

STEP-BY-STEP ADMISSIONS ONLINE APPLICATION USER GUIDE FOR PARENTS (FRONT-END)

2026 LEARNER ADMISSIONS APPLICATION PROCESS



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

LEGISLATIVE FRAMEWORK

In terms of Section 9 of NEPA the Admission Policy of a Public School and the administration of admissions by an Education Department must not unfairly discriminate in any way against an applicant for admission.

Section 34 provides the preference order of admissions as:

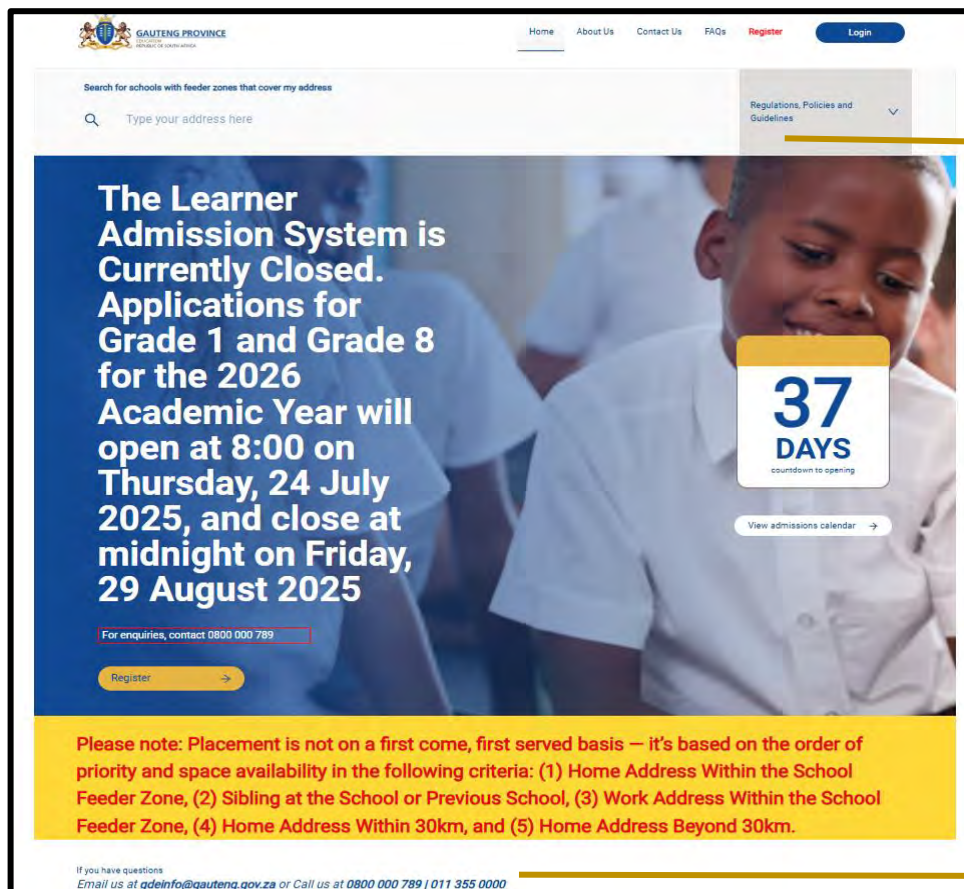
- (i) Learners whose parents live in the feeder area in their own or employers' domicile
- (ii) Learners whose parents work address is in the feeder area

The Provincial Admissions Regulations, General Notice No. 4138 of 2001, as amended provides that the learner placement be prioritised as follows:

- 1. Applicant learner's place of residence is closest to the school within the feeder zone**
- 2. The applicant learner has a sibling attending the school;**
- 3. The place of employment of at least one of the applicant learner's parents is within the feeder zone of the school;**
- 4. The applicant learner's place of residence is within a 30-kilometre radius of the school; or**
- 5. The applicant learner's place of residence is beyond a 30-kilometre radius of the school**

ACCESSING THE PORTAL

To access the GDE Admissions Online Application System for Grade 1 and Grade 8 learners, enter the following URL on any web browser www.gdeadmissions.gov.za . You will then be directed to the screen below.



The screenshot shows the homepage of the Gauteng Province GDE Admissions Online Application System. At the top, there is a navigation bar with links: Home, About Us, Contact Us, FAQs, Register, and Login. Below the navigation bar is a search bar with the text "Search for schools with feeder zones that cover my address" and a placeholder "Type your address here". To the right of the search bar is a dropdown menu labeled "Regulations, Policies and Guidelines". The main content area features a large blue banner with the text: "The Learner Admission System is Currently Closed. Applications for Grade 1 and Grade 8 for the 2026 Academic Year will open at 8:00 on Thursday, 24 July 2025, and close at midnight on Friday, 29 August 2025". A yellow box on the banner displays "37 DAYS" and "countdown to opening". Below the banner is a "Register" button. At the bottom, there is a yellow box with the text: "Please note: Placement is not on a first come, first served basis — it's based on the order of priority and space availability in the following criteria: (1) Home Address Within the School Feeder Zone, (2) Sibling at the School or Previous School, (3) Work Address Within the School Feeder Zone, (4) Home Address Within 30km, and (5) Home Address Beyond 30km." At the very bottom, there is a small text: "If you have questions Email us at gdeinfo@gauteng.gov.za or Call us at 0800 000 789 | 011 355 0000".

Click here to view Admission Regulations, Policies and Guidelines

For any application questions and assistance, the Helpdesk can be contacted by email or telephone.

GENERAL LANDING PAGE



On the landing page the following items are loaded:

1. General

- Admission Phases
- Terms and Conditions
- News & Announcements
- FAQs

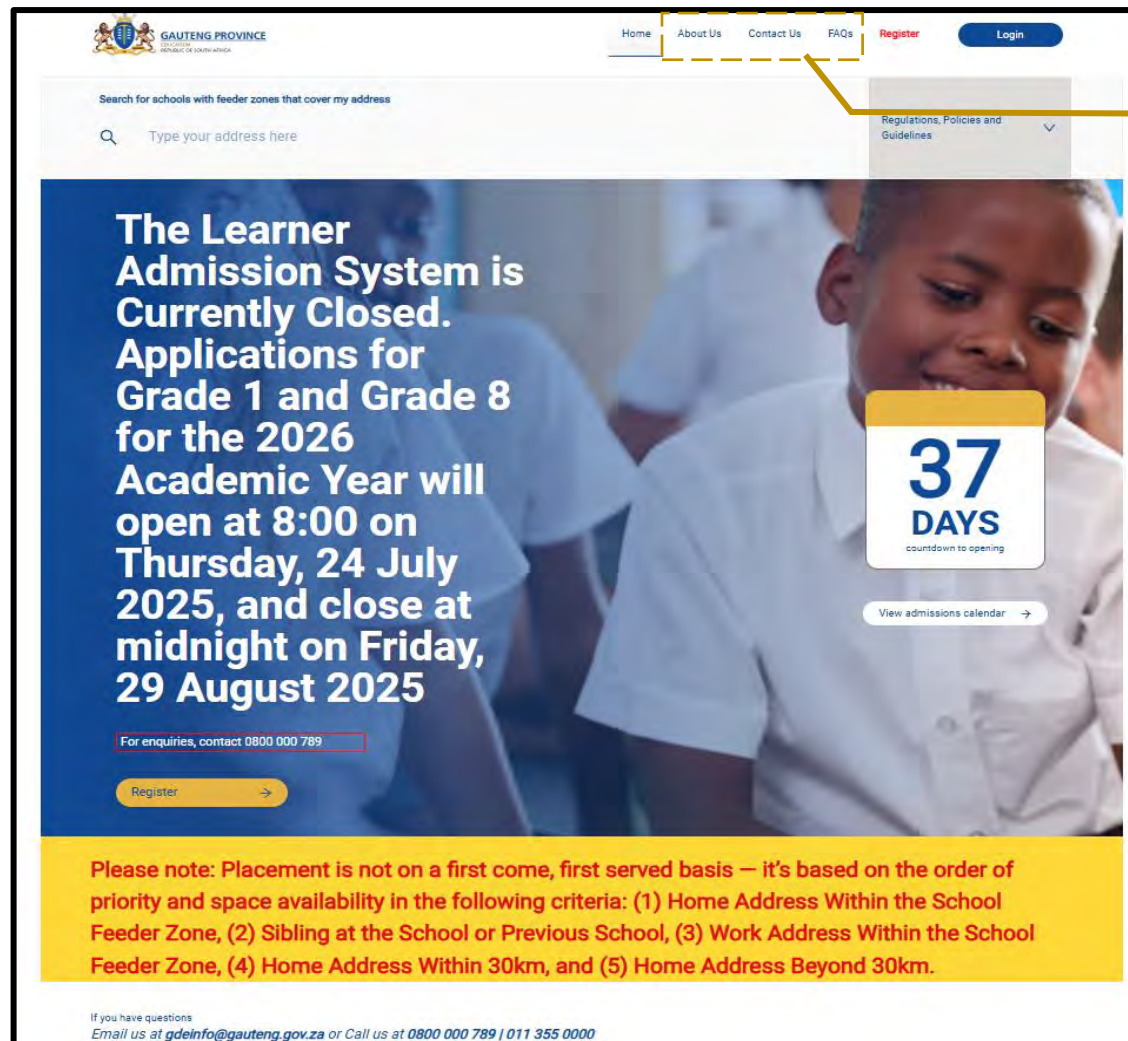
2. Regulations, Policies and Guidelines

- Admission Regulations
- Admissions Management Plan 2021
- School Feeder Zone Policy
- South African Schools Act, 84 of 1996 (SASA)

3. Contact us:

- Provides contact details of the Department of Education
 - Head Office
 - District Offices
 - Decentralized Walk-in Centres

MENU ITEMS



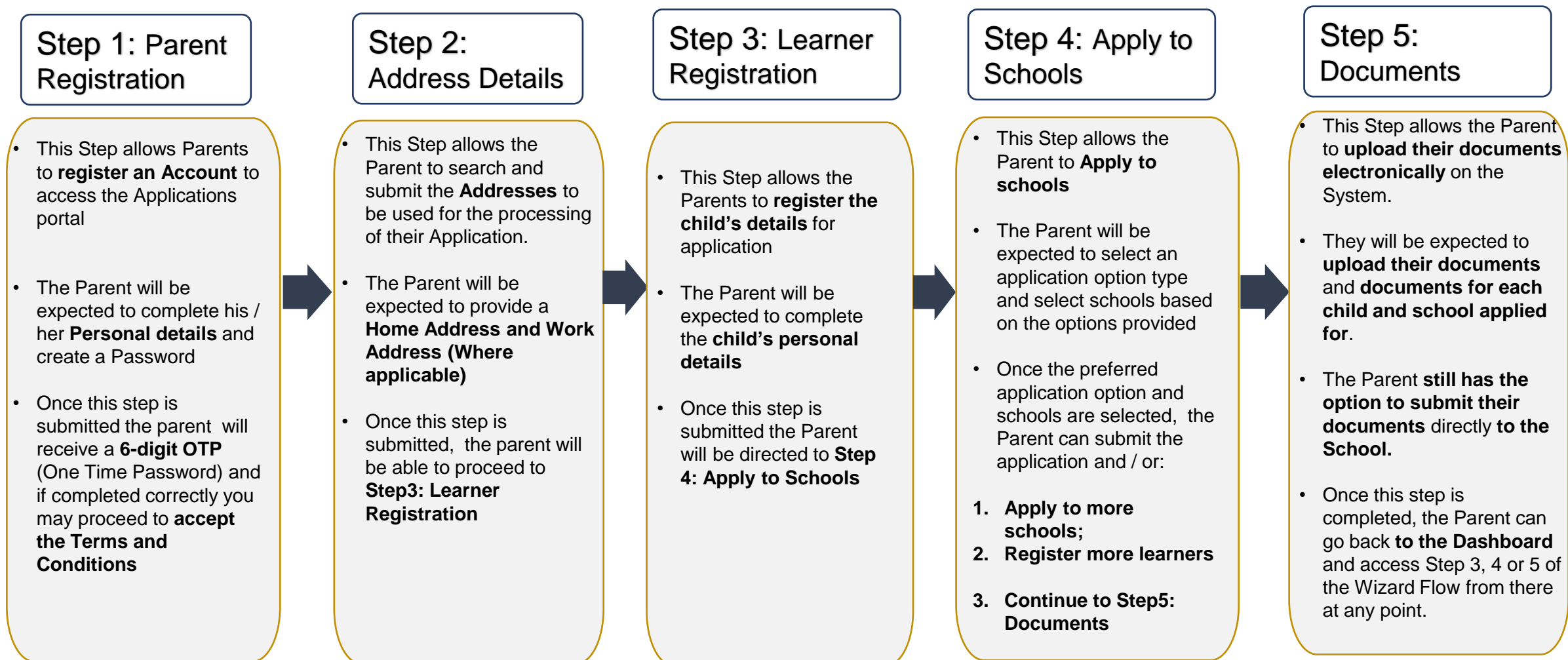
The screenshot shows the Gauteng Province website. The top navigation bar includes links for Home, About Us, Contact Us, FAQs, Register, and Login. A search bar is located below the navigation bar. The main content area features a large banner for the Learner Admission System, which is currently closed. The banner text states: "The Learner Admission System is Currently Closed. Applications for Grade 1 and Grade 8 for the 2026 Academic Year will open at 8:00 on Thursday, 24 July 2025, and close at midnight on Friday, 29 August 2025". A countdown timer shows "37 DAYS" remaining. A "View admissions calendar" button is also present. At the bottom of the banner, there is a "Register" button. Below the banner, a yellow box contains a note about placement criteria: "Please note: Placement is not on a first come, first served basis — it's based on the order of priority and space availability in the following criteria: (1) Home Address Within the School Feeder Zone, (2) Sibling at the School or Previous School, (3) Work Address Within the School Feeder Zone, (4) Home Address Within 30km, and (5) Home Address Beyond 30km." The footer includes contact information: "If you have questions Email us at gdeinfo@gauteng.gov.za or Call us at 0800 000 789 | 011 355 0000".

The Menu tab includes:

- The **About Us** page provides critical GDE Vision and Mission statements
- The **Contact Us** page provides access to Head-Office and District physical addresses and contact person details
- The **FAQs** section provides a list of Frequently Asked Questions and Responses.

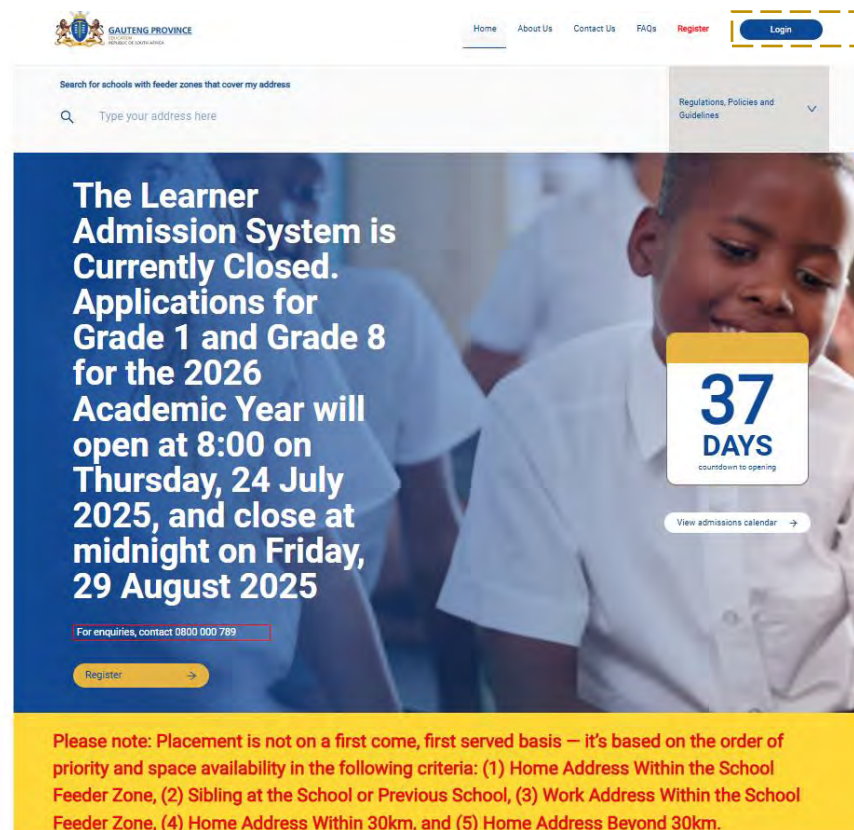
REGISTRATION & APPLICATION – WIZARD FLOW

The 2026 Admission Online Application Process is divided into the 5 Steps describes below:



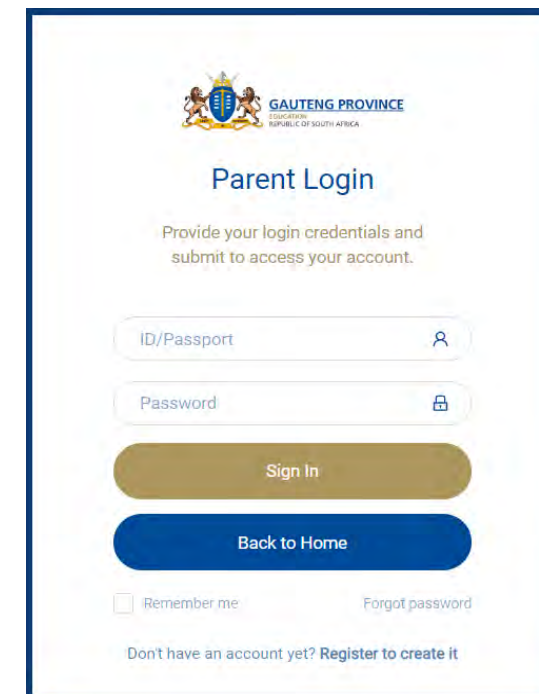
LOGIN / REGISTER

1. To begin the Application process, the Parent can “Register” an account by clicking on the Register option on the landing page:



The screenshot shows the landing page of the Gauteng Province Learner Admission System. At the top, there is a navigation bar with links for Home, About Us, Contact Us, FAQs, Register, and Login. The Register link is highlighted with a yellow dashed box. Below the navigation bar, there is a search bar and a dropdown menu for Regulations, Policies and Guidelines. The main content area features a large banner with the text: "The Learner Admission System is Currently Closed. Applications for Grade 1 and Grade 8 for the 2026 Academic Year will open at 8:00 on Thursday, 24 July 2025, and close at midnight on Friday, 29 August 2025". A countdown timer shows "37 DAYS" until opening. Below the banner, there is a "Register" button. At the bottom, there is a note about placement criteria and contact information.

If you have already registered an account on the Portal, you can select the Login option to complete your details as illustrated below:



The screenshot shows the Parent Login page. It features the Gauteng Province logo at the top. Below the logo, the text "Parent Login" is displayed. A message states: "Provide your login credentials and submit to access your account." There are two input fields: "ID/Passport" and "Password". Below these fields is a "Sign In" button. At the bottom, there is a "Back to Home" button. There are also checkboxes for "Remember me" and a link for "Forgot password". At the very bottom, there is a link to "Register to create it" for users who do not have an account yet.

STEP 1: PARENT REGISTRATION

2. Complete the POPIA disclaimer

POPIA Disclaimer

1. The Gauteng Department of Education is a responsible entity for processing of personal information (such as name, surname, ID number and location data) requested from the data subjects (parents and learners) in discharging its constitutional obligation which is to provide basic education.
2. The personal information will be collected and be used for the purpose for which it was collected. The Department reaffirms its commitment to data subject that the information will not be shared with any third party without the consent of the data subject.
3. The personal information submitted by the data subject will be processed lawfully and in a reasonable manner that does not infringe on the privacy of the data subject.
4. The Department will use personal information of a data subject which is in the Department's possession at the Schools, District Offices, and Head Office to provide education which includes but is not limited to planning, enrolment, registration, assessment and any other educational programmes of learners.
5. The Department will take reasonably practicable steps to ensure that the personal information is complete, accurate, not misleading, and updated where necessary. The Department will comply with the purpose for which personal information is collected or further processed.

☐ I have read and understand the content of the disclaimer

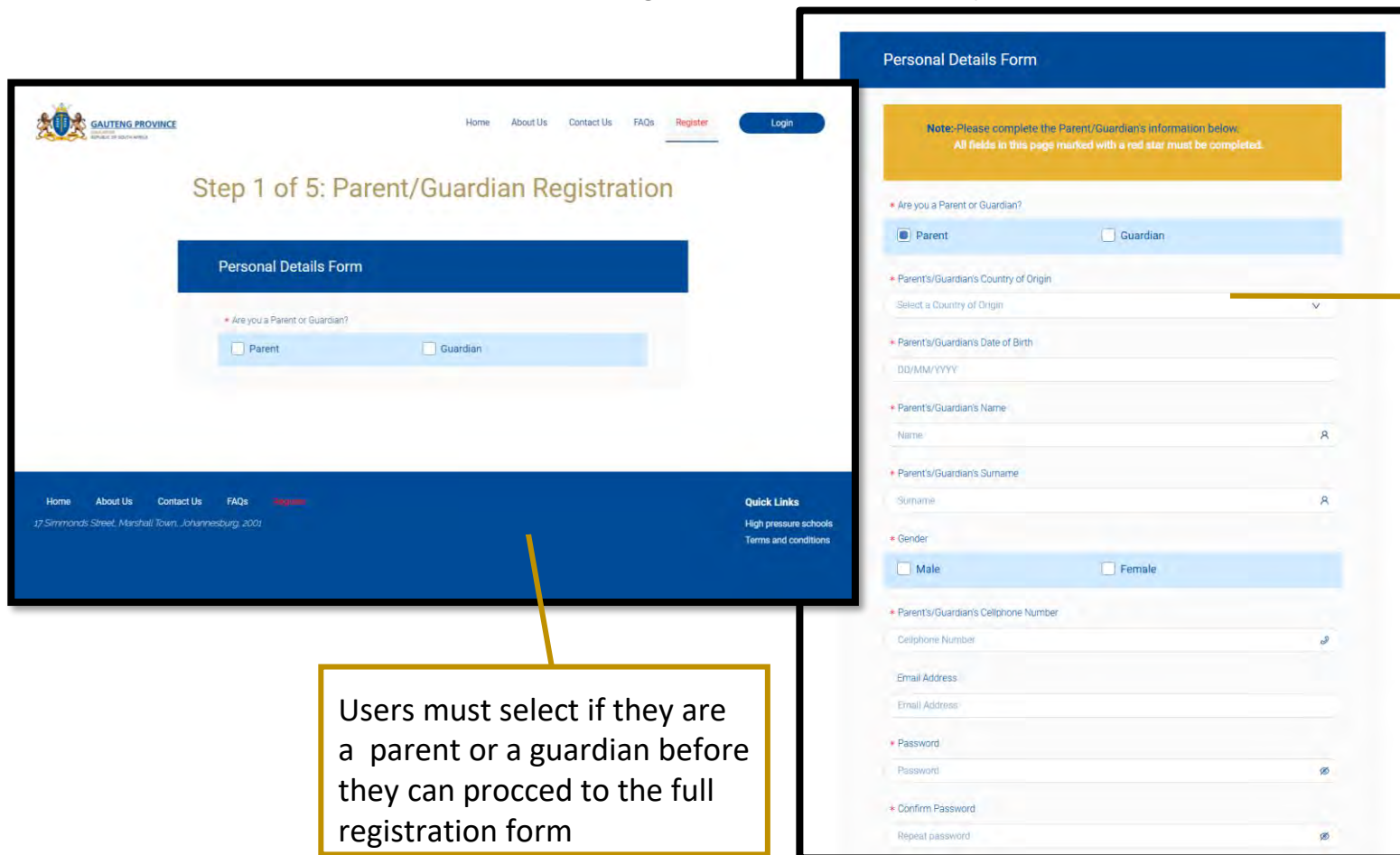
Continue

Users first need to agree to the POPIA terms before they can proceed to parent/Guardian registration

- Read through the Terms and Conditions
- Select the “I have read and understand the content of the disclaimer” box
- Click Continue to proceed to **Step 1 of 5: Parent/Guardian Registration**

STEP 1: PARENT REGISTRATION

3. Complete the Parent Registration form with your personal details: Country of Origin and Document Status



The screenshot shows the 'Step 1 of 5: Parent/Guardian Registration' page. The main heading is 'Personal Details Form'. Below it, there is a note: 'Note:-Please complete the Parent/Guardian's information below. All fields in this page marked with a red star must be completed.' The form includes several fields with red stars indicating they are required:

- * Are you a Parent or Guardian? (Radio buttons for Parent and Guardian)
- * Parent's/Guardian's Country of Origin (Dropdown menu)
- * Parent's/Guardian's Date of Birth (Date field)
- * Parent's/Guardian's Name (Text field)
- * Parent's/Guardian's Surname (Text field)
- * Gender (Radio buttons for Male and Female)
- * Parent's/Guardian's Cellphone Number (Text field)
- * Email Address (Text field)
- * Password (Text field)
- * Confirm Password (Text field)

At the bottom of the form, there is a 'Quick Links' section with links to 'High pressure schools' and 'Terms and conditions'.

Users must select if they are a parent or a guardian before they can proceed to the full registration form

Country of Origin

Select your country of origin from this dropdown list.

If you select South Africa, from the drop-down list then you need to select the Document combination that is applicable.

Non-South African Applicants will have the following options of registering in the immigration status :

- Permanent Residence Permit,
- Study Permit,
- Asylum Seeker Permit,
- Work Permit,
- Refugee Permit,
- No document

STEP 1: PARENT REGISTRATION

4. Accept Terms and Conditions

Terms and Conditions

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 8 applications in the Gauteng Province

2. **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.

3. A School Feeder Zone covers a number of home and /or work addresses within a specific area(s) as demarcated by the school.

4. 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**.

5. 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.

6. Documents hand delivered to schools and / or uploaded on the System will be verified by the schools that the applicant applied to.

7. 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 feeder zone that covers the parent's home address.

8. 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

9. **The Gauteng Department of Education does not accept liability for any errors or omissions committed by applicants while completing the Online Application Form.**

10. Information edited by the parent on the application form is considered final.

11. **Applications withdrawn by the parent cannot be recovered or reinstated.**

12. 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

User will see the Terms & Conditions dialogue.

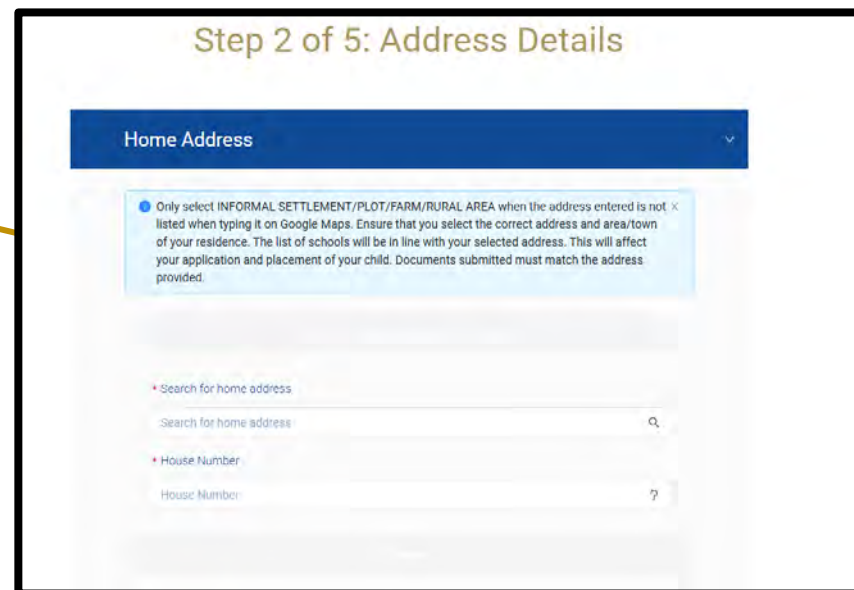
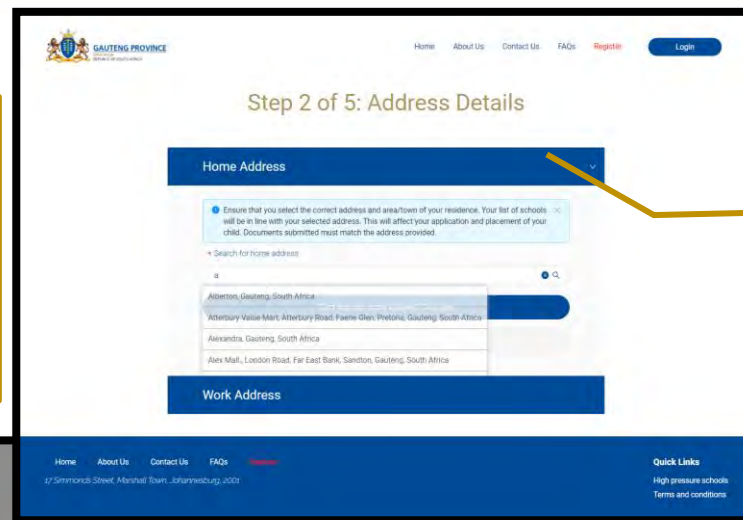
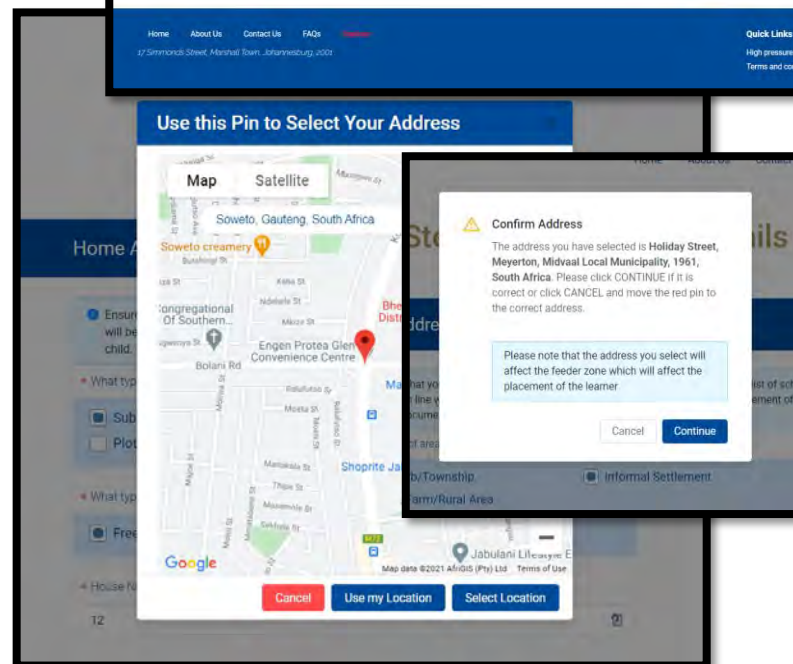
- Read through the Terms and Conditions
- Select the "Accept Terms and Conditions" box
- Click OK to proceed to the **Step 2 of 5: Address Details**

STEP 2: ADDRESS DETAILS

5. Complete the Home Address details

The open search field has no address filters and 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 the official address

Cannot find your address?

Should you not be able to 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”** 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

6. Complete the Work Address details

Step 2 of 5: Address Details

Home Address >

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

12th Avenue, Edenburg, Sandton, Gauteng, South Africa

Can't find your work address? Click here

Submit

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
- There is also a **Can't find Address** search option for the Work Address

- Click the **submit** button to proceed to Learner Registration

STEP 3: Learner REGISTRATION

7. Complete the POPIA disclaimer

POPIA Disclaimer

1. The Gauteng Department of Education is a responsible entity for processing of personal information (such as name, surname, ID number and location data) requested from the data subjects (parents and learners) in discharging its constitutional obligation which is to provide basic education.
2. The personal information will be collected and be used for the purpose for which it was collected. The Department reaffirms its commitment to data subject that the information will not be shared with any third party without the consent of the data subject.
3. The personal information submitted by the data subject will be processed lawfully and in a reasonable manner that does not infringe on the privacy of the data subject.
4. The Department will use personal information of a data subject which is in the Department's possession at the Schools, District Offices, and Head Office to provide education which includes but is not limited to planning, enrolment, registration, assessment and any other educational programmes of learners.
5. The Department will take reasonably practicable steps to ensure that the personal information is complete, accurate, not misleading, and updated where necessary. The Department will comply with the purpose for which personal information is collected or further processed.

☐ I have read and understand the content of the disclaimer

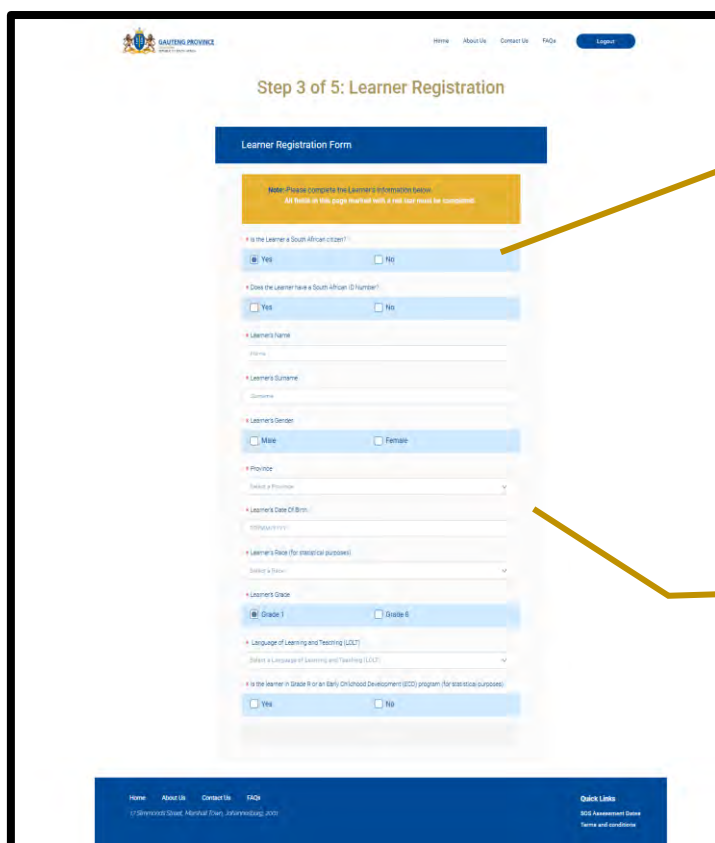
Continue

Users then need to agree to the POPIA terms before they can proceed to the Learner registration

- Read through the Terms and Conditions
- Select the “I have read and understand the content of the disclaimer” box
- Click Continue to proceed to **Step 1 of 5: Learners Registration**

STEP 3: LEARNER REGISTRATION

7. Complete the Learners Registration



The screenshot shows the 'Step 3 of 5: Learner Registration' form. It includes fields for: 'Is the learner a South African citizen?' (Yes/No), 'Does the learner have a South African ID Number?' (Yes/No), 'Learner's Name' (Surname, Given name), 'Learner's Gender' (Male/Female), 'Province' (dropdown), 'Learner's Date of Birth' (calendar), 'Learner's Date for passport (passed)' (calendar), 'Learner's Grade' (Grade 1/Grade 8), 'Language of Learning and Teaching (LLT)' (dropdown), and 'Is the learner in Grade 8 or an Early Childhood Development (ECD) program for transition purposes?' (Yes/No). A yellow box highlights the citizenship question, and another yellow box highlights the grade selection.

The learner's age for Grade 1 applicants should be a minimum age of 5 turning 6 by June 30 and maximum of 9 years old.

For Grade 8 applicants it should be a minimum age of 11 and maximum age of 13.

The learner's Date of Birth should be filled with dates that reflect the above age requirements.

Learners Country of Origin

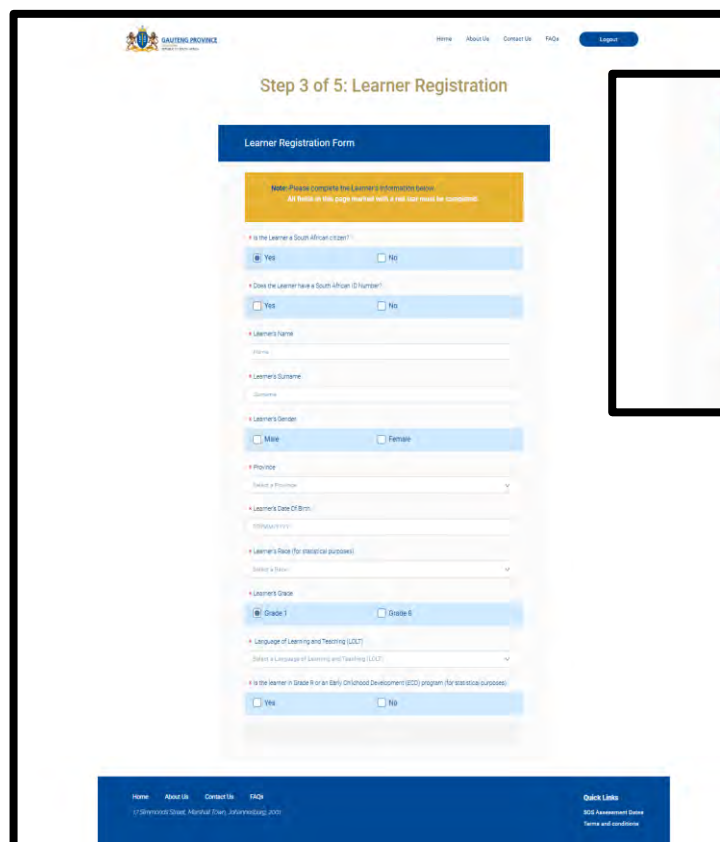
Select Yes if the learner is a South African citizen. Select No if the learner is not a South African Citizen and select the Document combination that is applicable.

Non-South African learners will have the option of registering by using the applicable alternative identification option from the list below :

- Permanent Residence Permit,
- Study Permit,
- Asylum Seeker Permit,
- Work Permit,
- Refugee Permit,
- No document

STEP 3: LEARNER REGISTRATION

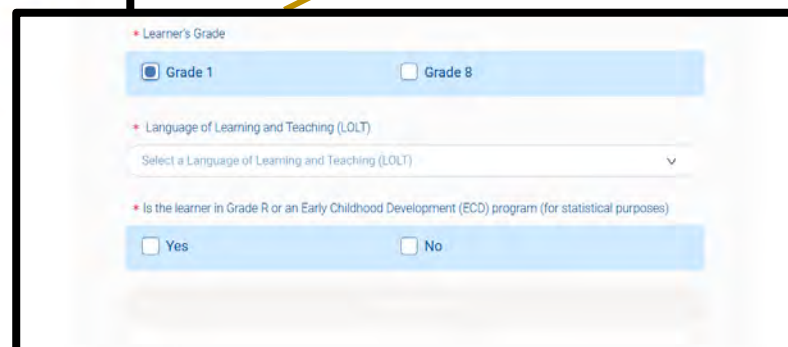
8. Complete Learner Registration Details



The screenshot shows the 'Step 3 of 5: Learner Registration' form. It includes a header with the Gauteng Provincial Government logo and navigation links. The form is titled 'Learner Registration Form' and contains a note: 'Note: Please complete the Learner's information below. All fields in this page marked with a red star must be completed.' The form fields are as follows:

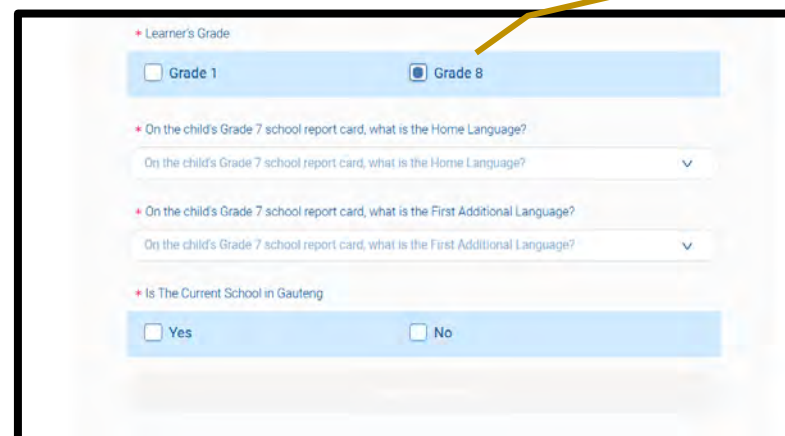
- * Is the Learner a South African citizen?
☒ Yes ☐ No
- * Does the Learner have a South African ID Number?
☐ Yes ☐ No
- * Learner's Name
First Name:
Surname:
- * Learner's Gender
☐ Male ☐ Female
- * Provide
Select a Province:
- * Learner's Date Of Birth:
- * Learner's Race (for statistical purposes)
Select a Race:
- * Learner's Grade
☒ Grade 1 ☐ Grade 8
- * Language of Learning and Teaching (LOLT)
Select a Language of Learning and Teaching (LOLT):
- * Is the learner in Grade R or an Early Childhood Development (ECD) program (for statistical purposes)
☐ Yes ☐ No

At the bottom, there is a footer with 'Home About Us Contact Us FAQs' and 'Quick Links' for 'MIS Assessment System' and 'Terms and conditions'.



This close-up shows the 'Learner's Grade' section with ☒ Grade 1 and ☐ Grade 8. Below it is the 'Language of Learning and Teaching (LOLT)' section with a dropdown menu labeled 'Select a Language of Learning and Teaching (LOLT)'.

Grade 1: If you select the **Grade 1** option, you will need to specify the learners Language of Learning and Teaching (LOLT). You also need to specify whether the learner is in Grade R or in an Early Childhood Development Programme and the name and location of the Institution.



This close-up shows the 'Learner's Grade' section with ☐ Grade 1 and ☒ Grade 8. Below it are two questions: 'On the child's Grade 7 school report card, what is the Home Language?' and 'On the child's Grade 7 school report card, what is the First Additional Language?', both with dropdown menus. At the bottom is the question 'Is The Current School in Gauteng?' with ☐ Yes and ☐ No options.

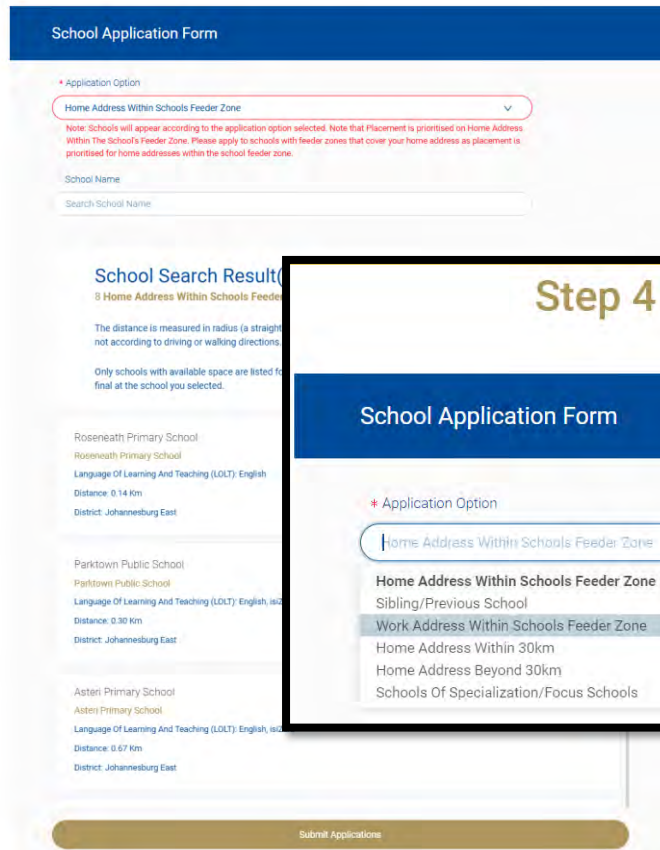
Grade 8: If you select the **Grade 8** option, you will need to specify what the learner's Home language and First additional Languages were on their Grade 7 report card. You will also need to specify whether the learner is currently in school and if the school is private or public school.

Once all fields are complete click the Apply to Schools button.

STEP 4: APPLY TO SCHOOLS

9. School Application Option: Home Address within Feeder Zone

Step 4 of 5: Apply to Schools



The screenshot shows the 'School Application Form' interface. At the top, there's a blue header with the title 'School Application Form'. Below it, a dropdown menu for 'Application Option' is open, showing the selected option 'Home Address Within Schools Feeder Zone'. A note below the dropdown states: 'Note: Schools will appear according to the application option selected. Note that Placement is prioritised on Home Address within the School's Feeder Zone. Please apply to schools with feeder zones that cover your home address as placement is prioritised for home addresses within the school feeder zone.' Below the note is a search bar for 'School Name'. The main content area is titled 'School Search Results' and lists several schools with their details, including 'Roseneth Primary School', 'Parktown Public School', and 'Astori Primary School'. At the bottom, there is a 'Submit Applications' button.

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 to Schools button will direct you to the **School Application Form**.

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 (This option will only show if the learner is applying to Grade 8 and will not show if the learner is applying to Grade 1)

Note that Placement is prioritized on Home Address within School Feeder Zone

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

STEP 4: APPLY TO SCHOOLS

10. 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"

Inqayizivele Secondary School INQAYIZIVELE SECONDARY SCHOOL Distance: 1.0 Km District: Ekurhuleni North Language Of Teaching: isiZulu, English	<input type="checkbox"/>
Masiqhakaze Secondary School MASIQHAKAZE SECONDARY SCHOOL Distance: 1.9 Km District: Ekurhuleni North Language of Teaching: English	<input type="checkbox"/>

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

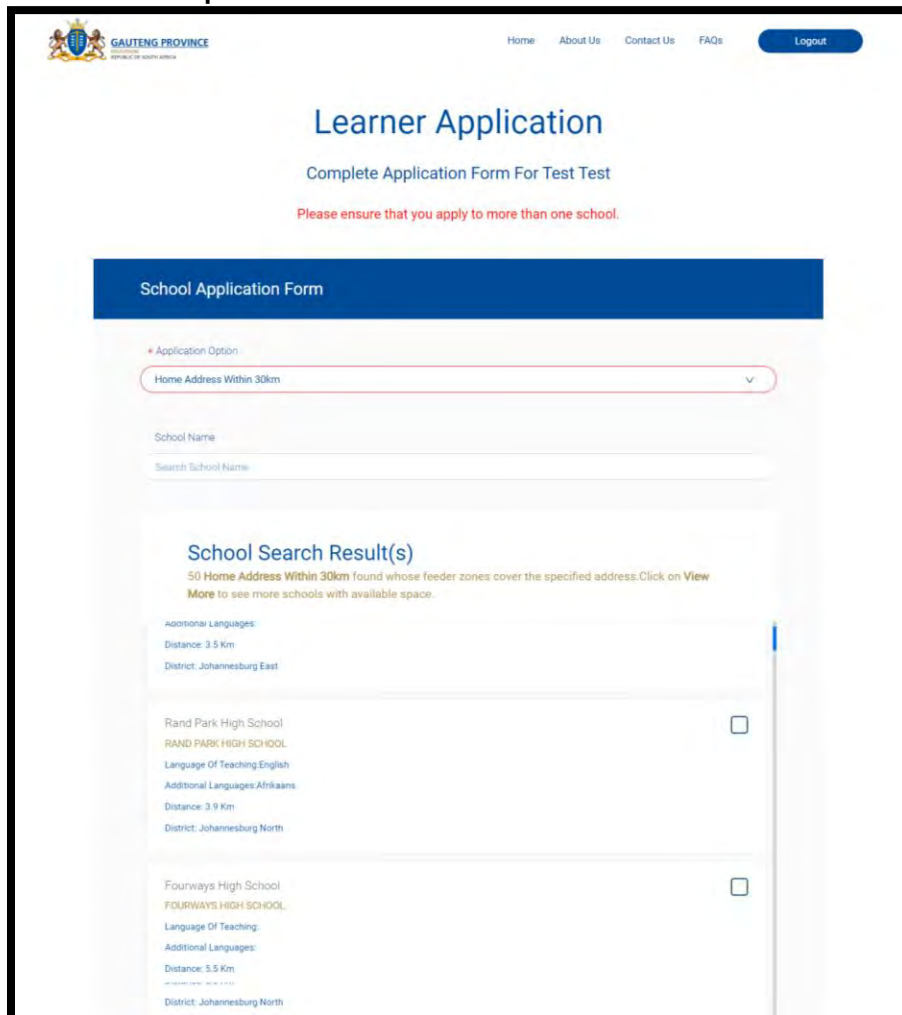
- **Applies to applications made to schools close to your (the parent's) place of work.**
- This means that a work address would have been included in the Parent Registration or it was added while editing the parent profile

You 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 **Submit Applications** to complete the Learner Application

STEP 4: APPLY TO SCHOOLS

11. Application Option: Home Address within 30km



The screenshot shows the 'Learner Application' page on the Gauteng Province website. The page title is 'Learner Application' with the subtitle 'Complete Application Form For Test Test'. A red note states: 'Please ensure that you apply to more than one school.' Below this is a 'School Application Form' section. Under 'Application Option', 'Home Address Within 30km' is selected. There are input fields for 'School Name' and 'Search School Name'. The 'School Search Result(s)' section shows 50 results. Two results are visible: 'Rand Park High School' (3.5 Km, Johannesburg East) and 'Fourways High School' (3.9 Km, Johannesburg North). Each result has a checkbox for selection.

The **Home Address within 30km** application option:

- You 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

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

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

STEP 4: APPLY TO SCHOOLS

12. Application Option: Home Address beyond 30km

School Application Form

* Application Option

Home Address Beyond 30km

Note: You have selected to change your default application option. Using another application option may affect your placement. Placement is prioritized on Home Address Within The School's Feeder Zone.

School Name

Search School Name

School Search Result(s)

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

Inqayizivele Secondary School INQAYIZIVELE SECONDARY SCHOOL Distance: 1.0 Km District: Ekurhuleni North Language Of Teaching: isiZulu, English	<input type="checkbox"/>
Masiqhakaze Secondary School MASIQHAKAZE SECONDARY SCHOOL Distance: 1.9 Km District: Ekurhuleni North	<input type="checkbox"/>

The **Home Address beyond 30km** application option:

- You can use the Home Address beyond 30km Application option to apply to a school with a feeder zone that does not cover your home address, but is beyond 30 km radius

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

STEP 4: APPLY TO SCHOOLS

13. 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 the school being outside your 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: 1.0 Km

District: Ekurhuleni North

Language of Teaching: English

Pro Arte Alphen Park (Creative And Performing Arts)

PRO ARTE ALPHEN PARK (Creative And Performing Arts)

Distance: 1.0 Km

District: Ekurhuleni North

Language of Teaching: English

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:

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

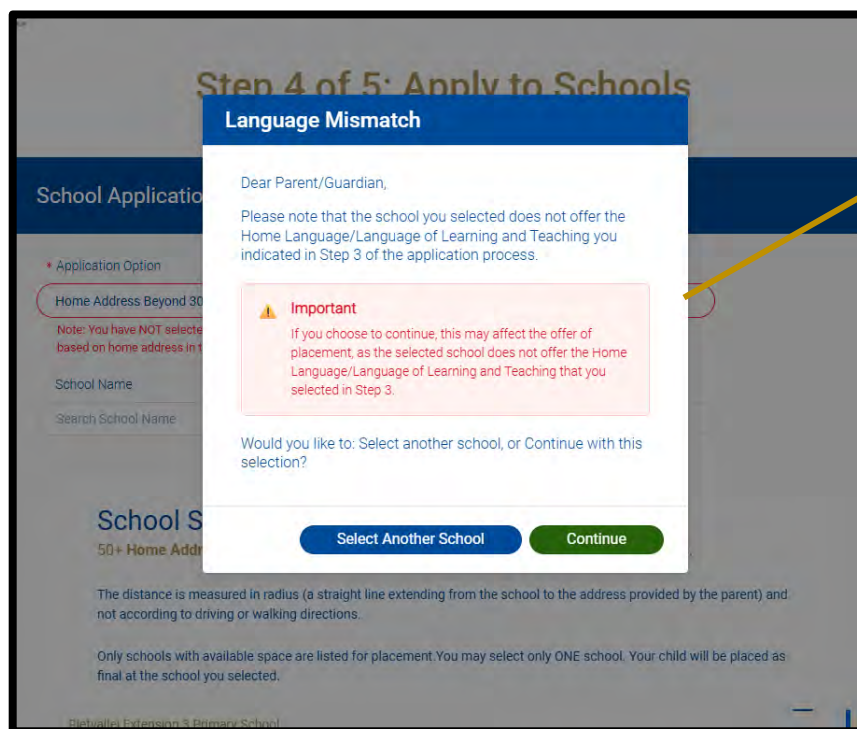
You can only select one (1) School of Specialization/Focus Schools at a time.

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**

STEP 4: APPLY TO SCHOOLS

14. Language Mismatch Alert



Step 4 of 5: Apply to Schools

Language Mismatch

Dear Parent/Guardian,

Please note that the school you selected does not offer the Home Language/Language of Learning and Teaching you indicated in Step 3 of the application process.

Important

If you choose to continue, this may affect the offer of placement, as the selected school does not offer the Home Language/Language of Learning and Teaching that you selected in Step 3.

Would you like to: Select another school, or Continue with this selection?

[Select Another School](#) [Continue](#)

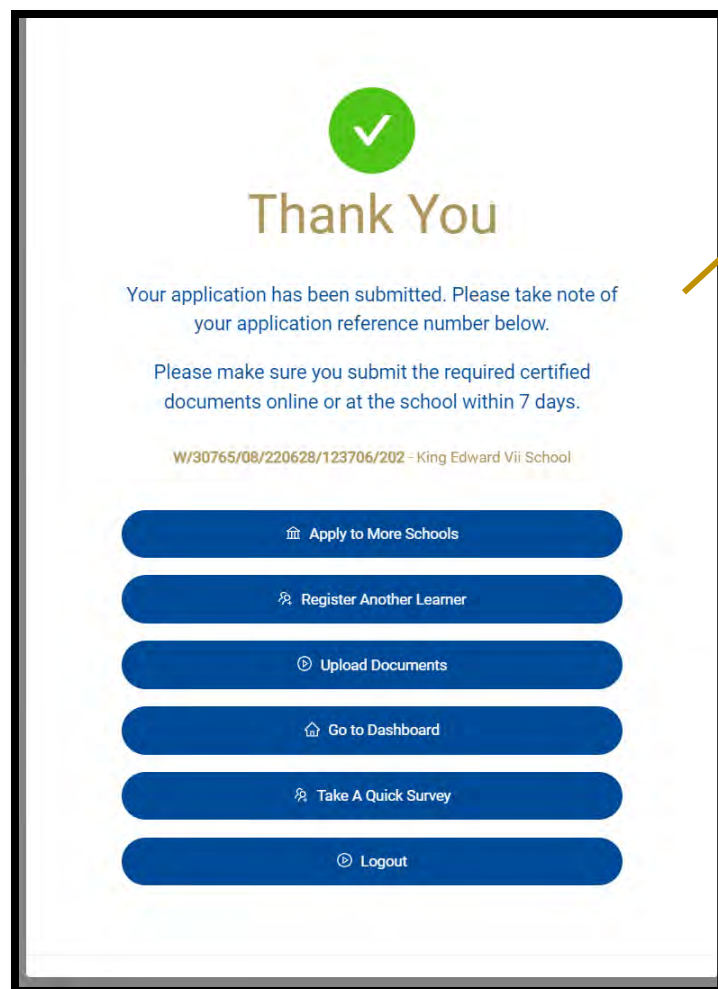
Upon clicking the **Submit Applications** button, if you see the Language Mismatch Alert pop-up, this means **the school you selected does not offer the Home Language/Language of Learning and Teaching you indicated in Step 3 of the application process.**

You have two options:

1. **Select another school** this will direct you back to the list of schools to allow selection of a school that offers your language specified at registration, or
2. **Continue** with the application process to the current school which will allow the application to be submitted to the school.

THANK YOU CONFIRMATION

15. Submission Confirmation Message



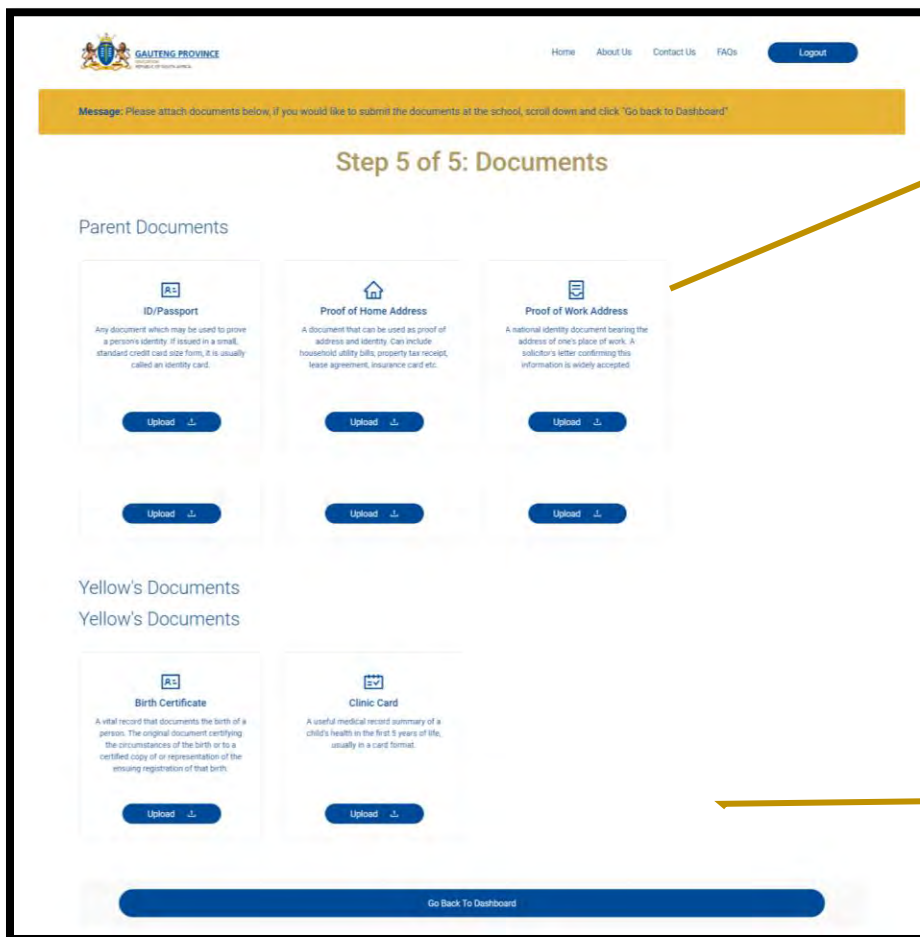
Upon successful submission, a **Thank You** confirmation note is displayed with the Reference No. for the learner's application. **This does not mean your application is successful. It only confirms that your application has been submitted.**

The Parent has the option to :

- Apply to more schools
 - Register more learners
 - Continue to Dashboard
 - Continue to Upload Documents
 - Take a quick survey
 - Logout
-
- **Note: You can apply to a maximum of 5 schools for one learner**
 - **Note: You are able to edit your details at any point during the Application phase**
 - **1 or 2 parents can apply for the same learner to a maximum of 5 schools collectively**

STEP 5: DOCUMENTS

16. Uploading and Replacing documents for submission



Document uploads is applicable to the Parent's Application option type and learner Grade can be uploaded onto the System using the "upload" function.

Note: Parents may submit hard copies of documents to all the schools applied to.

- 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

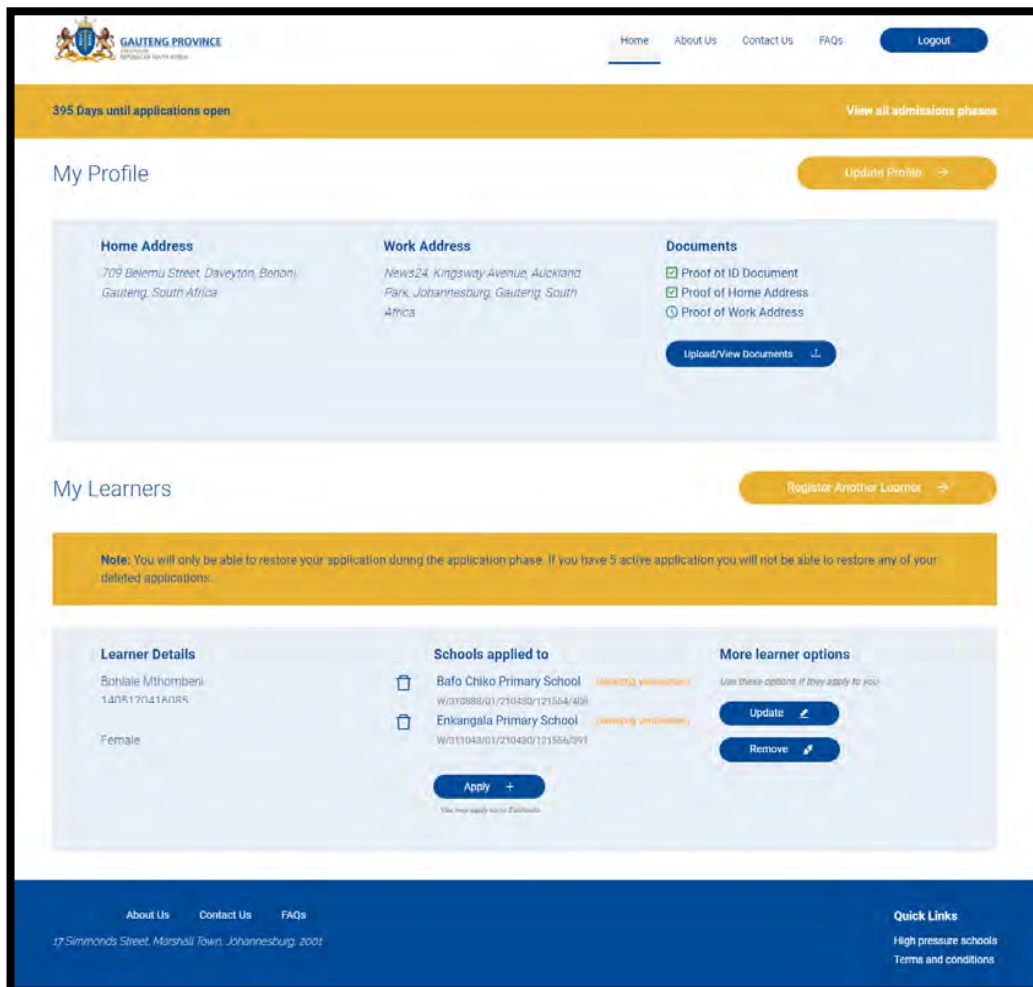
Note: Documents must be submitted within 7 school days after applying

Document Quality Checklist - Check Before Uploading

- ✓ All Text is clearly readable
- ✓ Follows appropriate file format (PDF, JPG, PNG)
- ✓ All four corners of document are visible

APPLICATION PROFILE PAGE

17. Updated Application Information



The screenshot shows the 'My Profile' page of the Gauteng Province application system. 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 '395 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 is divided into three sections: '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). Below these sections is a 'My Learners' section with a 'Register Another Learner' button. A yellow note states: '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.' The 'My Learners' section shows details for a learner named 'Bohlahe Mthombeni' (14061702140195, Female) and lists schools applied to: 'Bafo Chiko Primary School' and 'Enkangala Primary School'. There are 'Update' and 'Remove' buttons for each school, and an 'Apply' button at the bottom. The footer contains links for About Us, Contact Us, FAQs, and 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 apply once documents are submitted and verified



APPLICATION PROFILE PAGE

18. Updated Application Information

GAUTENG PROVINCE
PROVINCIAL GOVERNMENT
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
☒ Proof of ID Document
☒ Proof of Home Address
☐ 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
Grade 1
Female

Schools applied to
Bafo Chiko Primary School (Waiting verification)
W/3110443/01/210433/121554/408
Enkangala Primary School (Waiting verification)
W/3110443/01/210433/121554/291

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

Apply +
You may only select 5 schools

About Us | Contact Us | FAQs

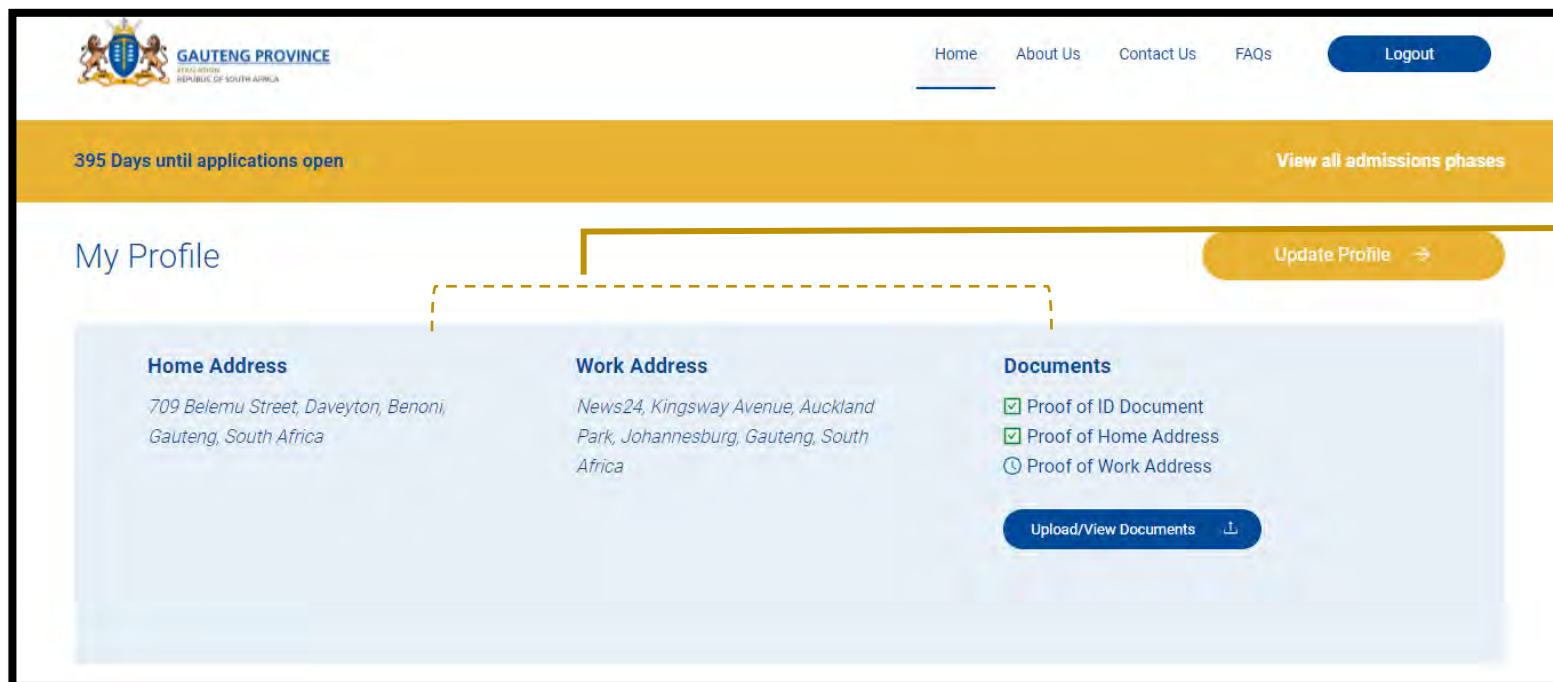
17 Simmonds Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
Terms and conditions

Select Apply if you would like to continue to submit new applications.

PARENT DASHBOARD

19. My Profile and My Learners



GAUTENG PROVINCE
PROVINCIAL GOVERNMENT
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 ↕
--	--	--

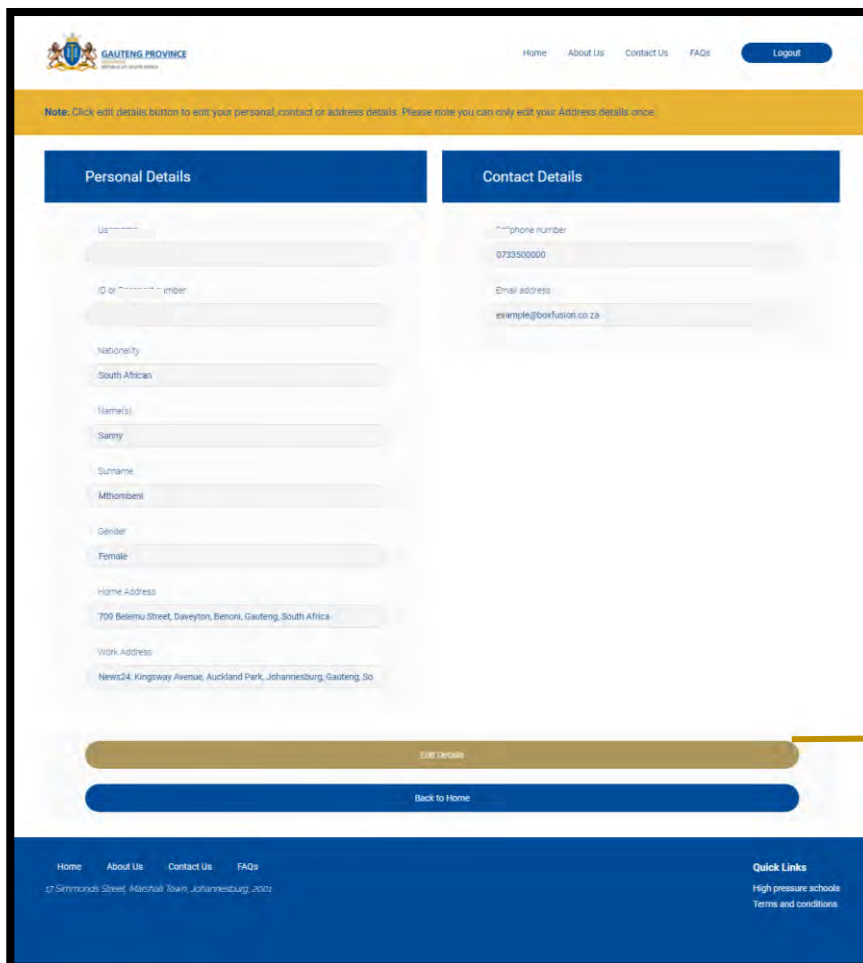
The Application Profile page has a “**My Profile**” section providing:

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

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

PARENT DASHBOARD

20. View your Profile Details



GAUTENG PROVINCE
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

Home About Us Contact Us FAQs Logout

Note: Click edit details button to edit your personal, contact or address details. Please note you can only edit your Address details once.

Personal Details

Us

ID or number

Nationality

South African

Name(s)

Sanny

Surname

Mthombeni

Gender

Female

Home Address

790 Belemu Street, Daveyton, Benoni, Gauteng, South Africa

Work Address

Newitz24, Kingsway Avenue, Auckland Park, Johannesburg, Gauteng, So

Home About Us Contact Us FAQs

17 Simmonds Street, Marshall Town, Johannesburg, 2001

Quick Links
High pressure schools
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
Bohlale Mthombeni
1405170416085
Grade 1
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

More learner options
Use these options if they apply to you.

Update

Remove

Apply +
You may apply up to 3 schools

Schools applied to

Bafo Chiko Primary School (Deleted By Parent)
W/310888/01/210430/121554/408

Enkangala Primary School (Deleted By Parent)
W/311043/01/210430/121556/391

Apply +
You may apply up to 3 schools

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

Enter Your OTP Number

Cancel OK

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 Gauteng Province website. At the top, there is a navigation bar with links: Home, About Us, Contact Us, FAQs, Register, and Login. Below the navigation bar is a search bar with the placeholder text 'Search for schools with feeder zones that cover my address' and a dropdown menu for 'Regulations, Policies and Guidelines'. The main content area features a large blue banner with the text: 'The Learner Admission System is Currently Closed. Applications for Grade 1 and Grade 8 for the 2026 Academic Year will open at 8:00 on Thursday, 24 July 2025, and close at midnight on Friday, 29 August 2025'. A yellow box on the banner indicates '37 DAYS countdown to opening'. Below the banner, there is a 'Register' button and a note: 'For enquiries, contact 0800 000 789'. At the bottom of the banner, there is a 'View admissions calendar' link. Below the banner is a yellow box with the text: 'Please note: Placement is not on a first come, first served basis — it's based on the order of priority and space availability in the following criteria: (1) Home Address Within the School Feeder Zone, (2) Sibling at the School or Previous School, (3) Work Address Within the School Feeder Zone, (4) Home Address Within 30km, and (5) Home Address Beyond 30km.' At the very bottom of the page, there is a footer with the text: '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.



ADMISSIONS PROCESS SUMMARY

Parents

Schools, District, Head Office

Registration and Application	Verification of Documents	Waiting Preparation and Verification	Placement
<ul style="list-style-type: none">• Parent registers parent and learner/s details• Parent selects learner• Parent selects application option• Parent selects school from dropdown• Parent submits application• Parent receives reference number	<ul style="list-style-type: none">• Schools view applications• Schools receive and verify documents• Schools update document status <p>Schools submit Waiting list</p>	<ul style="list-style-type: none">• Districts view and QA school Waiting list• Districts verify by approving/disapproving applications <p>District return School Waiting lists to schools</p>	<ul style="list-style-type: none">• Approved Placement list is returned on school view• Placement offers released• Parents accept offers within 7 days• Parent forfeit offers not accepted within 7 days

Thank you