposes**.
- You can apply for twin simultaneously. Should you have 2 learners, who are not twins, applying for the same grade you will have to make 2 applications, 1 for each child.
- When a **placement offer** is made via automated sms the parents/guardians **have 7 days to go online and accept or reject the placement offer**. Should a parent not respond to the sms within the 7 days you will lose the space.
- If your Online application is **unsuccessful**, you may **lodge an appeal** – please contact Mrs Dore for the Grade 1 2021 Appeal Form. Grade 8 applicants must appeal to the school/s that they applied to.
- As Glenstantia is a high pressure school with a very big feeder area. It would be appreciated if you would notify the school if your child has been accepted at another school. Please email Mrs Dore, as soon as possible, of this on admissions@glenstantia.co.za .
- If you DO NOT have computer/internet access, you must **please go to Vodacom ICT Building (189 Gerhard Moerdyk Street, Sunnyside, Pretoria)** or any of the other walk in centers on the GDE website to do your Online registration/application.
- The GDE Helpdesk / Support Team / If you have questions:
Email gdeinfo@gauteng.gov.za or call them on 0800 000 789 / 011 355 0000. Alternatively, access the chat support on the website.

Yours sincerely



HPJ Pretorius
Principal



Barbara Dore (Mrs)
Admissions Clerk