



## Step-by-Step guide

# Part 1: Register as a Parent | Guardian

**Before you begin**, have the following at hand to make the process easier:

Pen and paper to record your password for safekeeping

e-mail address

Your ID number

Scanned certified documents (labelled according to each document):

**Certified copies of the following documents are required:**



### Identification

- Certified copy of identity document (ID) / birth certificate (learner and parent(s)/caregiver)
- If a foreign learner: a passport / a copy of parent's refugee or asylum seeker permit on which the learner's name should appear
- If the learner of foreign parents was born in South Africa (SA): a handwritten birth certificate (DHA 19 form) and parent/caregiver identification.
- If the learner was not born in SA: a passport/a refugee or asylum seeker permit issued in the learner's name and parent/caregiver identification.



**Copy of immunisation card / Road to Health chart (primary schools only)**



**Latest official school / academic report of learner**



**Proof of residence e.g. rates account / lease agreement / an affidavit made at a police station confirming residence**

If supporting documents are UNAVAILABLE/MISSING: **an affidavit** from the South African Police Service **must be included with the application.**

1

In your **web browser**, type the URL

**westerncape.gov.za/education**

into the address bar.

Click on **Enter** or **Go**.

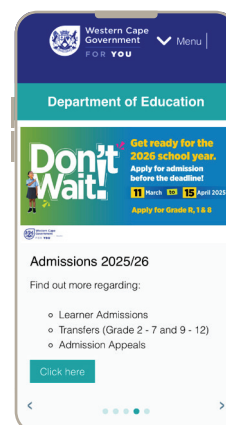
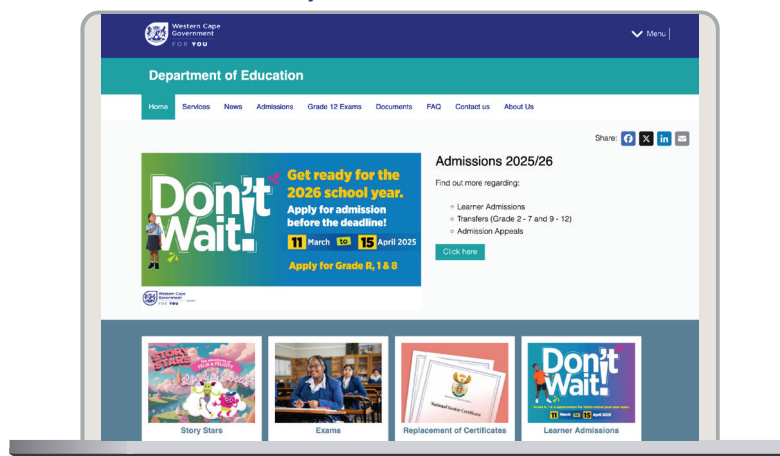
OR

Scan the **QR code**



2

Select **Admissions 2025/26**.



3

Click on **Admission | Grade R, 1 & 8.**

Western Cape Government  
FOR YOU

Department of Education

Home Services News Admissions Grade 12 Exams Documents FAQ Contact us About Us

Learner Admissions

**Don't Wait!** Admission 2025|26  
11 March to 15 April 2025  
Apply for the 2026 school year  
Only for learners who will attend schools in the Western Cape

WCED Call Centre: 0861 819 919 | Hours: 07h30 - 17h00  
Admission Walk-in Centre (Head Office) Hours: 07h30 - 16h00

If you are experiencing issues with receiving your **reset password** – please contact the Admissions Call Centre on **0861 819 919**

Admission | Grade R, 1 & 8

4

If you haven't yet registered, Click on **Parent Register.**

Western Cape Education Department

Home Register Login Contact Us FAQ Find a School Help / Resources / School Profile

WCED ONLINE ADMISSIONS

ID Number Passport / Permit Number

Password

Forgot password? Reset password?

PARENT LOGIN

Not registered yet?

PARENT REGISTER

ADMIN SECTION

5

Read the terms and conditions. Click **Yes** and **Continue.**

**Terms and Conditions**

- Please refer to the Western Cape Education Department's (WCED) Policy for the management of admission and registration of learners at ordinary public schools and the National Education Policy Act, 1996 (Act 27 of 1996), as these are applicable regulations.
- The meaning of "parent" or "guardian" is defined in the South African Schools Act (SASA), 1996 (Act 84 of 1996).
- All communication will be directed to the person whose details are filled in as the primary parent/guardian.
- The primary parent/guardian is responsible to ensure that all contact details provided is always correct and up to date.
- The WCED cannot be held responsible for incorrect contact details provided by the parent.
- In an event of a dispute as to who the primary parent/guardian is, the complainant must contact the nearest district office for assistance in resolving the dispute.
- Any false or incorrect information submitted during the application process may result in the online application being rejected, and/or disqualified by the relevant school's governing body or the WCED.
- Schools determine their own admission policy and parents/guardians must study the policy of the school, which is available at the school or on the school's website, before applying.
- The online application is subject to the school exercising and applying their admission policy.
- The school makes the final decision whether the application is successful or not. The WCED is not involved in this decision-making process.
- The WCED cannot guarantee placement at schools of choice.

I have read and understand the TERMS AND CONDITIONS.

☐ YES

CONTINUE

6

Complete the **Parent Register Check.**  
Click **Save.**

**Parent Registration Check**

\*Are you a South African Citizen?

☒ Yes ☐ No

\*Parent Identification Number

SAVE CANCEL

7

Complete **ALL** the fields\*.

Click **Register**.

8

Enter the **OTP** that appears on the screen in **GREEN**. Click **Verify**.

9

**Create** your **password**.

Answer the security questions.

Click **Register**.

10

The system will confirm registration AND you will receive a confirmation **SMS**.

Select **Click here to login**.

11

Enter your **ID number** and **Password**.  
Click **Parent Login**.

12

Read the notification. Click **I accept**.

**PRIVACY AND CONFIDENTIALITY OF EMIS INFORMATION NOTIFICATION**

In terms of the Protection of Personal Information (POPI) Act 2013 (Act No. 4 of 2013) & Protection of Information Act, 1982 (Act No 84 of 1982).

- The WCED confirms that it will abide with the conditions set out in the Protection of Personal Information Act, 2013 and all policies on privacy and security issued by the WCED.
- The information will be used by schools to process the application on the system and to place the information of the learner and the parent on WCED and DBE databases as a permanent record of the learner's enrolment at a school in the Western Cape.
- The information will be used for reporting and support purposes by the education district, province and national as mandated by the National Education Policy Act, 1996 (Act No. 27 of 1996), South African Schools Act, 1996 (Act No 84 of 1996), National Education Information Policy and other legal institutions such as but not limited to UMALUSI and SACE.
- Officials will only access (view / use) the personal information for which they have a need to know or perform their legitimate duties in connection with the duties they are providing for and to the WCED.
- Officials will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorised within the scope of their duties. Failure to do so, may result in disciplinary action being taken against the official concerned.
- The WCED undertakes to user ID's, access cards, keys or other codes or devices assigned or created by the user that allows access confidential information. The WCED accepts responsibility for all activities undertaken using such codes and devices.

**I ACCEPT**

13

Complete the profile for the **Primary Parent/Guardian**.



14

Optional: Complete your **work** address.

Click **Save and return**.

**Welcome**

**Work Address (optional)**

Western Cape Address ☐ Yes ☐ No

Address Type ☐ Street ☐ Flat ☐ Farm ☐ Plot ☐ Other

Address No

Address Name

Building/ Complex/ Block/ Apartment Name

Country

Province

Town

Suburb

Postal Code

(Post code will be completed automatically)

Which address must be use for your application? ☐ Physical Address ☐ Work Address

\*\* You must capture a cell number or email address or both

**SAVE AND RETURN**

Confirm the pop-up notification. Click **OK**.

Are you sure you want to make this address your primary address for the schools to use to process your application?

**OK**

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Optional: Complete the **Secondary Parent's Profile**.

**Welcome**

**Work Address (optional)**

Western Cape Address ☐ Yes ☐ No

Address Type ☐ Street ☐ Flat ☐ Farm ☐ Plot ☐ Other

Address No

Address Name

Building/ Complex/ Block/ Apartment Name

Country

Province

Town

Suburb

Postal Code

(Post code will be completed automatically)

Which address must be use for your application? ☐ Physical Address ☐ Work Address

\*\* You must capture a cell number or email address or both

**SAVE AND RETURN**

Select **Learner Application** to continue.

Click **Log out** to end the session.



## Step-by-Step guide

# Part 2: Learner Application | Grade R, 1 and 8 ONLY

**Before you begin**, have the following at hand to make the process easier:

Your ID number and password

Your cellphone number and e-mail address





Alternative person with contact details in the event that you are not available

Emergency contact and contact details

CEMIS number of learner(s); or any other specified identification number

Scanned certified documents (labelled according to each document):

**Certified copies of the following documents are required:**

 <b>Identification</b> <ul style="list-style-type: none"><li>• Certified copy of identity document (ID) / birth certificate (learner and parent(s)/caregiver)</li><li>• If a foreign learner: a passport / a copy of parent's refugee or asylum seeker permit on which the learner's name should appear</li><li>• If the learner of foreign parents was born in South Africa (SA): a handwritten birth certificate (DHA 19 form) and parent/caregiver identification.</li><li>• If the learner was not born in SA: a passport/a refugee or asylum seeker permit issued in the learner's name and parent/caregiver identification.</li></ul>	 <b>Copy of immunisation card / Road to Health chart (primary schools only)</b>
	 <b>Latest official school / academic report of learner</b>
	 <b>Proof of residence e.g. rates account / lease agreement / an affidavit made at a police station confirming residence</b>

If supporting documents are UNAVAILABLE/MISSING: **an affidavit** from the South African Police Service **must be included with the application.**


Enter your **ID number** and **Password**.

Click **Parent Login**.

Select **Learner Application**.

Welcome

Primary Parent/Guardian → 2nd Parent/Guardian



My Profile

**Learner Application**

Upload Documents

Track Application Status

Enquiries

Appeals Section

Log out

### 2nd Parent Profile

\*Parent Type ☐ Biological ☐ Parent Adoptive ☐ Parent: Legal Guardian ☐ Parent: Step ☐ Parent: Other

If parent other, please capture the type

\*Title ☐ Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Prof ☐ Dr ☐ Rev ☐ Hon ☐ Adv ☐ Mx ☐ Nv

\*First Name

\*Surname

\*Date of Birth  [Year]  [Month]  [Day]

\*Gender ☐ Male ☐ Female

\*SA Citizen (Y/N) ☐ Yes ☐ No

\*Parent/Guardian ID No

\*Parent/Guardian Passport/Permit No

\*Marital Status ☐ Married ☐ Single ☐ Widow / Widower ☐ Divorced ☐ Separated

\*Parent/Guardian Cell No

1

Select the **Grade**.

Answer the question onscreen with reference to previous schooling in the Western Cape.

**If yes**, search for the learner's ID, passport or CEMIS number.

Please note Applications are only open for Grade R, 1 and 8

[Find your learner/child](#)

Select 2026 Application Grade

Has this learner ever been in a registered school / institution in the Western Cape before?

SA ID

OR

PASSPORT NR

OR

CEMIS NR

Find your child by entering the SA ID or PASSPORT NR or CEMIS NR (Previously attended Western Cape School)  
You can find your **child CEMIS number** on the **school report**

**If no**, a new application must be captured.

2

Click on **NEW application**.

Please note Applications are only open for Grade R, 1 and 8

[Find your learner/child](#)

Select 2026 Application Grade

Has this learner ever been in a registered school / institution in the Western Cape before?

Click on New Application (New school or did not attend any Western Cape School)

3

**Capturing a NEW application.**

**Step 1: Learner Profile**

Complete the **compulsory** fields marked with an asterisk\*.

Click **Save and Next**.

Welcome

My Profile

**Learner Application**

Upload Documents

Track Application Status

Enquiries

Appeals Section

Log out

**LEGEND**

0% Complete 100% Incomplete Optional

Step 1: Learner Profile → Step 2: Required Grade → Step 3: School Programmes → Step 4: Select schools → Upload → Final Step: Summary / Submission

**Learner Profile**

\*First Name

Second Name

\*Surname

\*Date of Birth

\*Population Group ☐ Black/African ☐ Coloured ☐ Indian/Asian ☐ White

\*Gender ☐ Male ☐ Female

\*SA Citizen (Y/N) ☐ Yes ☐ No

\*ID Number

\*Passport/Permit number

\*Same as Primary parent Address ☐ Yes ☐ No  
(If No, Please complete the below address)

\*Address Type ☐ Street ☐ Flat ☐ Farm ☐ Plot ☐ Other

\*Address No

Street Name

Building/ Complex/ Block/ Apartment Name

\*Town

\*Suburb

Postal Code  (Post code will be completed automatically)

**Observe how Step 1 has changed to green**; indicating that the learner's profile has been completed.

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## Step 2: Required Grade

For new applications for Grade 8, the reason is always **Highest Grade Reached**, unless the learner is relocating to the Western Cape.

Complete all the fields. Click **Save and Next**.

**Observe how Step 2 has changed to green.**

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## Step 3: School Programmes

Choose the **sport** in which the learner participates.

- Select the sport, click on the right arrow to move the selection to the right hand side column.
- Continue until all sporting codes have been selected.

**Follow the same process** to list the **cultural programmes** in which the learner is currently involved and any **leadership roles** that are applicable.

- Capture the **award(s) achieved**.
- Indicate what **musical instrument(s)** the learner plays.
- Enter the **level** of music participation.

Click **Save and Next**.

# 6

## Step 4: Select Schools

Search by using the **School name**; using the alphabet; OR

Search by **Town & Suburb**

- Under the **Town & Suburb** option, you can select the type of school required such as secondary school. This will list all the secondary schools in this area.
- Select desired school.

Click **Add School**.

**Welcome**

**LEGEND**

60% Complete 40% Incomplete Optional

Step 1: Learner Profile → Step 2: Required Grade → Step 3: School Programmes → **Step 4: Select schools** → Upload → Final Step: Summary / Submission

**Select schools**

Please read the criteria before adding any schools.

- Focus schools such as Mathematics and Science, Arts, Commerce and Technical schools have special admission criteria.
- Check the admission policy of the school.
- The order of priority is very important: In the case that the learner is accepted at more than one school that the parent has applied for, and the parent does not make a final decision and confirm with the school of choice by 17 June 2025, the first choice will be activated automatically and all other successful applications removed in order to resolve learners blocking places at schools.
- Siblings at schools: Do you have any attending the same school?
- Supporting documentation must be submitted to ALL the SELECTED SCHOOLS.
- Please be advised that schools apply their own admission policy and criteria. The WCED cannot guarantee a place at any school of choice.

hide and show

Please note: If the school name does not appear in the list below the school either does not offer the grade you require or the learner is currently in the school.

Search (optional): ☐ School Name ☐ Town & Suburb

**Schools Selection**

A.Z. Berman High School - (Tafelsig)  
 Alexander Sinton Secondary - (Belgravia)  
 Aloe Secondary School - (Lenteguur)  
 Apex High School - (Blue Downs Cbd)  
 Aquila High School - (Greenville Garden City)  
 Arcadia Senior Sekondere Skool - (Bonteheuwel)  
 Ashton Public Combined School - (Zolani)  
 Athlone Secondary School - (Silvertown)  
 Atlantis Sekondere Skool - (Avondale)  
 Bardale Secondary School - (Fairdale)  
 Beacon Hill Sekondere - (Beacon Valley)  
 Beauvalton Sekondere - (Valhalla Park)

**ADD SCHOOL**

Please ensure that the school order of preference is correct. If not [Click here](#)

Siblings: Two or more children or offspring having one or both parents in common (a brother or sister or stepbrother or stepsister.) A person with no siblings is an only child.

#	School	School Suburb	Technical / Focus School	District	More than 1 learner applying to same school	Add Sibling at school	Remove School
1	Sinethemba Secondary School	Philippi	No	Metro South	No		
2	Intsebenziswano Secondary School	Philippi	No	Metro South	No		

**NEXT**

When you add a school, you will receive an onscreen **pop-up message**.

**Answer** the question.

Click **Save**.

\*Are you applying for more than 1 learner to attend this school?

☐ Yes ☐ No

**SAVE** **CANCEL**

Continue adding schools until you have added all the schools on your list.

**The system allows for up to 10 schools per learner application.**

As each school is added, the choice is reflected in the list of schools generated by the system.



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### Changing the order of preference.

- Use the **yellow block** to arrange the schools in order of preference.
- Select **Click here** button will take you to the **Choose order of preference** dialogue box.
- Use the arrows to move the schools to the desired places of preference.

Click **Save**.

8

Click **Next**.

Confirm the pop-up notification. Click **OK**.

9

### Upload your documents.

- You can upload your certified documents now, or do so at another time using the **Upload Documents** link, **BUT** you must upload **before** Admission Applications close on **15 April 2025**.

Click **Next**.

- NOTE: If you have not uploaded your documents, the system will notify you in a pop-up screen.
- Click **OK**.

#	Required	Choose file	Name	Size	Remove
1.	Birth Certificate Of The Learner	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
2.	A Study Permit Issued By The Dept. Of Home Affairs In The Case Of Foreign Learners	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
3.	Or Proof Of Application To The Dept. Of Home Affairs	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
4.	Immunisation Card (Road To Health Chart) Of The Learner (Primary Schools Only)	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
5.	The Last Official School Report Card / Results Of The Learner, If The Learner Attend A School	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
6.	Proof Of Residence (Rates Account / Lease Agreement / An Affidavit Confirming Residence)	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
7.	Proof Of Application To The Dept. Of Home Affairs (Primary Parent)	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	
8.	Proof Of Application To The Dept. Of Home Affairs (Secondary Parent)	<input type="button" value="Choose File"/> No file chosen	No file chosen	0 KB	

**TIP:** Save your scanned certified documents according to the type of document.

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## Final step: Application summary

**Read** through all the information to ensure that there are no errors.

- Use the step buttons at the top to navigate to the place(s) where changes need to be made.


**Read** the declaration.

- Select **Yes**.

Click **Submit application**.

**Once you click SUBMIT you will be unable to change the application.**

Welcome



- My Profile
- Learner Application
- Upload Documents
- Track Application Status
- Enquiries
- Appeals Section
- Log out

**LEGEND**

80% Complete 20% Incomplete Optional

Step 1: Learner Profile → Step 2: Required Grade → Step 3: School Programmes → Step 4: Select schools → Upload → Final Step: Summary / Submission

**Summary of Application**

**Details of Learner**

CEMIS Number:  
Surname:  
Full Names:  
Date of Birth:  
Population Group:  
Gender:  
South African Citizen:  
ID Number:  
Address Type:  
Address:  
Required Language (Learner and Teaching):  
Last school and grade attended in Western Cape:  
Required Grade:  
First time registration in WCED:  
Wish to apply for hostel accommodation:  
Wish to apply for learner transport:  
(YES does not mean that the learner will get access to hostel accommodation or learner transport)  
Reason for application to another school?  
Learner Type:  
Sport:  
Cultural Programmes:  
Leadership position:  
Schools applying at:  
Number of upload documents:

**Details of Parents / Guardians**

	Primary Parent / Guardian	Secondary Parent / Guardian
Parent Type		
Title		
Surname		
First_name		
Date of Birth		
Gender		
South Africa Citizen		
ID Number		
Passport Number		
Contact Number		
Home Tel Number		
Work / Emergency Number		
Alternative Number		
Email Address		
Address for application		
Address Type		
Physical Address		
Work Address		
Method of Communication		

**Declaration**

I, ..... declare that all the particulars supplied by me in this form are true, complete and correct. I accept that any incorrect or misleading information could lead to the learner not being accepted for admission.

I UNDERSTAND THAT ALL CERTIFIED HARD COPIES MUST BE SUBMITTED PHYSICALLY TO THE SCHOOL WHERE THE LEARNER WILL BE ATTENDING WITHIN SEVEN DAYS OF THE SCHOOL.

☐ YES

Once you click **SUBMIT** you will be unable to change the application.

**SUBMIT APPLICATION**

11

Confirm the pop-up notification. Click **OK**.

You are about to submit a 2026 Admission application for .....

Once you click OK you will be unable to change the application.

OK

CANCEL

The **Confirmation of Submission** will appear onscreen.

- Use the learner's **CEMIS number** as a **reference number** for all enquiries.

You will also receive an **SMS** to confirm the submission of your application for the learner.

**Confirmation of Submission**

**PLEASE NOTE**

- \* The school may require additional information.
- \* Contact the school beforehand to check their admission policy and requirements BEFORE submitting
- \* Schools may NOT request any additional information that is NOT in line with the South African Schools Act (Act 84, 1996)

Please use your child CEMIS NR for reference purpose:  
**ref#: XXXXXBXXXXX**

The following certified documents must be submitted to the school *after a successful application*.

- 1.1 Birth certificate of the learner;
- 1.2 A study permit issued by Dept. of Home Affairs in case of foreign learners
- 1.3 Or proof of application to the Dept. of Home Affairs
- 1.4 Immunisation card (Road to Health Chart) of the learner;
- 1.5 The last official school Report Card / Results of the learner, if the learner attend a school
- 1.6 Proof of Residence (Rates account or an affidavit confirming residence)

***If NOT, the application will be marked as an incomplete LATE application and the school will not process the application.***

**Thank you for applying**

[click here to view](#)

Click **here to view**, takes you to the **Track application** window.

**The links in left hand column allows you to navigate through the system.**