

STEP-BY-STEP ADMISSIONS ONLINE VERIFICATION AND APPLICATION USER GUIDE – PHASE 1 (FOR PARENTS OF LEARNERS IN GRADE 7 IN PUBLIC ORDINARY SCHOOLS) (FRONT-END)

2022 LEARNER ADMISSIONS APPLICATION PROCESS



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

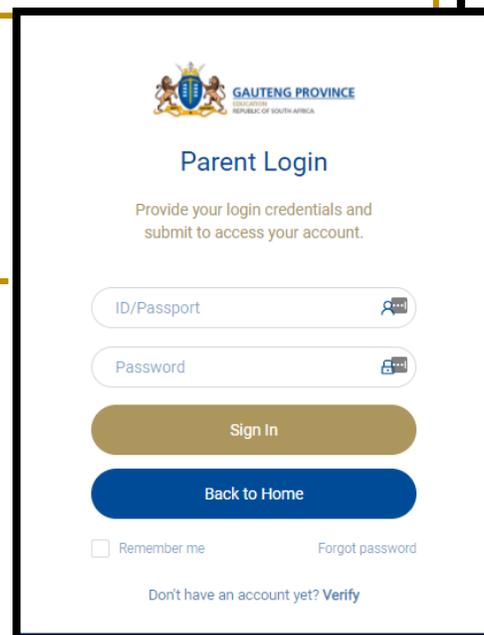
LOGIN / REGISTER

To begin the Application process, the Parent must verify their information on the system to create an account by clicking on the *Verify* option on the Landing Page:

Note: Only parents with **valid cell phones** on the Grade 7 public school database will be able to complete the verification

Once you **type in** your cellphone number and click **submit**, an OTP will be sent to your cellphone to allow you continue with the verification process

If you have already verified your details, click **Login** to access your dashboard and continue your application



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Parent Login

Provide your login credentials and submit to access your account.

ID/Password

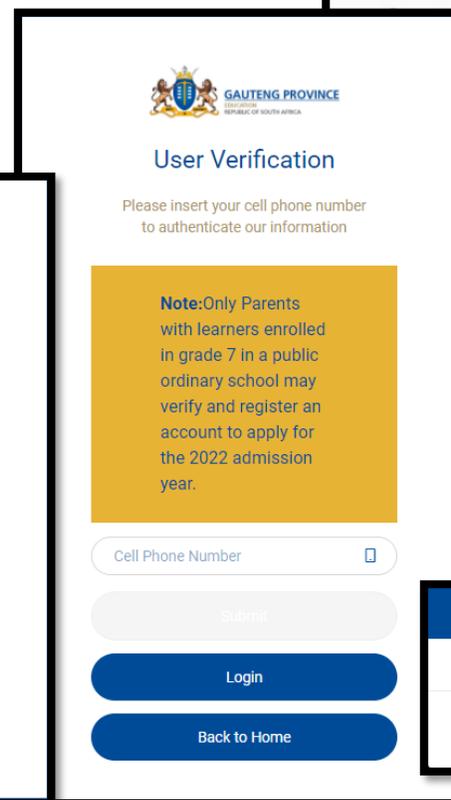
Password

Sign In

Back to Home

Remember me [Forgot password](#)

Don't have an account yet? [Verify](#)



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

User Verification

Please insert your cell phone number to authenticate our information

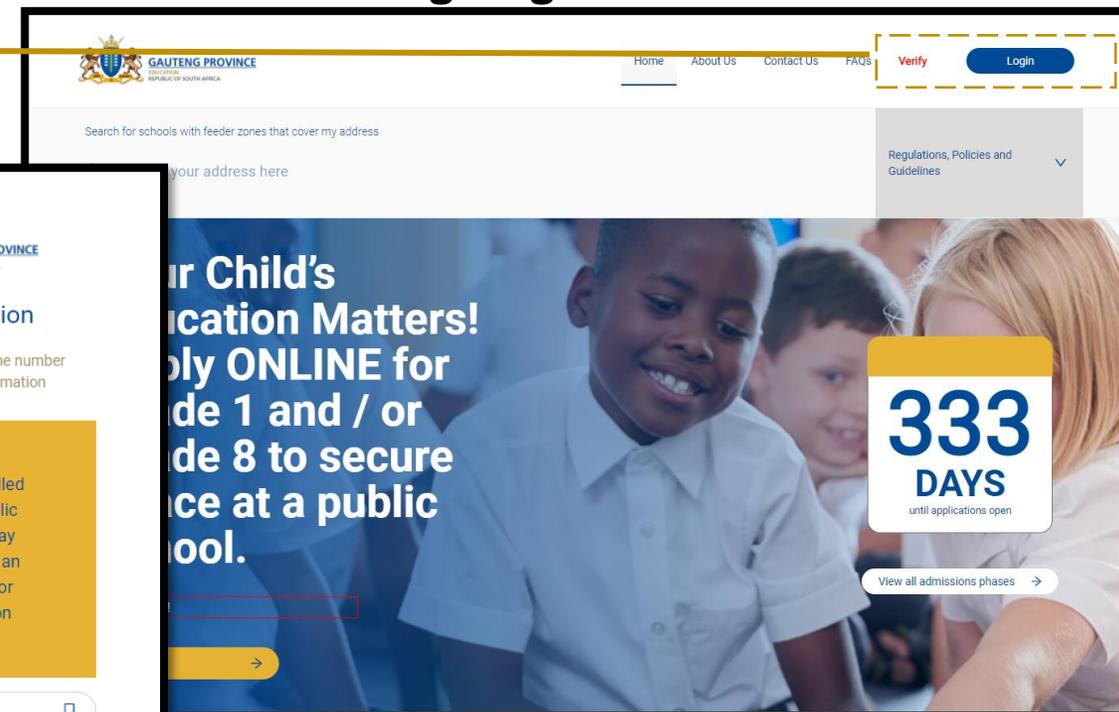
Note: Only Parents with learners enrolled in grade 7 in a public ordinary school may verify and register an account to apply for the 2022 admission year.

Cell Phone Number

Submit

Login

Back to Home



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs **Verify** **Login**

Search for schools with feeder zones that cover my address

your address here

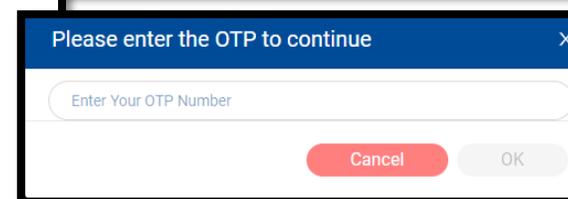
Regulations, Policies and Guidelines

Your Child's Education Matters!

Apply **ONLINE** for grade 1 and / or grade 8 to secure a place at a public school.

333 DAYS
until applications open

[View all admissions phases](#)



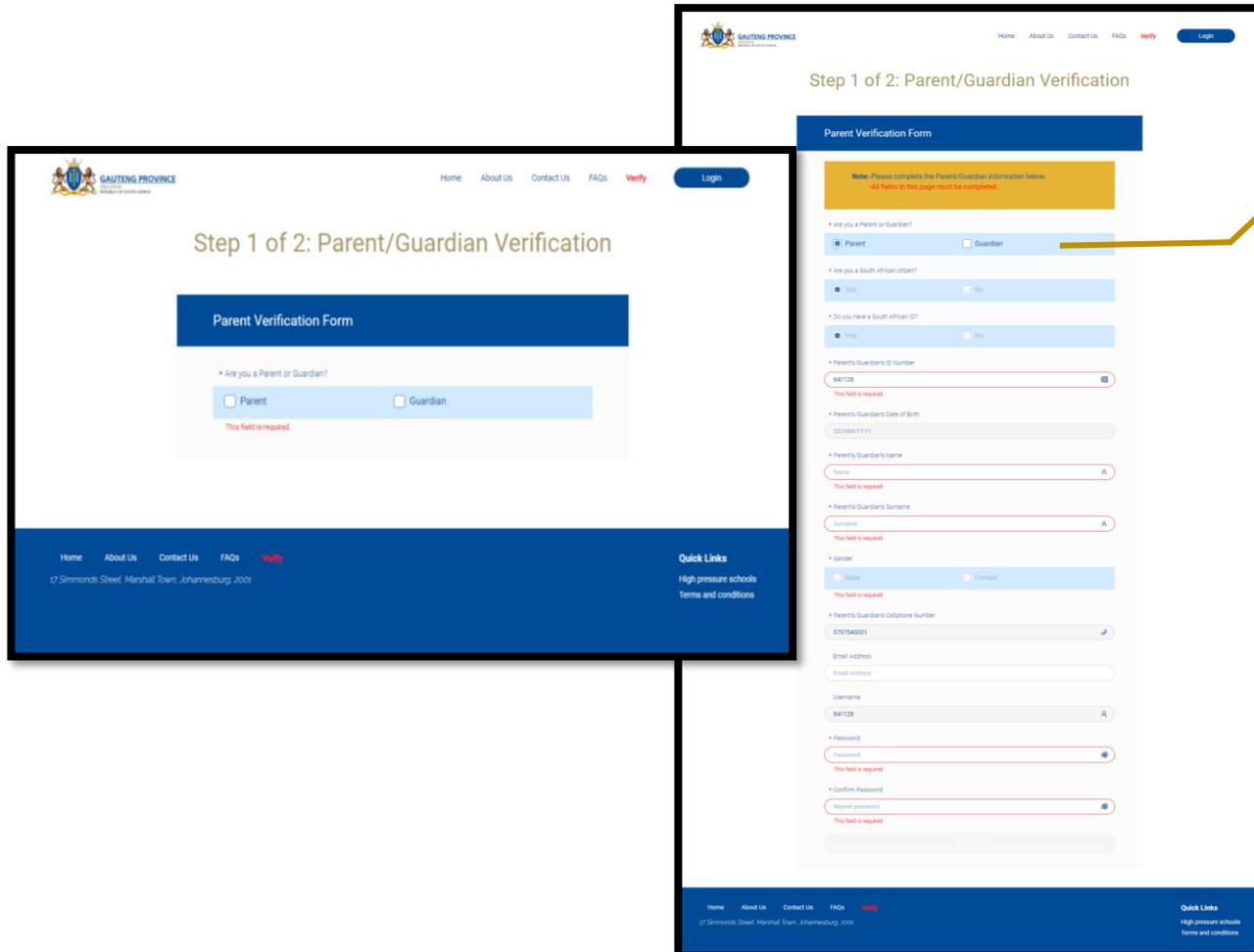
Please enter the OTP to continue

Enter Your OTP Number

Cancel **OK**

STEP 1: PARENT REGISTRATION

Complete the Parent verification form with your personal details: Nationality / Citizenship and Document Status



The image shows two overlapping screenshots of the 'Parent Verification Form' on the Gauteng Provincial Government website. The top screenshot shows the form with the 'Parent' radio button selected under the question 'Are you a Parent or Guardian?'. Below this, there are several required fields marked with a red asterisk: 'Are you a South African citizen?', 'Do you have a South African ID?', 'Parent's Guardian's ID Number', 'Parent's Guardian's Date of Birth', 'Parent's Guardian's Name', 'Parent's Guardian's Surname', 'Gender', 'Parent's Guardian's Telephone Number', 'Email Address', 'Username', 'Password', and 'Confirm Password'. The bottom screenshot shows the same form but with the 'Guardian' radio button selected.

- The parent is required to indicate the **relationship** with the learner before the full verification form is accessible
- Once the parent has indicated the relationship with the learner, a pre-populated form will be available for the parent to confirm **Parent Details**
- **Note the pre-populated Parent Details is based on data that the parent provided to the school where his /her child is currently in Grade 7. The parent will be able to edit incorrect details such as their home address**
- **If the parent's ID number is incorrect or the child's details are incorrect, the parent will have to visit the school to have it corrected**
- All fields that need to be completed by the parent are marked **with a red asterisk**. Once the required fields are completed , click **Next Step**
- The parents account has now been created and an **SMS** with the login credentials will be sent to the parent

STEP 1: PARENT REGISTRATION

For Parent who are South African Citizens, the first 6 digits of the ID number are provided. The remaining 7 digits must be filled in by the parent. ID numbers are validated by the Department of Home Affairs (DHA Validation)

Step 1 of 2: Parent/Guardian Verification

Parent Verification Form

Note:-Please complete the Parent/Guardian information
-All fields in this page must be completed.

* Are you a Parent or Guardian?

Parent Guardian

* Are you a South African citizen?

Yes No

* Do you have a South African ID?

Yes No

* Parent's/Guardian's ID Number

841128

This field is required

DHA Validation

Please complete the consonants and click OK to submit.

You have 3 attempts remaining

* Name

_E_A_O_E_I_E

* Surname

_A_A_I_E

Cancel OK

DHA Validation

The Validation will require that the **parent fills in all the consonants of their name and surname** as it appears on the **ID** document

Parents have **3 attempts** to complete this correctly

If the validation is successful, the following will occur:

- The last 7 digits of the ID Number will be hidden by asterisks
- The Name, Surname and date of birth fields will be auto populated accordingly
- The Gender of the parent will be auto selected

STEP 1: PARENT REGISTRATION

Step 1 of 2: Parent/Guardian Verification

Parent Verification Form

Note:-Please complete the Parent/Guardian information below.
-All fields in this page must be completed.

* Are you a Parent or Guardian?

Parent

Guardian

* Are you a South African citizen?

Yes

No

* Do you have a South African ID?

Yes

No

* Parent's/Guardian's ID Number

841128

This field is required

DHA Validation

Please complete the consonants and
click OK to submit.

You have 3 attempts remaining

* Name

_E_A_O_E_I_E

* Surname

_A_A_I_E

Cancel

OK

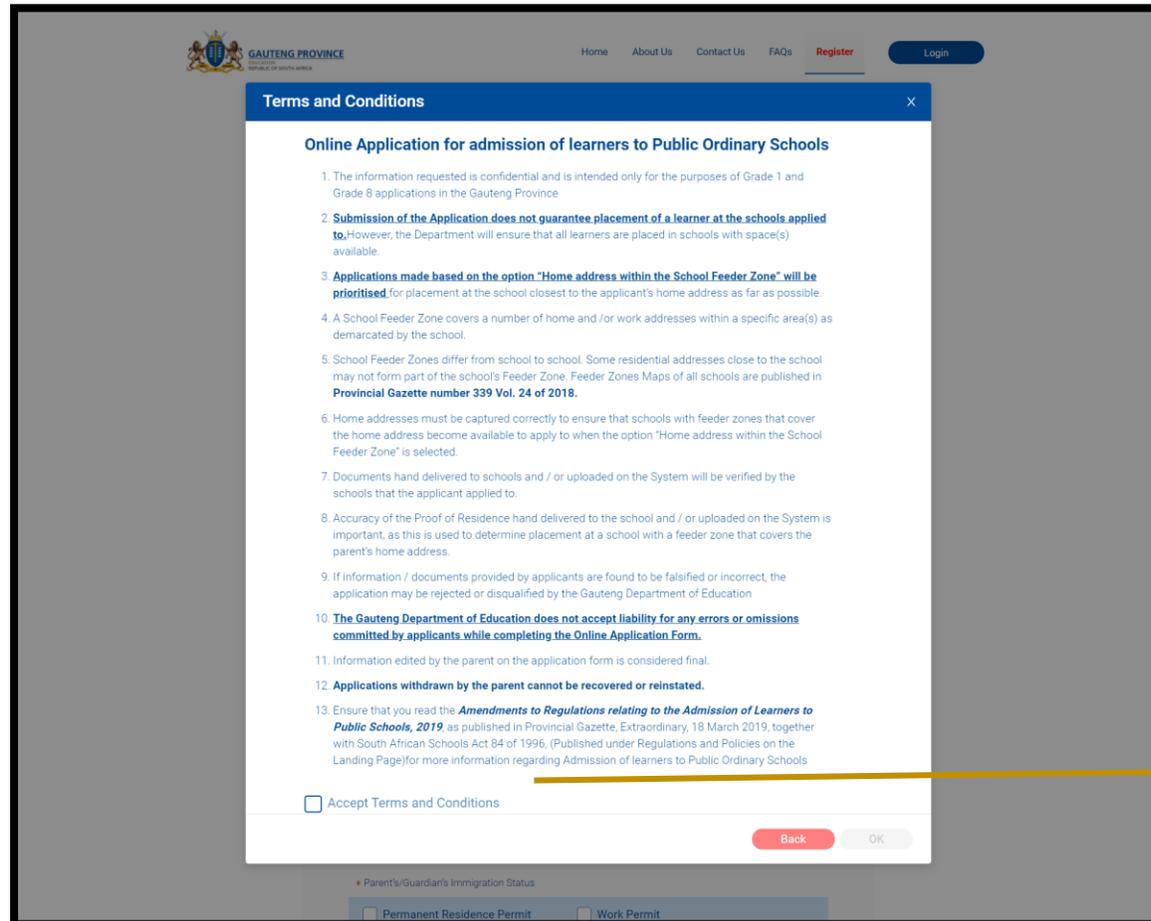
DHA Validation Unsuccessful

Users have 3 attempts to complete their details correctly. **After 3 failed attempts, the following will occur:**

- The message “**DHA validation has failed**” will appear
- The last 7 digits of the ID Number will be hidden by asterisks
- The Name, Surname and date of birth fields will be auto populated accordingly
- The Gender will be auto selected
- An **NV** (not validated) will be added at the end of the ID number on the parent details

STEP 1: PARENT REGISTRATION

Complete the Parent Registration and Accept Terms and Conditions



The screenshot shows a web browser window with a 'Terms and Conditions' dialog box open. The dialog box title is 'Terms and Conditions' and it contains the following text:

Online Application for admission of learners to Public Ordinary Schools

1. The information requested is confidential and is intended only for the purposes of Grade 1 and Grade 6 applications in the Gauteng Province
2. **Submission of the Application does not guarantee placement of a learner at the schools applied to.** However, the Department will ensure that all learners are placed in schools with space(s) available.
3. **Applications made based on the option "Home address within the School Feeder Zone" will be prioritised** for placement at the school closest to the applicant's home address as far as possible.
4. A School Feeder Zone covers a number of home and /or work addresses within a specific area(s) as demarcated by the school.
5. School Feeder Zones differ from school to school. Some residential addresses close to the school may not form part of the school's Feeder Zone. Feeder Zones Maps of all schools are published in **Provincial Gazette number 339 Vol. 24 of 2018.**
6. Home addresses must be captured correctly to ensure that schools with feeder zones that cover the home address become available to apply to when the option "Home address within the School Feeder Zone" is selected.
7. Documents hand delivered to schools and / or uploaded on the System will be verified by the schools that the applicant applied to.
8. Accuracy of the Proof of Residence hand delivered to the school and / or uploaded on the System is important, as this is used to determine placement at a school with a feeder zone that covers the parent's home address.
9. If information / documents provided by applicants are found to be falsified or incorrect, the application may be rejected or disqualified by the Gauteng Department of Education
10. **The Gauteng Department of Education does not accept liability for any errors or omissions committed by applicants while completing the Online Application Form.**
11. Information edited by the parent on the application form is considered final.
12. **Applications withdrawn by the parent cannot be recovered or reinstated.**
13. Ensure that you read the **Amendments to Regulations relating to the Admission of Learners to Public Schools, 2019** as published in Provincial Gazette, Extraordinary, 18 March 2019, together with South African Schools Act 84 of 1996, (Published under Regulations and Policies on the Landing Page) for more information regarding Admission of learners to Public Ordinary Schools

Accept Terms and Conditions

Back OK

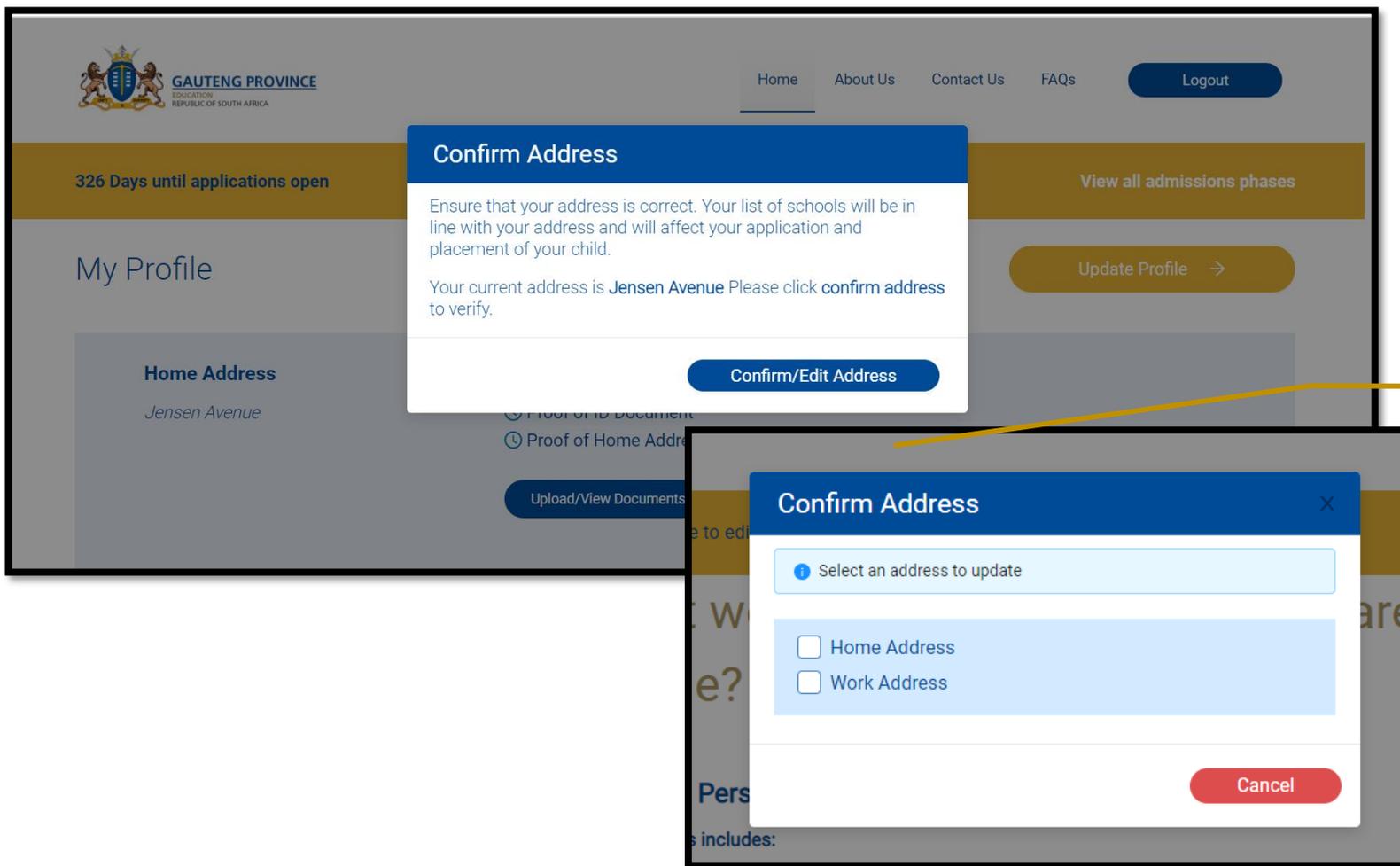
Parent's/Guardian's Immigration Status
 Permanent Residence Permit Work Permit

Once the user clicks **Next Step**, The Terms & Conditions dialogue will be triggered.

- Read through the Terms and Conditions
- Select the "Accept Terms and Conditions" box
- Click OK to proceed to the **Step 2 of 3: Address verification**

STEP 2: ADDRESS DETAILS

Verify Address details



Confirm Address

Ensure that your address is correct. Your list of schools will be in line with your address and will affect your application and placement of your child.

Your current address is **Jensen Avenue** Please click **confirm address** to verify.

Confirm/Edit Address

Confirm Address

Select an address to update

Home Address

Work Address

Cancel

After accepting the Terms and Conditions the parent will be directed to the dashboard where the **address provided to the school will be reflected**

Parents must **either confirm or edit their address** by clicking on the **Confirm/Edit Address Button**

STEP 2: ADDRESS DETAILS

Complete the Home Address details

Select the address you would like to confirm Home or Work.

The open search field has no address filters, so any address details can be typed. Please ensure that you:

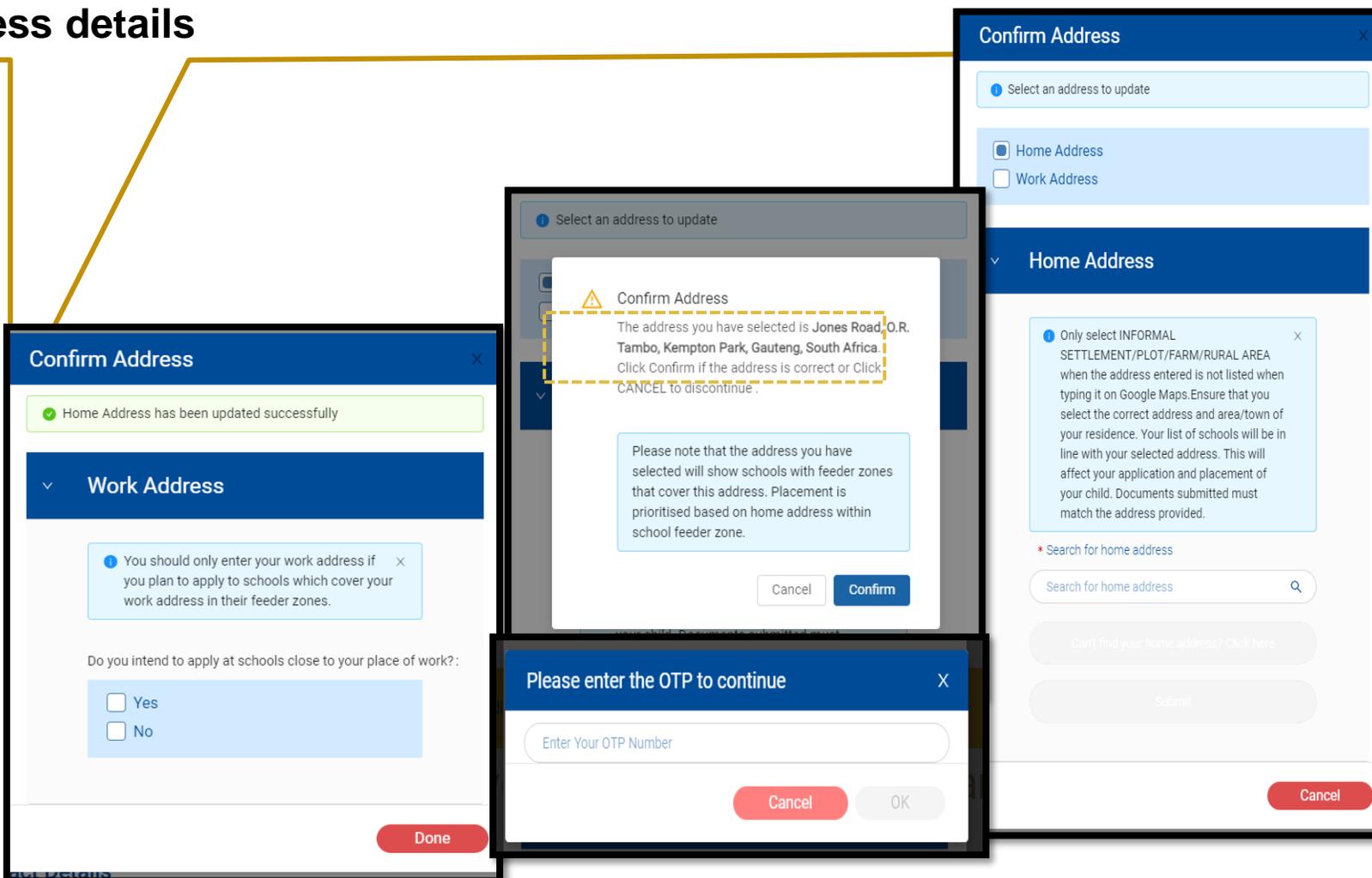
- Spell the address details (street name and area) correctly
- Provide the correct house number
- Use your official physical address

Once the address is submitted, a **Confirm Address** pop-up message will appear with the selected address

If the address is correct, click **CONFIRM**, an OTP will be sent to complete the home address confirmation.

If the address is incorrect click **CANCEL** and you will be returned to the search address field to correct your address

Note: you will not be able to edit the address once it is submitted

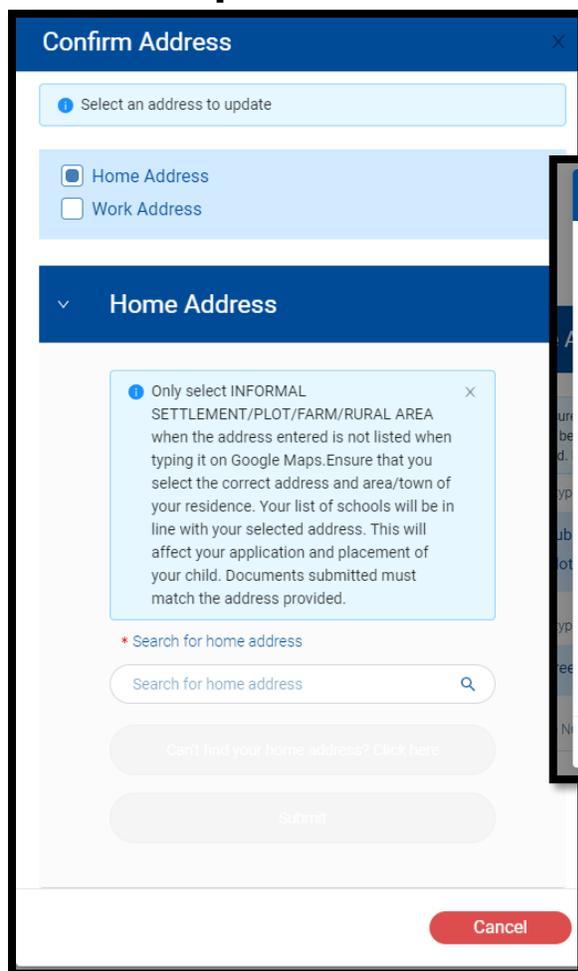


The screenshots illustrate the following steps:

- Confirm Address** (Main Screen): Shows a success message "Home Address has been updated successfully" and a "Work Address" section. A pop-up message is overlaid on top.
- Confirm Address** (Pop-up): Displays the selected address: "The address you have selected is Jones Road, O.R. Tambo, Kempton Park, Gauteng, South Africa." It includes a warning icon and instructions: "Click Confirm if the address is correct or Click CANCEL to discontinue." A note below states: "Please note that the address you have selected will show schools with feeder zones that cover this address. Placement is prioritised based on home address within school feeder zone." Buttons for "Cancel" and "Confirm" are visible.
- Please enter the OTP to continue** (Pop-up): Requests a one-time password (OTP) to complete the confirmation. It features an input field labeled "Enter Your OTP Number" and "Cancel" and "OK" buttons.
- Confirm Address** (Main Screen): Shows the "Home Address" section with a search field "Search for home address" and a "Submit" button. A note above the search field reads: "Only select INFORMAL SETTLEMENT/PLOT/FARM/RURAL AREA when the address entered is not listed when typing it on Google Maps. Ensure that you select the correct address and area/town of your residence. Your list of schools will be in line with your selected address. This will affect your application and placement of your child. Documents submitted must match the address provided." A "Can't find your home address? Click here" link is also present.

STEP 2: ADDRESS DETAILS

Complete the Home Address details



Confirm Address

Select an address to update

Home Address
 Work Address

Home Address

Only select INFORMAL SETTLEMENT/PLOT/FARM/RURAL AREA when the address entered is not listed when typing it on Google Maps. Ensure that you select the correct address and area/town of your residence. Your list of schools will be in line with your selected address. This will affect your application and placement of your child. Documents submitted must match the address provided.

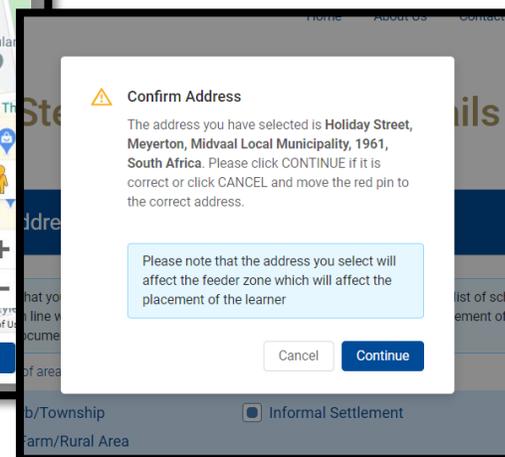
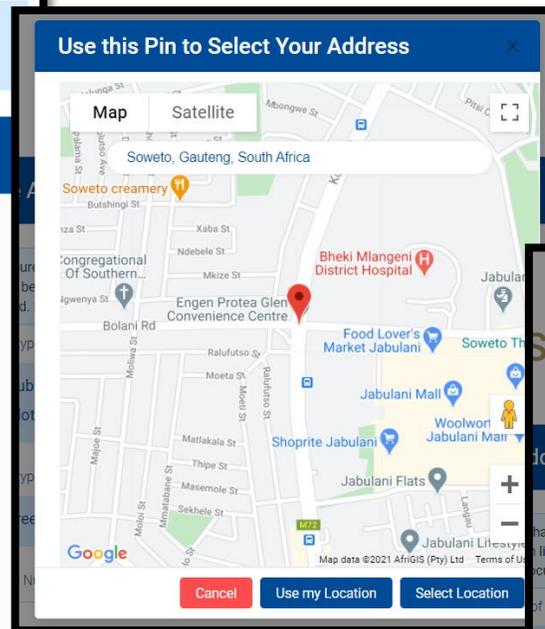
* Search for home address

Search for home address

Can't find your home address? Click here

Submit

Cancel



Cannot find your address?

If you cannot locate your address, click the **“Can’t find home address? Click here”** option for a more filtered, advanced search

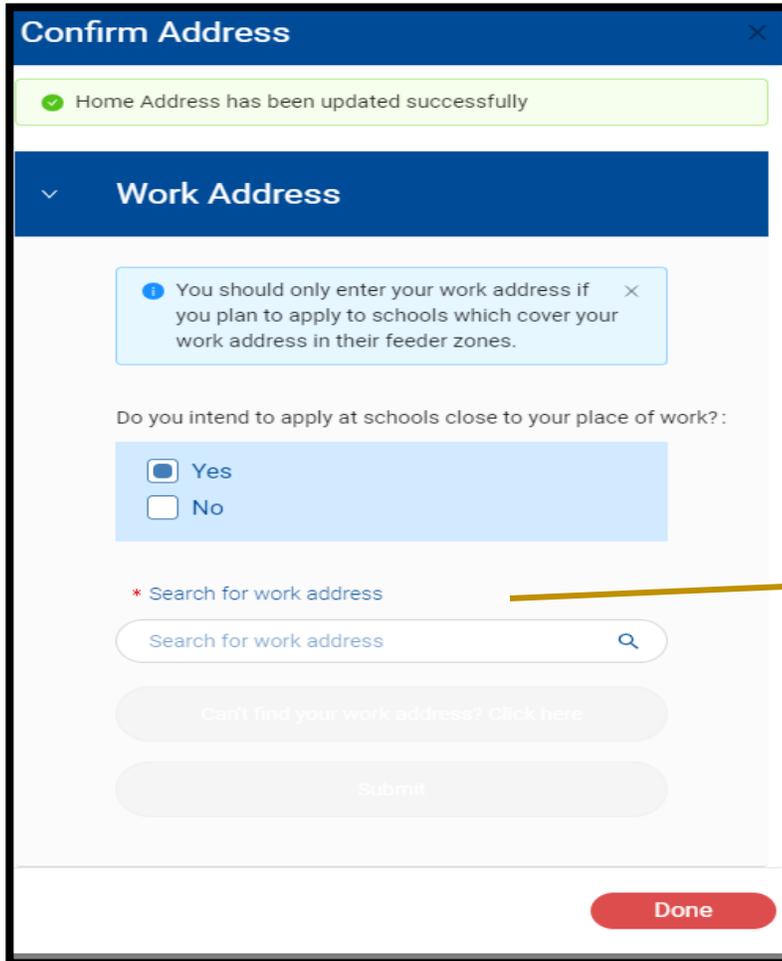
As a final action of Home address completion, in more remote options, you will need to click on **“Select address from map to proceed”**

You can move the pin to a more accurate point on the map or use the option **“Use My Location”** if you are applying while at your actual home address

Once satisfied, click **“Select location”**. A confirmation message will appear with the select address. If it is correct click **continue** and then **submit**.

STEP 2: ADDRESS DETAILS

Complete the Work Address details



Confirm Address ✕

✔ Home Address has been updated successfully

Work Address

ⓘ You should only enter your work address if you plan to apply to schools which cover your work address in their feeder zones. ✕

Do you intend to apply at schools close to your place of work? :

Yes
 No

* Search for work address

Search for work address 🔍

Can't find your work address? Click here

Submit

Done

Complete your Work Address details
(ONLY if you are going to use the Work Address Application Option to apply to a school)

- Note: Select **Yes** if you intend to apply at schools close to your place of work OR **No** if you are not intending to apply using **Work Address** application option
- There is also a **Can't find Address** search option for the Work Address

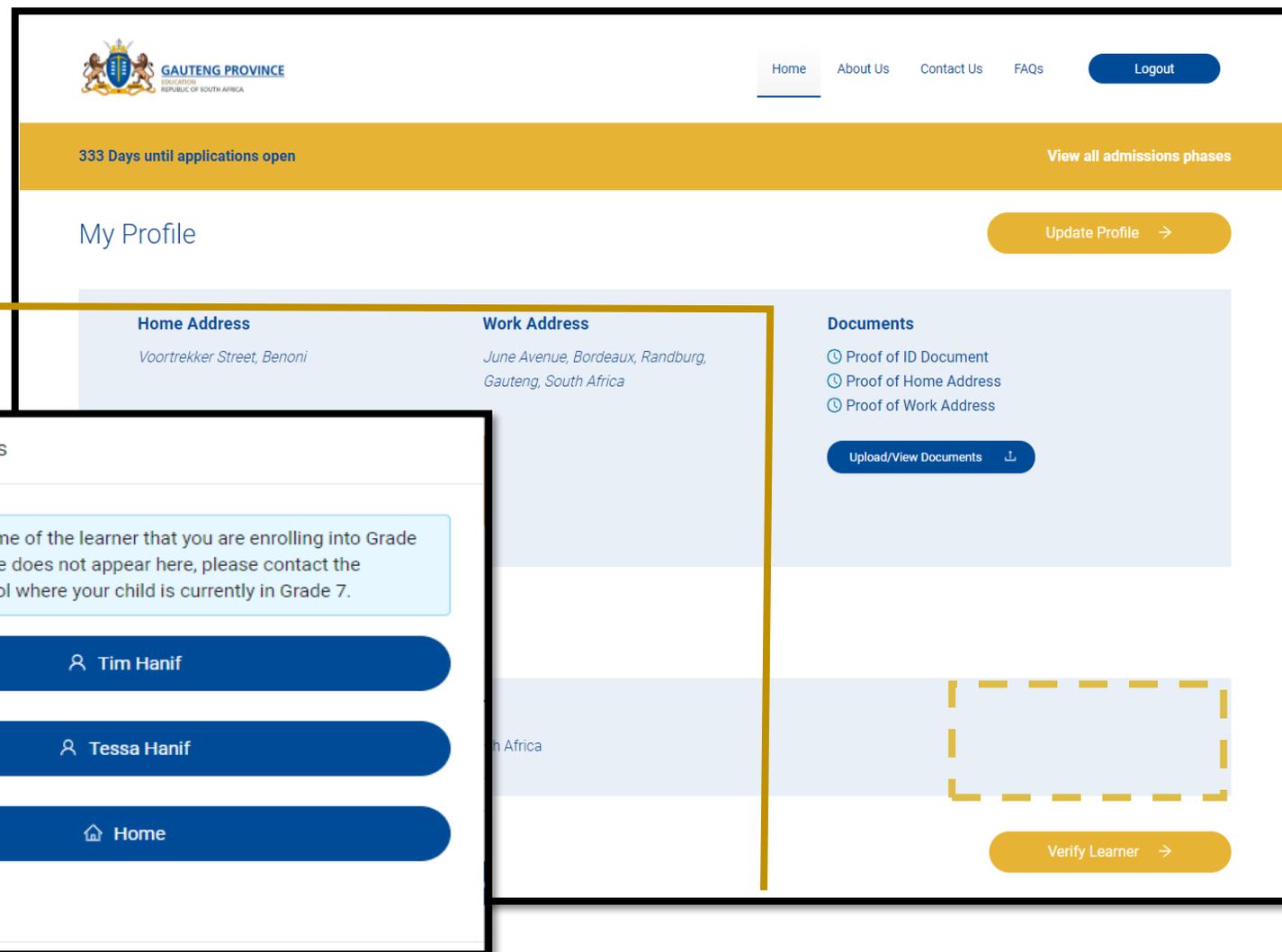
- Click the **Done** button to proceed to the dashboard and verify the Learner Details

STEP 3: LEARNER VERIFICATION

Complete Learner Verification

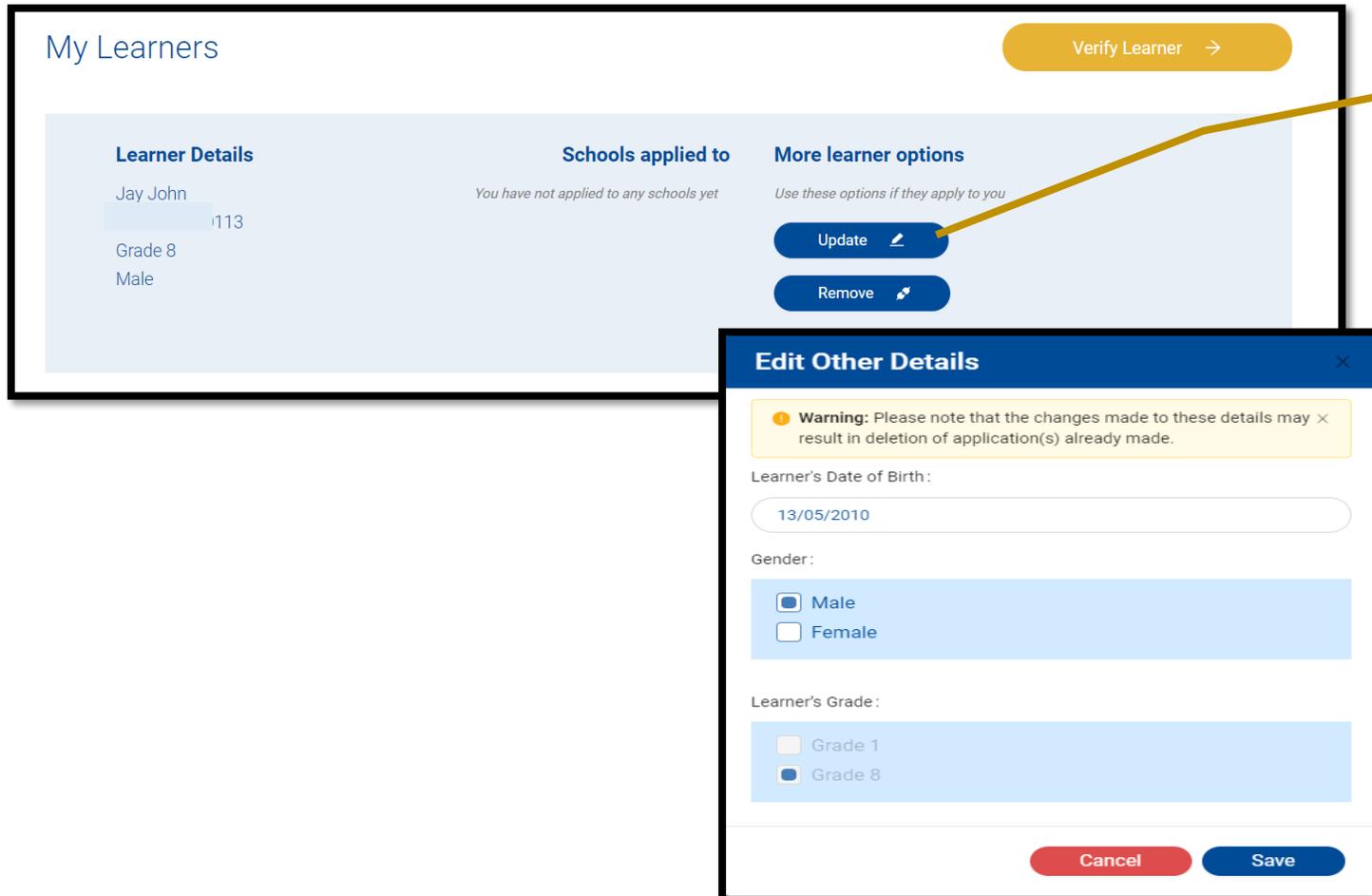
On the dashboard click the **Verify Learner button**

This will return a dialogue box with the name(s) of the learner linked to your account. Click on the learners name to begin the verification process



The screenshot shows the user dashboard for the Gauteng Province Education website. At the top, there is a navigation bar with links for Home, About Us, Contact Us, FAQs, and a Logout button. Below the navigation bar, a yellow banner indicates "333 Days until applications open" and a link to "View all admissions phases". The main content area is titled "My Profile" and includes an "Update Profile" button. The profile section is divided into three columns: "Home Address" (Voortrekker Street, Benoni), "Work Address" (June Avenue, Bordeaux, Randburg, Gauteng, South Africa), and "Documents" (Proof of ID Document, Proof of Home Address, Proof of Work Address). A "Verify Learner" button is located at the bottom right of the dashboard. A modal dialog box titled "Verify Learner Details" is overlaid on the dashboard, containing a message: "Please select the name of the learner that you are enrolling into Grade 8. If your child's name does not appear here, please contact the principal of the school where your child is currently in Grade 7." Below the message are three buttons: "Tim Hanif", "Tessa Hanif", and "Home".

STEP 3: LEARNER VERIFICATION



The screenshot shows a 'My Learners' dashboard. At the top right, there is a 'Verify Learner' button with a right-pointing arrow. Below this, the learner details for 'Jay John' are shown, including ID number '113', 'Grade 8', and 'Male'. There are three sections: 'Learner Details', 'Schools applied to' (with the note 'You have not applied to any schools yet'), and 'More learner options' (with the note 'Use these options if they apply to you'). The 'More learner options' section contains 'Update' and 'Remove' buttons. A yellow arrow points from the 'Update' button to the text box on the right. An 'Edit Other Details' modal is open, showing a warning: 'Warning: Please note that the changes made to these details may result in deletion of application(s) already made.' The modal contains fields for 'Learner's Date of Birth' (13/05/2010), 'Gender' (Male selected), and 'Learner's Grade' (Grade 8 selected). 'Cancel' and 'Save' buttons are at the bottom.

Once the learner details are verified, the parent will be redirected to the dashboard. The parent can then:

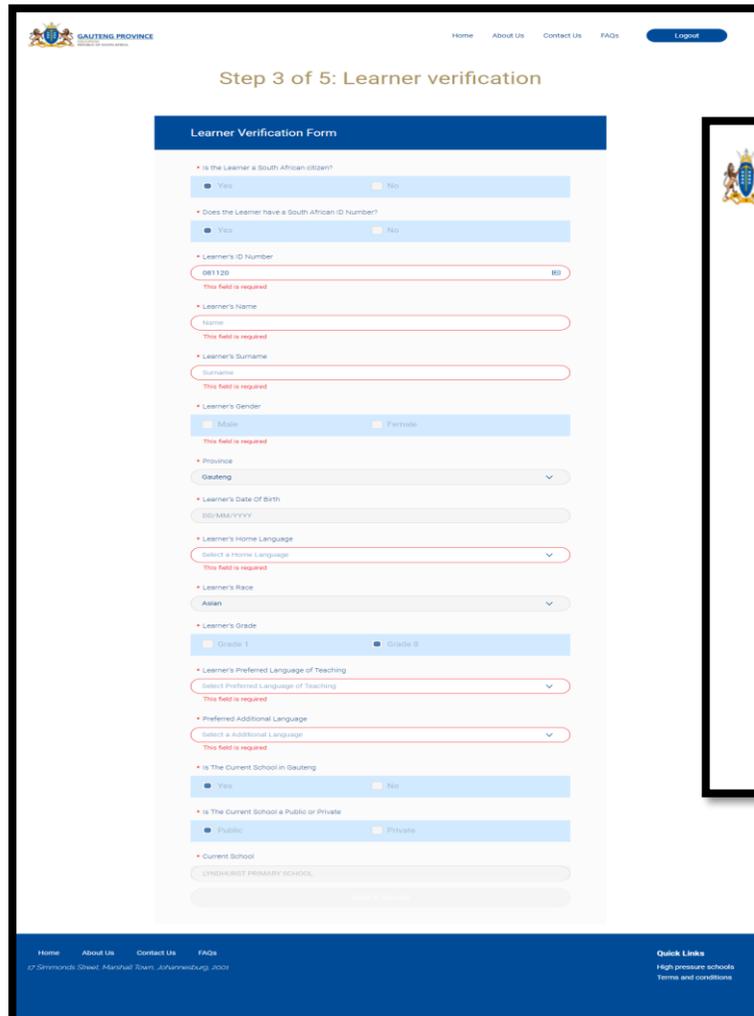
1. Verify another learner
2. Update learner information
3. Remove the learner

Note for updating learner information:

- If the learner is **South African and documented**, you will **not be able to edit the date of birth or gender** as that is populated and confirmed through the DHA validation
- If the learner's ID number is incorrect, visit the School where the learner is currently in Grade 7 to correct it

STEP 3: LEARNER VERIFICATION

Verifying the Learners Details



Step 3 of 5: Learner verification

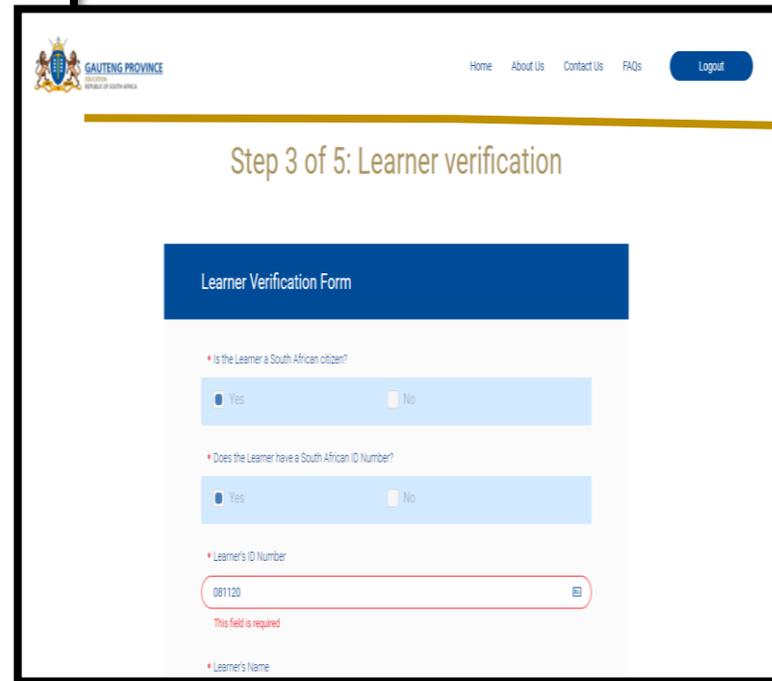
Learner Verification Form

- Is the Learner a South African citizen?
 Yes No
- Does the Learner have a South African ID Number?
 Yes No
- Learner's ID Number
081120
This field is required
- Learner's Name
Name
This field is required
- Learner's Surname
Surname
This field is required
- Learner's Gender
 Male Female
This field is required
- Province
Gauteng
- Learner's Date Of Birth
DD/MM/YYYY
- Learner's Home Language
Select a Home Language
This field is required
- Learner's Race
Asian
- Learner's Grade
 Grade 1 Grade 8
- Learner's Preferred Language of Teaching
Select Preferred Language of Teaching
This field is required
- Preferred Additional Language
Select an Additional Language
This field is required
- Is the Current School in Gauteng?
 Yes No
- Is the Current School a Public or Private?
 Public Private
- Current School
LINDAVALE PRIMARY SCHOOL

Home About Us Contact Us FAQs Logout

17 Sirimondo Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
Terms and conditions



Step 3 of 5: Learner verification

Learner Verification Form

- Is the Learner a South African citizen?
 Yes No
- Does the Learner have a South African ID Number?
 Yes No
- Learner's ID Number
081120
This field is required
- Learner's Name
This field is required

Home About Us Contact Us FAQs Logout

When verifying Learner details, the verification form will be provided with prepopulated learner information

This will return a dialogue box with the name(s) of the learner linked to the parent's account

Click on the learners name to begin the verification process.



STEP 4: APPLY TO SCHOOLS

My Profile

Update Profile →

Home Address
Jensen Avenue

Documents
○ Proof of ID Document
○ Proof of Home Address
Upload/View Documents ↓

Updated Address

Updated Home Address
Jones Road, O.R. Tambo, Kempton Park, Gauteng, South Africa

My Learners

Verify Learner →

Learner Details
Jay John
1005130000113
Grade 8
Male

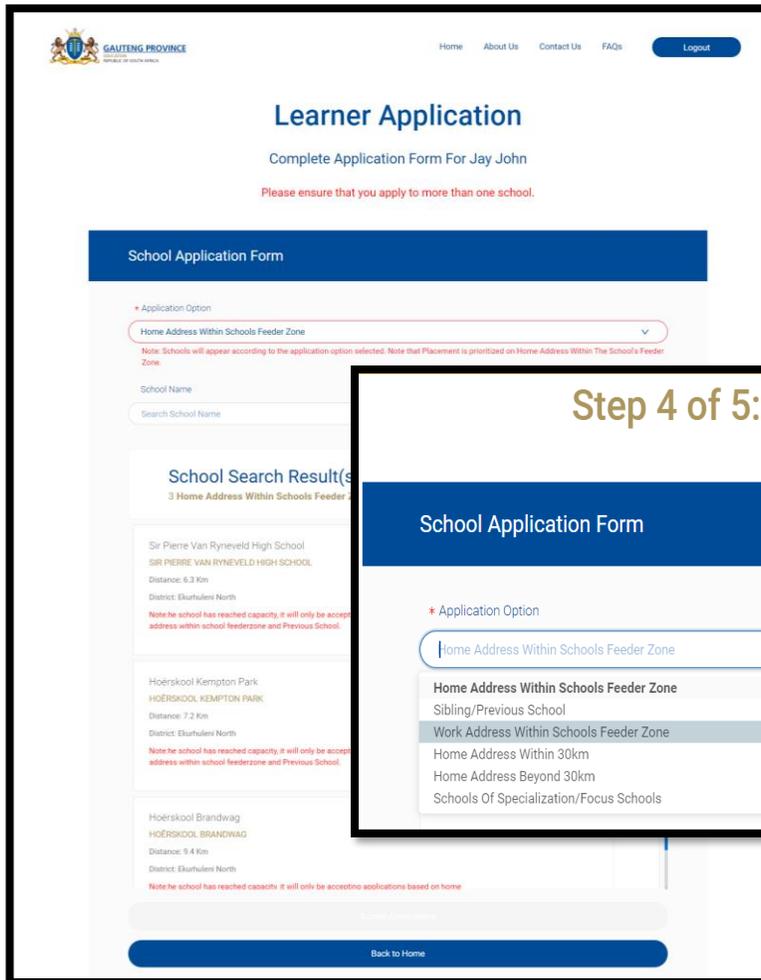
Schools applied to
You have not applied to any schools yet
Apply +
You may apply up to 5 schools

More learner options
Use these options if they apply to you
Update ↗
Remove ↗

An **Apply** button will be visible on the dashboard
Click **Apply** to continue with the application process

STEP 4: APPLY TO SCHOOLS

School Application Option: *Home Address within Feeder Zone*



Step 4 of 5: Apply to Schools

School Application Form

* Application Option

Home Address Within Schools Feeder Zone

Home Address Within Schools Feeder Zone

Sibling/Previous School

Work Address Within Schools Feeder Zone

Home Address Within 30km

Home Address Beyond 30km

Schools Of Specialization/Focus Schools

Selecting the Apply button will direct you to the **Learner Application** page.

These are the six (6) Application Options in the Drop down list:

1. ***Home Address within the Schools Feeder Zone***
2. ***Sibling / Previous Schools***
3. ***Work Address within Schools Feeder Zone***
4. ***Home Address within 30km radius***
5. ***Home Address Beyond 30km radius***
6. ***Schools of Specialization / Focus Schools***

Note that Placement is prioritized for *Home Address within School Feeder Zone* applications

You can select a maximum of 3 Schools at the same time when using the *Home* Application Option

STEP 4: APPLY TO SCHOOLS

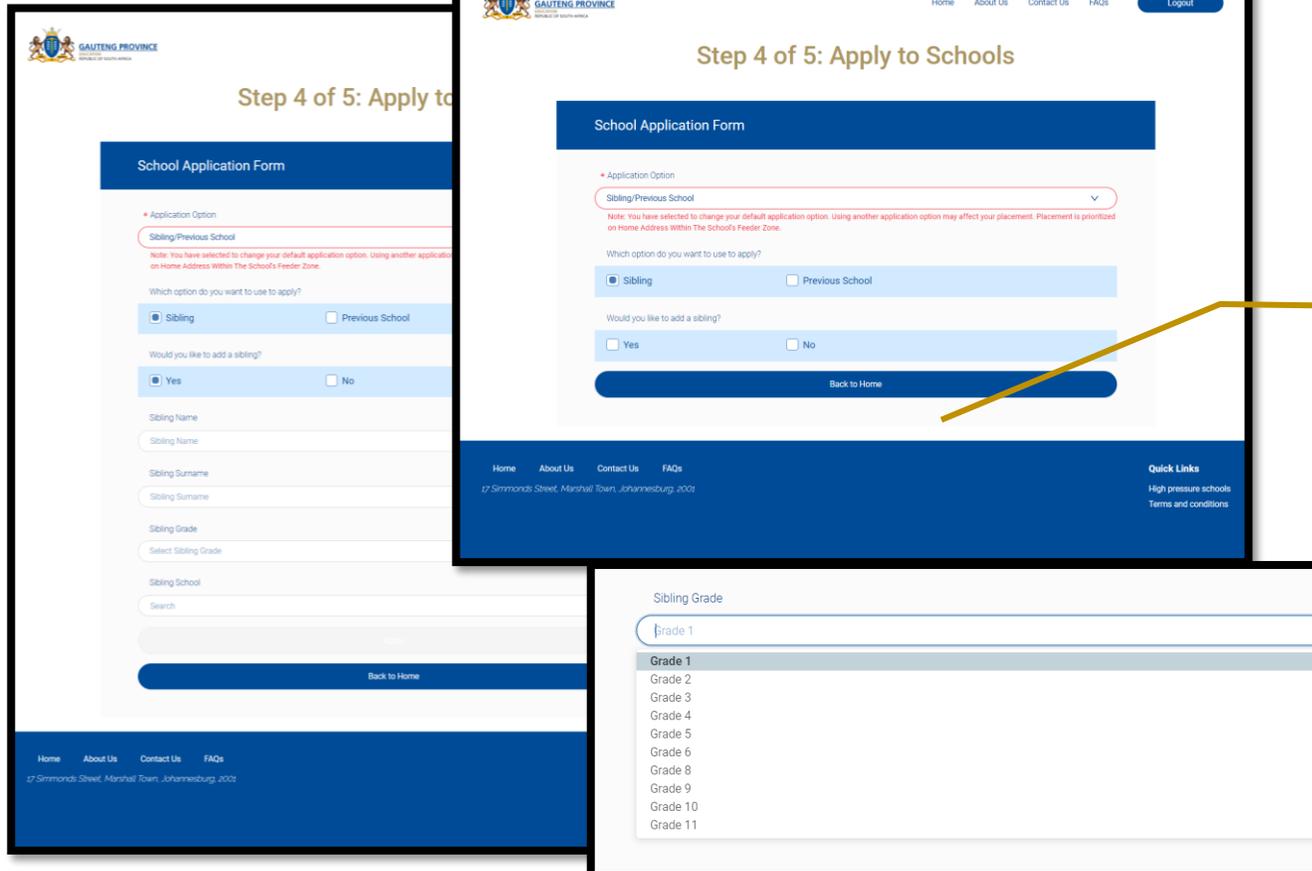
Application Options: *Sibling/Previous School*

The *Sibling / Previous School* application option:

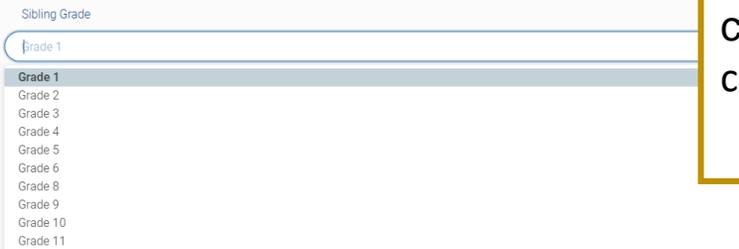
- **Note:** Parents cannot use the *Sibling* application option to apply to a school where the Sibling is currently in Grade 7 or Grade 12
- **Note:** The *Previous School* application option is only applicable to Grade 8 applicants who are currently in Grade 7 in a public ordinary primary school.

Parents can only select a maximum of two (2) Schools when using *Previous School* application option and one (1) School at a time when using *Sibling* application option

Once all fields on the *Sibling* Application Form are completed correctly and a Sibling School is entered, click **Apply** to complete the Learner Application



The screenshot displays the 'Step 4 of 5: Apply to Schools' page. The 'Application Option' dropdown is set to 'Sibling/Previous School'. Below it, the 'Which option do you want to use to apply?' section has 'Sibling' selected. The 'Would you like to add a sibling?' section has 'Yes' selected. The 'Back to Home' button is visible at the bottom of the form.



The 'Sibling Grade' dropdown menu is open, showing a list of grades from Grade 1 to Grade 11. The 'Grade 1' option is highlighted.

STEP 4: APPLY TO SCHOOLS

Application Option: *Work Address within School Feeder Zone*

School Application Form

* Application Option
Work Address Within Schools Feeder Zone

* School Name
Search School Name

School Search Result(s)

20 Schools Found For "Work Address Within Schools Feeder Zone"

Dr Knak Primary School <i>Alexandra Sandton</i> Distance: 0.37 Km	<input type="checkbox"/>
Ithute Primary School <i>Alexandra Sandton</i> Distance: 0.38 Km	<input type="checkbox"/>
Ekukhanyisweni Primary School <i>Alexandra Sandton</i> Distance: 0.76 Km	<input type="checkbox"/>

The **Work Address within Schools Feeder Zone** application option:

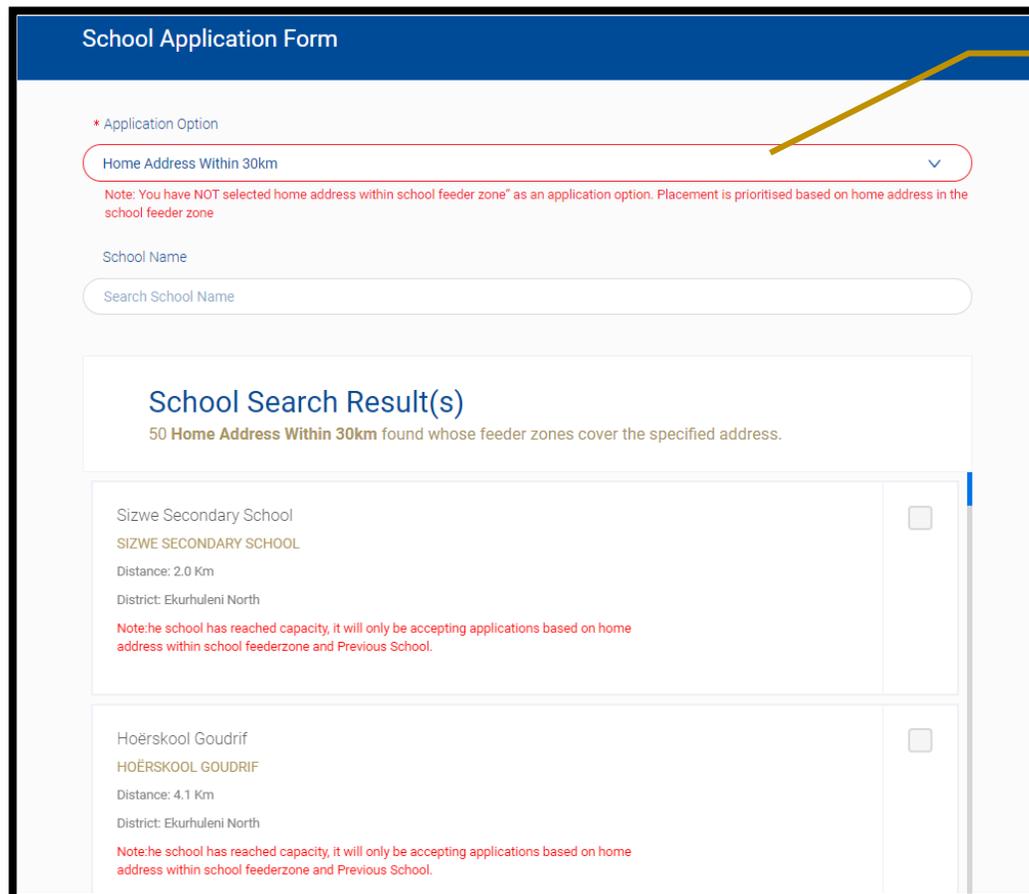
- **Applies to applications made to schools close to the parent's place of work**
- This means that a work address would have been included in the Parent Registration or it was added while editing the parent profile

Parents can only select one (1) School at a time for the Work Address within Schools Feeder Zone application option.

Once all fields are completed correctly, click **Apply** to complete the Learner Application

STEP 4: APPLY TO SCHOOLS

Application Option: *Home Address within 30km*



School Application Form

Application Option
Home Address Within 30km

Note: You have NOT selected home address within school feeder zone" as an application option. Placement is prioritised based on home address in the school feeder zone

School Name
Search School Name

School Search Result(s)
50 Home Address Within 30km found whose feeder zones cover the specified address.

Sizwe Secondary School SIZWE SECONDARY SCHOOL Distance: 2.0 Km District: Ekurhuleni North Note:he school has reached capacity, it will only be accepting applications based on home address within school feederzone and Previous School.	<input type="checkbox"/>
Hoërskool Goudrif HOËRSKOOL GOUDRIF Distance: 4.1 Km District: Ekurhuleni North Note:he school has reached capacity, it will only be accepting applications based on home address within school feederzone and Previous School.	<input type="checkbox"/>

The *Home Address within 30km* application option:

- Parents can use the *Home Address within 30km* application option to apply to a school with a feeder zone that does not cover your home address, but is within 30 km radius

Parents can only select one (1) School at a time for the Home Address within 30km application option.

Once all fields are completed correctly, click **Apply** to complete the Learner Application.

Parents will not be able to apply to schools within 30km if the school they are trying to apply to has received applications up to its full capacity

Note: if the home address provided under this application option is within the feeder zone of the selected school, the application status will automatically be **upgraded to home address within school feeder zone**



STEP 4: APPLY TO SCHOOLS

Application Option: *Home Address beyond 30km*

School Application Form

* Application Option

Home Address Beyond 30km

Note: You have NOT selected home address within school feeder zone* as an application option. Placement is prioritised based on home address in the school feeder zone

School Name

Search School Name

School Search Result(s)

50 Home Address Beyond 30km found whose feeder zones cover the specified address.

Seshegong Secondary School SESHEGONG SECONDARY SCHOOL Distance: 31 Km District: Tshwane South <small>Note: the school has reached capacity, it will only be accepting applications based on home address within school feederzone and Previous School.</small>	<input type="checkbox"/>
Diepdale Secondary School DIEPDALE SECONDARY SCHOOL Distance: 31 Km District: Johannesburg North <small>Note: the school has reached capacity, it will only be accepting applications based on home address within school feederzone and Previous School.</small>	<input type="checkbox"/>

The *Home Address beyond 30km* application option:

- Parents can use the *Home Address beyond 30km* application option to apply to a school with a feeder zone that does not cover their home address, but is beyond 30 km radius

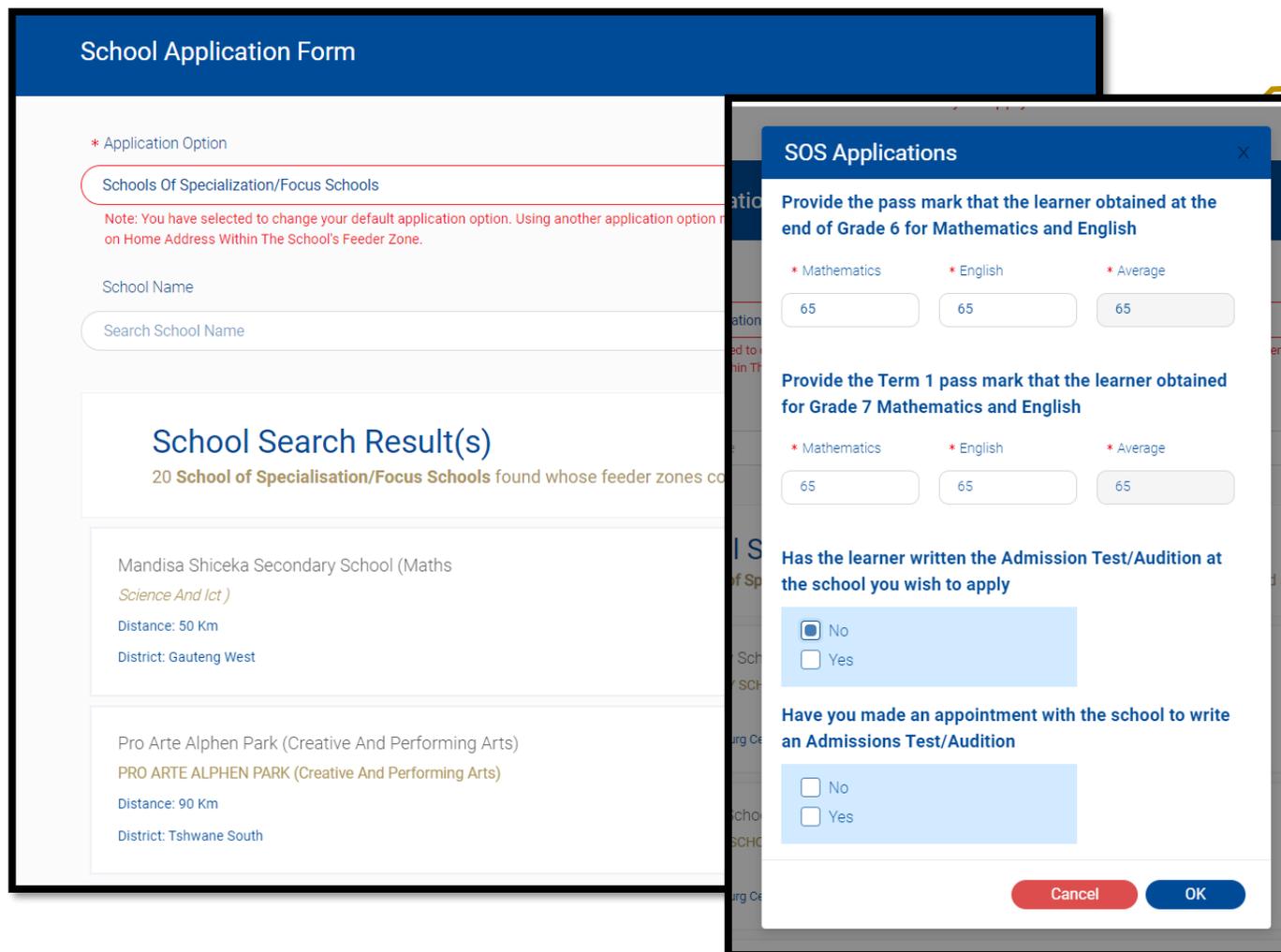
Parents can only select one (1) school at a time for the Home Address beyond 30km application option

Parents will not be able to apply to schools within 30km if the school you are trying to apply to has received applications up to its capacity.

Once all fields are completed correctly, click **Apply** to complete the Learner Application.

STEP 4: APPLY TO SCHOOLS

Application Option: Schools of Specialization/Focus Schools



School Application Form

* Application Option
Schools Of Specialization/Focus Schools

Note: You have selected to change your default application option. Using another application option may result in Home Address Within The School's Feeder Zone.

School Name
Search School Name

School Search Result(s)
20 School of Specialisation/Focus Schools found whose feeder zones cover your home address.

Mandisa Shiceka Secondary School (Maths
Science And Ict)
Distance: 50 Km
District: Gauteng West

Pro Arte Alphen Park (Creative And Performing Arts)
PRO ARTE ALPHEN PARK (Creative And Performing Arts)
Distance: 90 Km
District: Tshwane South

SOS Applications

Provide the pass mark that the learner obtained at the end of Grade 6 for Mathematics and English

* Mathematics	* English	* Average
65	65	65

Provide the Term 1 pass mark that the learner obtained for Grade 7 Mathematics and English

* Mathematics	* English	* Average
65	65	65

Has the learner written the Admission Test/Audition at the school you wish to apply

No
 Yes

Have you made an appointment with the school to write an Admissions Test/Audition

No
 Yes

Cancel OK

The Schools of Specialization / Focus Schools application option:

Four screening questions will need to be answered before selecting the school of specialization you would like to apply to.

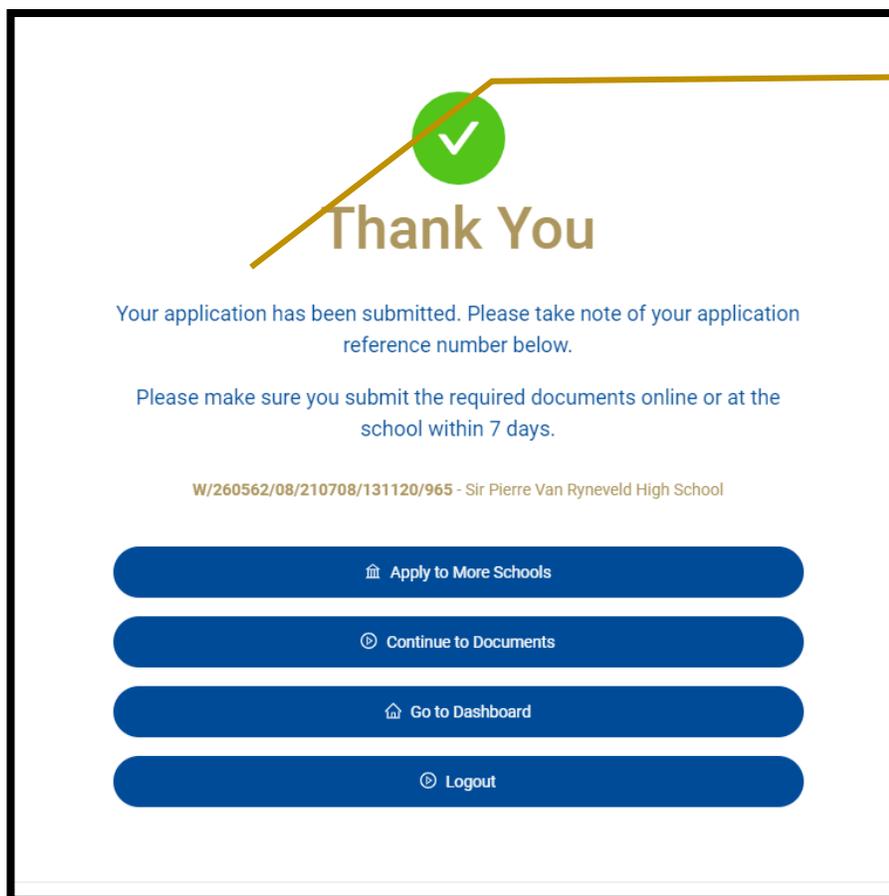
Parents can only select one (1) School of Specialization/Focus Schools at a time.

Once all fields are completed correctly, click **Apply** to complete the Learner Application.

Contact the **School of Specialization / Focus Schools** to enquire about the dates for the Admissions Tests / Auditions

THANK YOU CONFIRMATION

Submission Confirmation Message



Once the application is submitted, a **Thank You** confirmation note is displayed with the Reference Number for the learner application.

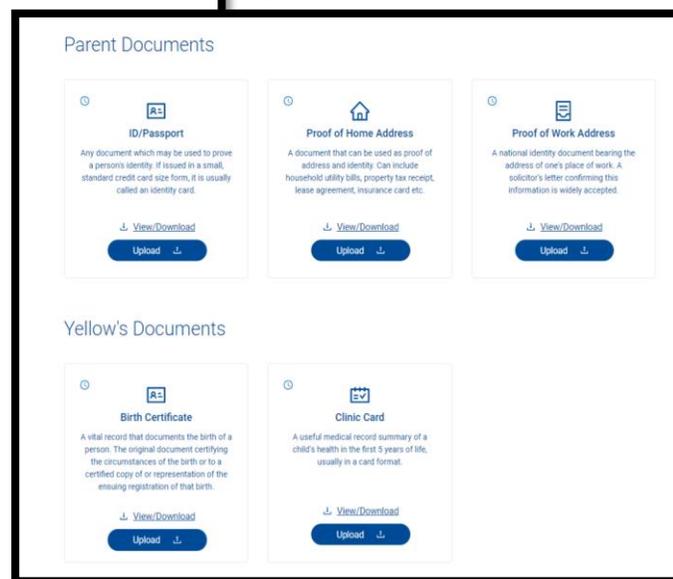
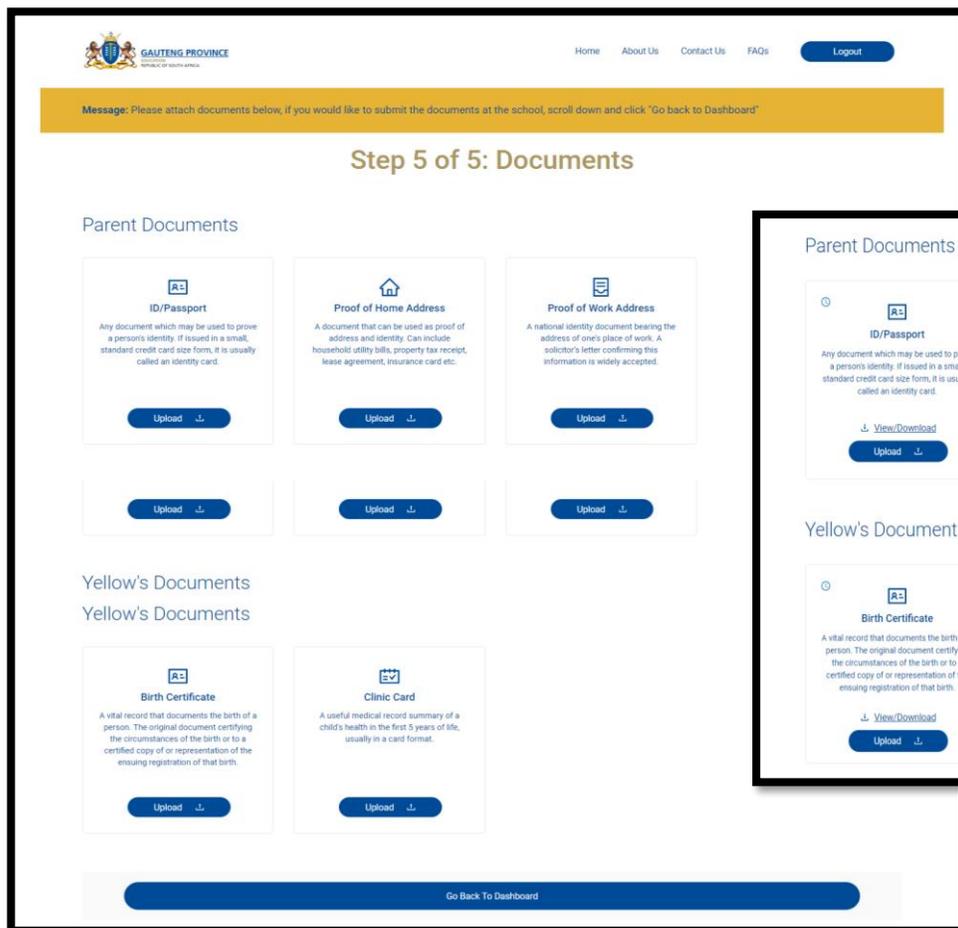
This does not mean that the learner has been accepted at that school. It only confirms that your application has been submitted.

The Parent has the option to :

- Apply to more schools
 - Verify Another learner
 - Continue to Dashboards
 - Continue to Documents
 - Logout
- **Note: Parents can apply to a maximum of 5 schools for one learner**
- **Note: Parents are able to edit their details at any point during the Application Period ONLY**

STEP 5: DOCUMENTS

Uploading and Replacing documents for submission



Parents will be able to upload required documents by using the “upload” function. All schools applied to will be able to view the uploaded documents

Note: Parents who are unable to upload documents may hand deliver hard copies of documents to **all the schools applied to.**

Note that the following documents are required

- ID/Passport/Refugee Permit/ Asylum Seeker Permit/ Permanent Residence Permit/Study Permit
- SA Birth Certificate
- Proof-of-Home Address
- Proof of Work Address
- Latest School Report,
- Clinic/Vaccination/Immunisation card

Note: Documents must be submitted / uploaded within 7 days after applying



APPLICATION PROFILE PAGE

Updated Application Information

GAUTENG PROVINCE
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs Logout

395 Days until applications open View all admissions phases

My Profile

Update Profile →

Home Address 709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa	Work Address News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, South Africa	Documents <input checked="" type="checkbox"/> Proof of ID Document <input checked="" type="checkbox"/> Proof of Home Address <input type="checkbox"/> Proof of Work Address Upload/View Documents ↓
--	--	--

My Learners

Register Another Learner →

Note: You will only be able to restore your application during the application phase. If you have 5 active application you will not be able to restore any of your deleted applications.

Learner Details Bohale Mthombeni 140517041160R5 Female	Schools applied to Bafo Chiko Primary School (Awaiting Verification) W/310888/01/210430/121554/408 Enkangala Primary School (Awaiting Verification) W/311043/01/210430/121556/391 Apply + <small>You may apply up to 5 schools</small>	More learner options <small>Use these options if they apply to you</small> Update ↗ Remove ↗
--	---	--

About Us Contact Us FAQs

17 Simmonds Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
Terms and conditions

Once the Learner(s) application(s) are submitted they will reflect accordingly under the “My Learners” profile

Document statuses will only appear after documents are submitted by the parent and verified by the school



APPLICATION PROFILE PAGE

Updated Application Information

GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs Logout

395 Days until applications open View all admissions phases

My Profile Update Profile →

Home Address	Work Address	Documents
709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa	News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, South Africa	<input checked="" type="checkbox"/> Proof of ID Document <input checked="" type="checkbox"/> Proof of Home Address <input type="checkbox"/> Proof of Work Address

Upload/View Documents ↓

My Learners Register Another Learner →

Note: You will only be able to restore your application during the application phase. If you have 5 active application you will not be able to restore any of your deleted applications.

Learner Details	Schools applied to	More learner options
Dabalo Mkhambani Grade 1 Female	Bafo Chiko Primary School (Awaiting Verification) W/310888/01/210430/121554/408 Enkangala Primary School (Awaiting Verification) W/311043/01/210430/121556/391	Use these options if they apply to you Update ↗ Remove ✕

Apply +
You may apply up to 5 schools

About Us Contact Us FAQs

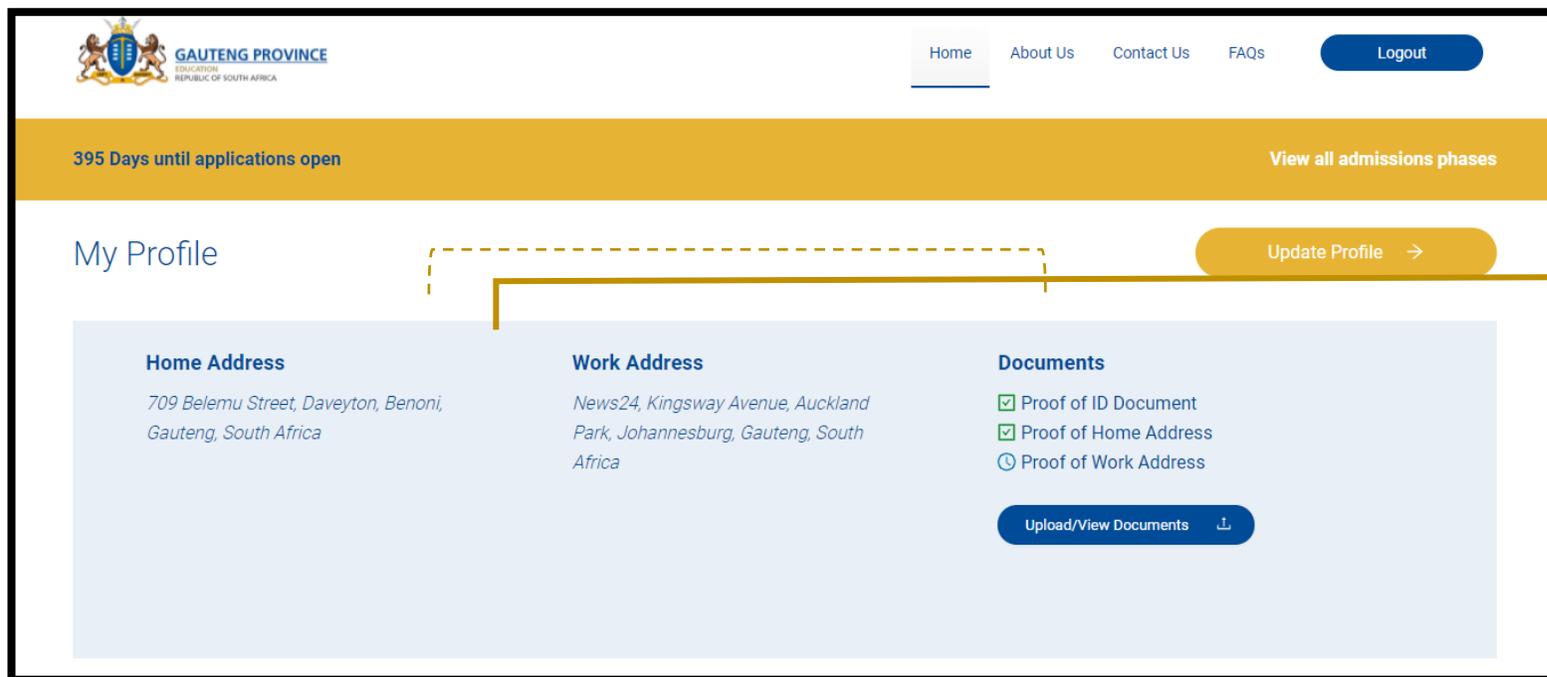
17 Simmonds Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
Terms and conditions

Click Apply to make another Application

PARENT DASHBOARD

My Profile and My Learners



The screenshot shows the 'My Profile' section of the Parent Dashboard. At the top, there is a navigation bar with 'Home', 'About Us', 'Contact Us', 'FAQs', and a 'Logout' button. Below the navigation bar, a yellow banner displays '395 Days until applications open' and a 'View all admissions phases' link. The main content area is titled 'My Profile' and includes an 'Update Profile' button. The profile details are organized into three columns: 'Home Address' (709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa), 'Work Address' (News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, South Africa), and 'Documents' (Proof of ID Document, Proof of Home Address, Proof of Work Address). An 'Upload/View Documents' button is located at the bottom of the Documents section.

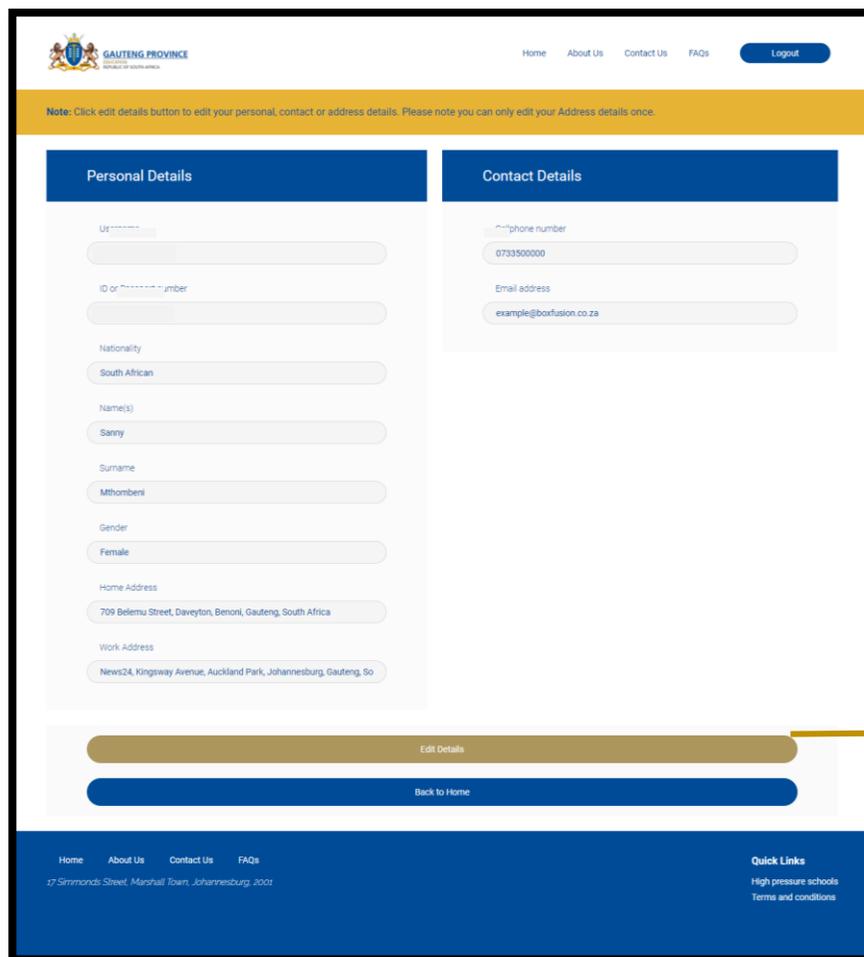
The Application Profile page has a “**My Profile**” section providing:

- The **Home Address Details** as captured in Registration and the **Work Address** if the work address is provided
- Access to document **uploads**

The “**My Learners**” section provides a summary of learner details as registered as well as the option to apply to schools

PARENT DASHBOARD

21. View your Profile Details



The screenshot shows a web interface for a parent's profile. At the top left is the Gauteng Provincial Government logo. The navigation bar includes links for Home, About Us, Contact Us, FAQs, and a Logout button. A yellow banner contains a note: "Note: Click edit details button to edit your personal, contact or address details. Please note you can only edit your Address details once." Below this are two main sections: "Personal Details" and "Contact Details".

Personal Details:

- Us: [Input field]
- ID or [Input field]
- Nationality: South African
- Name(s): Sany
- Surname: Mthombeni
- Gender: Female
- Home Address: 709 Belemu Street, Daveyton, Benoni, Gauteng, South Africa
- Work Address: News24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, So

Contact Details:

- Phone number: 0733500000
- Email address: example@boxfusion.co.za

At the bottom of the form are two buttons: "Edit Details" (highlighted in yellow) and "Back to Home". The footer contains navigation links and "Quick Links" for High pressure schools and Terms and conditions.

Parent Profile:

- The Parent Registration details can also be viewed from the Parent Dashboard
- **Note: The Address details can only be edited once during the Application period.**
- **If the parent edits their personal details, all details on the parent portal will be completely deleted and the parent will have to reregister and reapply.**

DELETING AND RESTORING APPLICATIONS

Note: You will only be able to restore your application during the application phase. If you have 5 active application you will not be able to restore any of your deleted applications.

Learner Details	Schools applied to	More learner options
Bohlale Mthombeni 1405170416085 Grade 1 Female	<div style="display: flex; align-items: center;"> 🗑️ <div> <p>Bafo Chiko Primary School (Awaiting Verification)</p> <p>W/310888/01/210430/121554/408</p> </div> </div>	<p>Use these options if they apply to you</p> <p>Update ↗️</p> <p>Remove ↗️</p>
<div style="display: flex; align-items: center;"> 🗑️ <div> <p>Enkangala Primary School (Awaiting Verification)</p> <p>W/311043/01/210430/121556/391</p> </div> </div>		

Apply +
You may apply up to 5 schools

Please enter the OTP to confirm that you want to continue with the change

Enter Your OTP Number

Cancel OK

Schools applied to

🔄	Bafo Chiko Primary School (Deleted By Parent)
🔄	Enkangala Primary School (Deleted By Parent)

Apply +
You may apply up to 5 schools

Delete Application(s)

Applications are deleted in 2 ways:

1. If a parent **edits/updates the application details;**
2. If the parent **clicks the bin next to the school name** that they no longer wish to continue applying to

During this stage the **parent will be asked to provide an OTP** to verify the change and the status of the application will be updated to **“Deleted by parent.”**

Restore / Deleted Application(s)

If the parent decides that the deleted application was a mistake, they have the option to **Restore that application** by clicking the **Restore** button. This will require the parent to confirm the restoration of the application through an OTP



CONTACT SUPPORT

The screenshot shows the website header with the Gauteng Province Education logo and navigation links: Home, About Us, Contact Us, FAQs, Register, and Login. Below the header is a search bar with the placeholder text 'Search for schools with feeder zones that cover my address' and 'Type your address here'. A dropdown menu is open showing 'Regulations, Policies and Guidelines'. The main content area features a large banner with the text: 'Your Child's Education Matters! Apply ONLINE for Grade 1 and / or Grade 8 to secure space at a public school.' A calendar icon indicates '364 DAYS until applications open'. There are buttons for 'Apply now!' and 'Register'. Below the banner, it says 'Applications for 2022 Grade 1 and 8 are now open'. At the bottom, there is a footer with contact information: 'If you have questions Email us at gdeinfo@gauteng.gov.za or Call us at 0800 000 789 | 011 355 0000'.

Contact the Helpdesk and Support Team:

Email:

gdeinfo@gauteng.gov.za

Support No: 0800 000 789

011 355 0000

For District Contact details, click on Contact Us
Alternatively, access the chat support on the website.