

Admissions process for Grade 1 2022

Admission for Grade 1 is an online process on the website – www.gdeadmissions.gov.za

Please take careful note of the following when making your application:

1. The Online Admissions system will open for Grade 1 on **13 September 2021** and close on **8 October 2021**.
2. **ALL** learners applying for grade 1 must apply online.
3. There is **NO automatic rollover or acceptance** for current grade R learners. The school cannot prioritize or make special provision for Grade R learners as all applications are processed by the system.
4. The system no longer works on a first-come-first-served basis, but as per the new regulations, learners will be placed according to Home Address closest to the school within the feeder zone. There is therefore no rush to apply on the first day.
5. The placements will work as follows:
 - Priority is given to learners whose **HOME ADDRESS** is closest to the school, within the Feeder Zone. Unless your home address is outside the school's Feeder Zone, please use the Home Address option as this gets first priority.
 - Once all learners whose home address is within the feeder zone have been placed, those who live outside the feeder zone but have siblings in the school will be considered.
 - Parents whose work address falls within the feeder zone will be considered third.
 - After all the learners in the above categories are placed, those who live within 30km but outside the Feeder Zone will be considered.
 - As Springvale is a high pressure school, learners whose home address is outside of the Feeder Zone are very seldom placed, even if there are siblings at the school.
6. Have all the necessary documents certified, scanned or photographed and saved, as all required documentation can be uploaded to the system where it can be viewed by the school.
7. Read all the information available on the site before you start and check each screen carefully to make sure that all information is entered correctly.
8. Make sure that your address is entered correctly. The system will allow you to find your address on a map if necessary and provision has been made for informal addresses such as plots. Once you have submitted your application you will not be able to change your address.
9. You will need to provide proof of the address that you have used for your application – either home or work address.
10. Please make note of your username and password as you will need them to log on to check the status of your application and to accept your child's placement. In the past it has been a problem to reset passwords on the system.
11. If your child has an older sibling already enrolled at Springvale, use the Home Address option unless your home address is outside of the feeder zone, in which case you

should use the Sibling option. **Having a sibling at the school does not guarantee placement for Grade 1.**

12. You will be given the option to apply to multiple schools. Please apply to the other schools in your area as Springvale is a high-pressure school and you are **not guaranteed a place**. If you have not applied to any other schools, there is a chance that your child will be placed at a school that is not close to home.
13. If you have problems with the system, please use the online chat option or the contact numbers at the bottom right hand side of the screen. You may also visit one of the Walk-in Centres listed on the home page or contact the school.
14. If you are not able to upload your documents, submit them to the schools that you applied to within 7 days of completing your application. Place them in a sealed envelope clearly marked with the Learner's name and surname and the Grade applied for. Make sure you supply **all the supporting documents**. If there are documents missing, your application cannot be verified, and your child's placement will be delayed. The school is not responsible for completing information or following up on missing documents.
15. Please note the following with regard to documents submitted:
 - All scans/ photos must be clear and legible. If we can't read it, we cannot verify it.
 - Birth Certificates and parent IDs should be certified
 - Proof of address must preferably be a municipal/ utilities account with your name and ID number. Telephone accounts/ bank accounts that have been FICA/ RICA checked and formal rental agreements are also acceptable if they are signed and current. Applicants staying with relatives need to supply an affidavit to this effect by the home owner, the relevant municipal account and the certified ID copy of the relative. The proof of address must match the address on the system.
 - The immunization pages of the clinic card are most important for Gr 1 applications.
16. At the end of the application process, you will be given a reference number for each school that you apply to. **This number does not indicate your position on the waiting list.**
17. Once the documents have been verified by the school, the applications are placed on a Waiting List by the system and submitted to the Department of Education. The Waiting List is checked by the District Office and Head Office.
18. When the Waiting Lists have been approved, the system places learners according to the criteria listed in point 5 above and to the capacity of the school. The school does not have any influence over this process.
19. Parents will be notified by sms from the system of placement.
20. The objection and appeal processes are also handled via the online system and not by the school. The school principal has no input in these processes.
21. If you have a question or query regarding your application, please phone the school or send e-mail to springvale.admin@springvale.co.za. Admin staff will not be available to meet with parents at the gate as we require access to our systems to answer queries.