

# ADMISSIONS 2023

(ONLINE APPLICATION ONLY)

**PARENTS WILL NOT BE REQUIRED TO COMPLETE A SCHOOL APPLICATION FORM ANY LONGER – APPLICATION TO THE SCHOOL MUST BE DONE VIA THE WCED ONLINE SITE FOR ADMISSIONS**

ADMISSIONS OPEN : 14 MARCH 2022

ADMISSIONS CLOSE : 15 APRIL 2022

## STEPS FOR PARENTS TO FOLLOW

1. Parents must apply **ONLINE** to 3 schools of their choice via the Western Cape Education Department (“WCED”) website – to register go to the following link : <https://admissions.westerncape.gov.za/admissions/login>. Schools selected should be ranked in order of preference.
2. Parents must upload copies of certified documents to the WCED site upon application
3. Parents will be notified of the outcome of their online application on the WCED site between **27 May 2022 - 3 June 2022**
4. Parents of successful applicants must confirm acceptance of offer of placement on the WCED site between **27 May 2022 – 17 June 2022**

**Should parents not have confirmed offer of placement by 17 June 2022, the school will offer the placement to an alternate learner**

5. After acceptance of placement (after 17 June 2022), the school will contact parents of successful applicants requesting them to come to the school to complete a general information form. Parents should bring along the following certified supporting documentation (documents should have a recent date stamp not older than 3 months and no copies of certified documents will be permitted):
  - An ID sized photograph of the learner
  - Learner’s full birth certificate (unabridged)
  - Copies of both parents’ ID documents
  - A copy of the learner’s study permit (in the case of non-South African citizens)
  - Copies of both parents’ valid residency permits (in the case of non-South African citizens)
  - A copy of the learner’s last school / crèche report
  - Copy of the learner’s clinic card (Road to Health)
  - Proof of address (for both parents if separated / divorced) – **No retail accounts or bank statements will be accepted**
    - A recent municipal account (not older than 3 months) if you own the property you are residing at or;
    - A full rental agreement if you are leasing the property (should the lease have expired we require an addendum for extension of the lease agreement) or;
    - Should you reside with a family member / friend we require a recent copy of the owner’s municipal account along with a copy of their ID as well as an affidavit from the owner declaring that you and your family reside on the property
  - In the case of adoption / guardianship all relevant legal documentation should be submitted to the school

## IMPORTANT POINTS TO REMEMBER

- Application must be done online – no school application forms are required to be completed.
- Parents are advised to apply to more than one school – parents may apply to a minimum of 3 schools of their choice.
- Parents must upload copies of certified supporting documentation to the WCED site upon application.
- Applications close on 15 April 2022 and any applications submitted after this date will be deemed to be a late application. First priority will be given to applications submitted within the stipulated time frame for admissions.
- Parents should take note of important dates and timelines stipulated by the WCED. Parents are required to log into the WCED site using their username and password in order to access feedback from the school.
- Parents of successful applicants / placements will be contacted directly by the school and will be required to come to the school to complete a general information form. Parents must also bring certified copies of all supporting documentation as listed above.
- **If any information provided by parents is found to be missing, incomplete, erroneous or false, the school reserves the right to revoke the offer of placement and refuse any subsequent applications for the same applicant.**
- **Should parents submit any fraudulent documentation, the school reserves the right to lay a criminal charge of fraud against any of the parties to the application.**

Westcott Primary School is a **fee-paying school**

Westcott Primary School offers **two classes per grade**

**Grade R** : The school can accept a maximum of **56 learners** (28 learners per class)

**Grades 1 – 7** : The number of learners the school can enrol in these grades is limited and varies from year to year  
(a maximum number of **33 learners per class**)