



Step-by-step Guide | Admission Appeals

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

- Your ID number
- Your Password
- Supporting documents combined into one PDF (saved on your device)

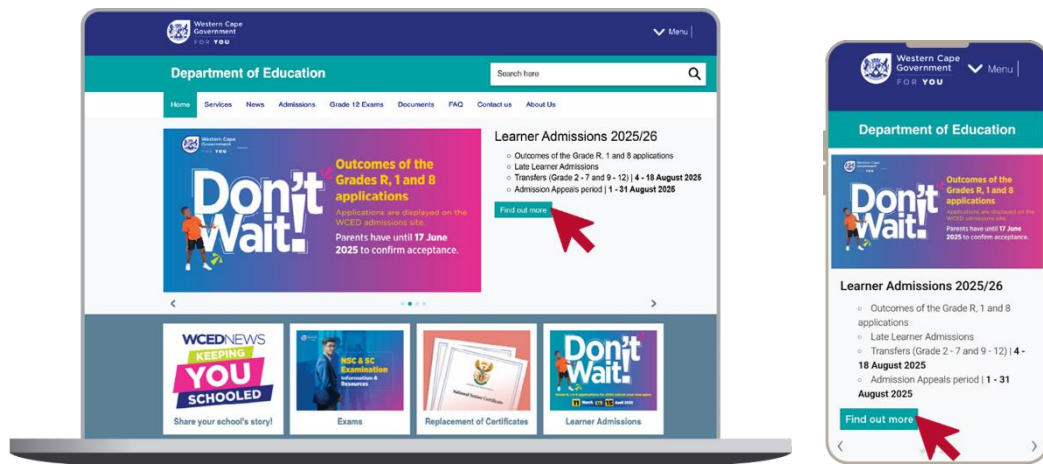


In your web browser, type the URL [westerncape.gov.za/education](https://www.westerncape.gov.za/education) in the search bar.

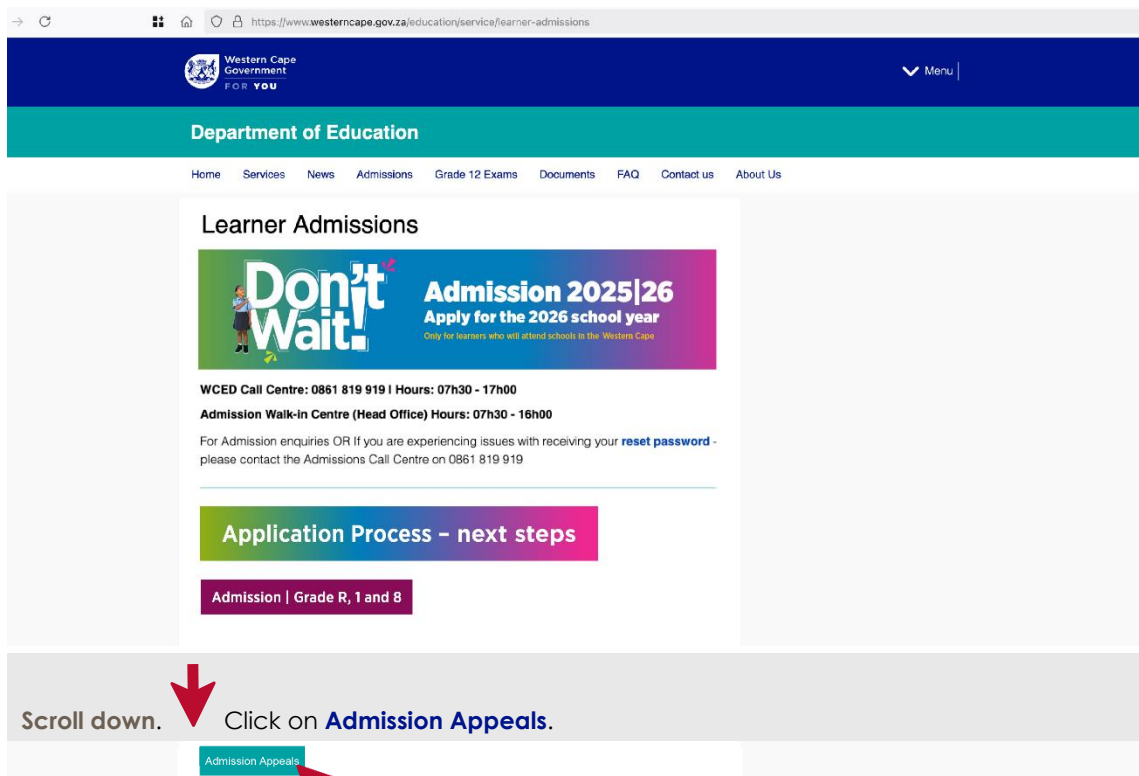
OR Scan the QR code



Select **Admissions 2025/26**.



Click on **Admission Appeals**.



1

Log in using the same login details used for Admissions Applications. Click on **Parent Login**.

2

Read the Privacy and Confidentiality of EMIS Information notification. Click **I accept**.

3

This will take you to your Parent Profile. Click on **Appeal Section**. And then **Log Appeal**.

4

Before submitting an appeal, read the **Recommendations**, **Important Information** and **FAQ**.

Recommendations: Confirm that you have reviewed each item. Click **'Proceed'**

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ADMISSION APPEAL

Recommendations

It is important to keep in mind that it is difficult for an appeal to succeed, and it must have substantive reasons. In order to maximise your chances of success:

1. Be clear about the criteria that applied to your preferred school's admission decision by reading the relevant admissions policy. With reference to this, consider whether the decision not to accept your child is in line with the school's admission policy.
2. An appeal is a legal process in which a school's decision-making process is tested. Your appeal must make out a clear case against the school's decision. Do you believe the school was unfair, made a mistake, or failed to adhere to its admission policy?
3. You are encouraged to provide full reasons as well as evidence that supports your claims.
4. Only proceed with an appeal if you are sure that this is the best way to address your concerns. Alternatively, contact your district office for assistance with placement. Contact details can be found at <https://www.westerncape.gov.za/education/admissions-officials>

I have read and understand the Recommendations.

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Important information: Confirm that you have reviewed each item. Click **'Proceed'**

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Important Information

1. If you have any successful applications at another school, please confirm this choice to avoid disappointment.
2. Confirmation of a successful admission application does not prevent you from submitting an admission appeal against another school where your application was unsuccessful.
3. The WCED cannot guarantee placement at schools of choice.
4. Schools determine their admission policies and parents must study the policy of the relevant school, which is available on the school's website as well as on the admission portal.
5. The online application is subject to the school's admission policy. The school makes the decision on whether an application is successful. The WCED is not involved in the school's decision on whether an application is successful.
6. If all your applications have been unsuccessful, you must contact WCED to assist you in finding an available place.

I have read and understand the Important Information.

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FAQ 1

Frequently Asked Questions

Read the FAQ section carefully. **Confirm** that you have reviewed each item. Click **'Proceed'** at the end of each question.

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Frequently Asked Questions

1 What is an admission appeal, and who can submit an admission appeal to the office of the Minister?

A plea or request to the Provincial Minister of Education (hereinafter "the Minister") to overturn a decision taken by a school to refuse admission to a learner, submitted by:

- a) A parent/guardian.
- b) The learner, or
- c) Someone appointed or designated by the parent and/or learner to act on their behalf.

I have read and understand the Frequently Asked Question.

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<p>FAQ 2</p>	<div style="background-color: #003366; color: white; padding: 5px;"> Western Cape Education Department Home Register Login Contact Us FAQ Find a School Help / Resources / School Profile </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Welcome</p> <p>Logged on:</p> <p>Admission Application</p> <ul style="list-style-type: none"> My Profile Leamer Application Upload Documents (6) Track Application Status Enquiries </div> <div style="width: 80%;"> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> LOG APPEAL TRACK APPEAL </div> <hr/> <p>Frequently Asked Questions</p> <p>2 What needs to be included in my admission appeal?</p> <p>Your admission appeal needs to contain full reasons why you disagree with the school's decision. You are required to familiarise yourself with the school's admissions policy and refer to any sections you believe are relevant. You are also required to engage with the process followed by the school and any reasons provided to you by the school.</p> <p><input type="checkbox"/> I have read and understand the Frequently Asked Question.</p> <p style="text-align: center;">PROCEED</p> </div> </div>
<p>FAQ 3</p>	<div style="background-color: #003366; color: white; padding: 5px;"> Western Cape Education Department Home Register Login Contact Us FAQ Find a School Help / Resources / School Profile </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Welcome</p> <p>Logged on:</p> <p>Admission Application</p> <ul style="list-style-type: none"> My Profile Leamer Application Upload Documents (6) Track Application Status Enquiries Appeals Section Log out </div> <div style="width: 80%;"> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> LOG APPEAL TRACK APPEAL </div> <hr/> <p>Frequently Asked Questions</p> <p>3 When can an admission appeal be submitted to the office of the Minister?</p> <p>a) ON TIME APPLICATIONS: Grades R, 1 and 8 open online on 01 August 2025 and close on 31 August 2025. Other grades open online on 14 October 2025 and close on 13 November 2025.</p> <p>b) LATE APPLICATIONS, remain open for 30 calendar days from 01 August 2025 or from the date of the outcome of the application, whichever is later.</p> <p><input type="checkbox"/> I have read and understand the Frequently Asked Question.</p> <p style="text-align: center;">PROCEED</p> <div style="background-color: #003366; color: white; padding: 5px; text-align: center; font-size: small;"> Western Cape Department of Education © 2019 Notice Board Terms and Conditions FAQ Contact Us Developed by: Branch: e-Innovation </div> </div> </div>
<p>FAQ 4</p>	<div style="background-color: #003366; color: white; padding: 5px;"> Western Cape Education Department Home Register Login Contact Us FAQ Find a School Help / Resources / School Profile </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Welcome</p> <p>Logged on:</p> <p>Admission Application</p> <ul style="list-style-type: none"> My Profile Leamer Application Upload Documents (6) Track Application Status </div> <div style="width: 80%;"> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> LOG APPEAL TRACK APPEAL </div> <hr/> <p>Frequently Asked Questions</p> <p>4 What do I do if my admission appeal is upheld?</p> <p>Contact the school and make admission arrangements as soon as possible. Present the school with a copy of the signed outcome of your admission appeal.</p> <p><input type="checkbox"/> I have read and understand the Frequently Asked Question.</p> <p style="text-align: center;">PROCEED</p> </div> </div>
<p>FAQ 5</p>	<div style="background-color: #003366; color: white; padding: 5px;"> Western Cape Education Department Home Register Login Contact Us FAQ Find a School Help / Resources / School Profile </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Welcome</p> <p>Logged on:</p> <p>Admission Application</p> <ul style="list-style-type: none"> My Profile Leamer Application Upload Documents (6) Track Application Status Enquiries </div> <div style="width: 80%;"> <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> LOG APPEAL TRACK APPEAL </div> <hr/> <p>Frequently Asked Questions</p> <p>6 What do I do if my admission appeal is dismissed?</p> <p>We understand that this is a stressful time for parents, and that you will be disappointed if your appeal does not succeed. It is important to understand that even if your appeal is dismissed, you can still engage with your local WCED district office for assistance with alternative placement at a school where places are still available. You can find the district office details at https://www.westerncape.gov.za/education/admissions-officials.</p> <p><input type="checkbox"/> I have read and understand the Frequently Asked Question.</p> <p style="text-align: center;">PROCEED</p> </div> </div>

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Welcome

LOG APPEAL TRACK APPEAL

Logged on:

Admission Application

6 Contact details

Tel no: 0851 819 919
Email: edumin.edumin@westerncape.gov.za

I have read and understand the Frequently Asked Question.

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Section 1

Use the **dropdown menu** to select the **learner**. Then, **select** the **school** against which you wish to submit your appeal.

The page will be populated with the details of the learner, parent and school.

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LOG APPEAL TRACK APPEAL

Logged on:

Admission Application

Log an appeal (Section 1)

Application Year: 2025

Identify the learner: [Please select] ▼

Identify the school: [Please select] ▼

1. Details of learner

Surname	
Full name	
CEMIS number	
Identity / Passport No	
Home Address	

2. Details of parent/caregiver

Surname	
Full name	
Phone number	
Postal address	
E-mail address	

3. Details of admission application

Name of School	Kuils River Technical Secondary School
Grade applied for	GR8

At the bottom of the page, **Click** to **view** and familiarise yourself with the contents of the school's **admission policy**. **Close** the window to **return** to the Admissions Appeals page.

Confirm that you have done so. Click '**Proceed**' to continue.

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Logged on:

Admission Application

3. Details of admission application

Name of School	Kuils River Technical Secondary School
Grade applied for	GR8
Application Date	05 June 2025
Application Outcome	Unsuccessful
Application Outcome Date	05 May 2025
Which reason were given for the outcome?	School is Oversubscribed
School address	Driebergen Road Highbury City Of Cape Town 7650
Documentation	Yes
School Admission Policy (View Policy in order to continue)	Admission policy

I have read and understand the School Admission Policy.

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Section 2

Answer the questions using the dropdown menu.

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Log an appeal (Section 2)

Please answer the following questions before completing the GROUNDS OF YOUR APPEAL.

1. Does the school have an internal appeal process?	▼
2. If your answer to the previous question was yes, did you appeal to the school?	▼
3. Have you received an outcome on your internal appeal? if yes, upload the proof in section 3.	▼
4. Click YES to proceed with an appeal if you are sure that it will be the most efficient method of addressing your concerns	▼

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Read the important notice below that will help you to formulate your arguments.

Ensure that you have read the information in **RED**.

Enter your **grounds for appeal** in the space provided.

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Log an appeal (Section 3)

Please note that your grounds of appeal need to stipulate all the reasons why you think the decision should be overturned. This forms the basis of your case and can't be added to later.

Please think carefully about your grounds: was the school unfair, did they make a mistake, did they disregard their own admission policy, or did they do something else wrong (and if so, what)?

Please explain IN FULL why you believe so and attach any proof that you have (such as emails or messages).

Reading the relevant school's admission policy, the SA School's Act and the National Education Policy Act and Western Cape Provincial School Education Act, will also help you formulate your arguments.

4. Grounds for Appeal (Reasons)

Type your **grounds for appeal** in this block.

Characters left: 3000

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Upload supporting documents. Now click **Submit**.

PLEASE NOTE:

- The Ministry **already** has access to all previously uploaded documents **used in your online application**.
- The uploading of these documents in **Part 5** (below) is optional.

5. Additional supporting documents (Optional) (not the same as your application documents)

Supporting document 1 Choose File Supporting document 1.pdf

Supporting document 2 Choose File Supporting document 2.pdf

SUBMIT

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Confirmation of the submission of your appeal will appear onscreen along with the **case file number**.

You will receive a system-generated message confirming the receipt of your appeal.

Click **OK**.

System generated message

Appeal submitted successfully. CASE NO: 2026-0005

OK

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You can view a **summary and progress of your appeal** by clicking the link.

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TRACK APPEALS

Appeal - To view reasons why the school(s) was unable to admit the learner, click the icon appeal lodged
 Appeal - Request additional grounds from Ministry, click the icon appeal lodged
 Further Engagement - To respond, click the icon appeal lodged

CASE NO	APPEAL TYPE	APPLICANT NAME	SCHOOL	APPLICATION STATUS	APPEAL LODGED (CLICK HERE)
2026.00005			Kullis River Technical Secondary School	Unsuccessful: School Is Oversubscribed	

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To track your appeal, click on **Track Appeal**.

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LOG APPEAL TRACK APPEAL



What happens now?

- Once your appeal has been submitted, the Ministry will review the grounds provided. **If the appeal offers no or insufficient grounds**, you will be provided with an opportunity to supplement your appeal.
- Alternatively, if the appeal presents sufficient grounds, the case will be forwarded to the school in question, which will be asked to provide reasons for the learner's non-admission.
- You can track the status of your appeal at any time by clicking on **Track Appeal**.
- Once the school has responded, you will receive an email notification indicating that their response is available for viewing on the portal.
- After reviewing the school's response, you may submit final comments or additional documentation within seven working days. This step is optional, and if no further input is received within the timeframe, it will be assumed that you have no additional comments, and the Minister will proceed to adjudicate the appeal.

PLEASE NOTE:

- All comments and feedback from all stakeholders will be done on the **Admissions portal**.
- **Regularly check your email** for updates and log into the portal to monitor the progress of your appeal.
- The Minister's decision regarding your appeal will be communicated to you via the portal in due course.