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Circular No. 6 of 2019

**TO: DISTRICT DIRECTORS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES**

**FROM: MR. JR NKOSI
ACTING HEAD: EDUCATION**

SUBJECT: ADMISSION OF UNDOCUMENTED LEARNERS IN 2019 ACADEMIC YEAR

1. The above matter refers.
2. The circular seeks to clarify admission processes to all Principals of schools about Section 14 of Admission Policy for Mpumalanga Provincial Ordinary Public Schools on admission of foreign learners who are non-citizens in the Republic of South Africa. Sub Section 14.4 of the policy stipulates that; the following information should be presented to the principal during admission process for all children of illegal alien's persons:
 - a) Address
 - b) Date of birth
 - c) First name
 - d) Last name
 - e) Gender
 - f) Language spoken at home
 - g) Race
 - h) South African sibling
3. Individual people or persons classified as illegal aliens who are applying for admission for their children or for themselves must present evidence that they have applied to the Department of Home Affairs to legalize their stay in the Republic of South Africa in line with the Aliens Control Act, 1991 (No. 96 of 1991). In this case all foreign learners from SADC countries are admitted only for three months, thereafter, that they have to produce legal documentation from the Department of Home Affairs.

4. During the process of admission of learners without documentation or foreign learners without documentation, principals are directed to capture relevant information in the admission register stipulated in Paragraph 2 of this circular:
 - 4.1. The name of parents or guardians
 - 4.2. The Identity number of parents or guardians
 - 4.3. The address of parents or guardians
 - 4.4. Contact details of parents or guardians
 - 4.5. A relative of the parents or guardians that can be contacted by the school in case parents or guardians cannot be traced on their contact details.
 - 4.6. Race of parents or guardians
5. It is important for principals to assess the legality of parents or guardians in relation to learners that they bring to schools during the admission process.
6. The period given to parents, guardians or care givers of learners without documentation is three months to allow them opportunity to regulate their legal stay in the Republic of South Africa with the Department of Home Affairs.
7. If parents or guardians fail to produce documentation that regularizes them and their children to stay in the country from the Department of Home Affairs, principals of schools are directed to compile report about information of parents or guardians to the Circuit Manager.
8. The affected learners that are without documentation should not be denied rights to access education in the schools after three months from the date of admission if parents, legal guardian or care givers fail to produce documentation.
9. The Circuit office will then compile a Circuit report of the names of parents, guardians or care givers that have brought learners to the school without documentation approved by the Department of Home Affairs.
10. The report containing names of parents, guardians or care givers that have failed to produce documentations will then be submitted to the District Director.
11. The office of the District Director will prepare a district report of the names, identities and addresses of parents, guardians or care givers that are without legal documentation to stay in the RSA to the Department of Home Affairs for further handling.

Your cooperation will be highly appreciated.


MR JR NKOSI
ACTING HEAD: EDUCATION

DATE: 30/01/2019