



## 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):

- The last official school Report Card | Results of the learner, if the learner previously attended school.
- ID | Birth certificate | passport of the learner; OR Study permit (foreign learners); **OR** Proof of application (study permit) or police affidavit
- Immunisation card (Road to Health Chart) for Primary Schools only
- Proof of residence

1

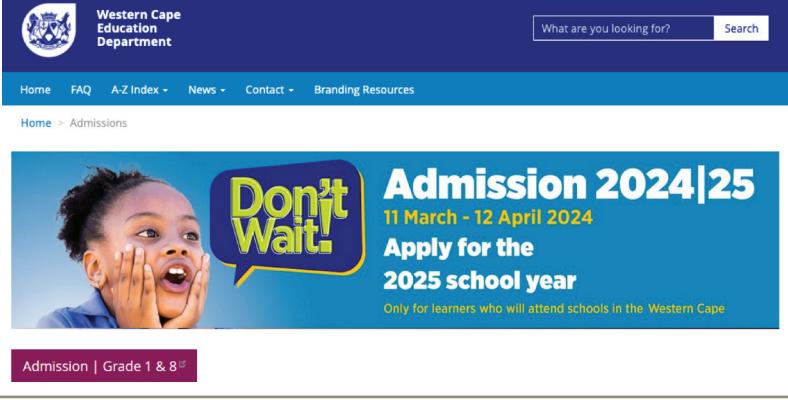
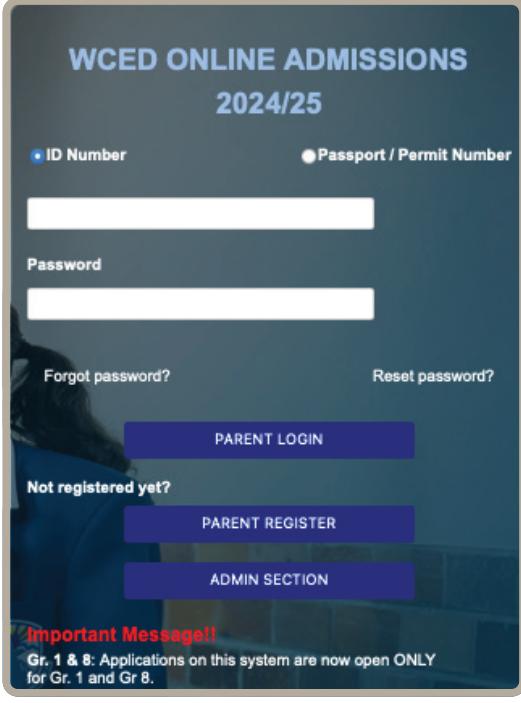
Go to Google.  
Type **WCED** in the search bar.  
Click on **Western Cape Education Department**.

The screenshot shows a search results page for 'WCED'. The top result is the official website of the Western Cape Education Department, which includes the WCED logo, the URL 'https://wceldonline.westerncape.gov.za', and a snippet of the homepage content: 'Western Cape Education Department | WCED'. Below the snippet, it says 'Closing date for entries: 10 May 2024. Read more · SC | NSC June 2024 Examination Information. Registration for November 2024 NSC Exams. Second Chance Matric ...'

2

Select **Admissions 2024/25**.

The screenshot displays the WCED website and its mobile application side-by-side. Both screens feature a prominent banner for 'Admissions 2024/25' with the text 'Get ready for the 2025 school year. Apply for admission before the deadline! 11 to 12 March 2024. Apply for Grade 1 & 8'. Below the banner, there are several navigation links: 'WCED ePortal', 'Exams', 'Circulars', 'Learner Admissions', 'Vacancies', and 'Teacher Sidekick'. On the right side of the website, there's a link to 'Admissions 2024/25' with the same information. The mobile app interface is similar, showing the same banner and navigation options.

<b>3</b>	<p>Click on <b>Admission   Grade 1 &amp; 8</b>.</p> 
<b>4</b>	<p>If you haven't yet registered, Click on <b>Parent Register</b>.</p> 
<b>5</b>	<p>Read the terms and conditions. Click <b>Yes</b> and <b>Continue</b>.</p> <p><b>Terms and Conditions</b></p> <p>1. Please refer to the WCED Admission Policy and Admission Policy for Ordinary Public Schools; National Education Policy Act, 1996 (Act no. 27 of 1996) as these are applicable regulations.      2. The meaning of Parent or Guardian is defined in the SA Schools Act (Act 84, 1996).      3. All communication will be directed to the person whose details are filled in as the primary Parent/Guardian.      4. In the event of a dispute as to who the primary parent or guardian is, please contact your nearest district office for assistance.      5. Any false or incorrect information submitted during this application process may result in your on-line application being rejected, and / or disqualified by the relevant school's Governing Body or the WCED.      6. The WCED cannot guarantee places at schools of choice.      7. Schools determine admission policy and parents must study the admission policy of the school before applying.      8. This online application is subject to the school/s exercising and applying their admission policy.      9. The school makes the final decision whether the application is successful or not. The WCED is not involved in this decision-making process.</p> <p><b>10. GR 1 AND GR 8 APPLICATIONS:</b></p> <p>10.1 Applications for grade 1 and 8 open on 11 March and close on 12 April 2024.      10.2 You may choose to SAVE and RETURN to the application, but you must CLICK SUBMIT before <b>12 April 2024</b>.      10.3 Once you click on SUBMIT at the end you will not be able to change the learner details such as the learner address.</p> <p><b>11. GR R APPLICATIONS:</b></p> <p>11.1 The online application period for Gr. R is 1 - 16 August 2024.</p> <p>I have read and understand the TERMS AND CONDITIONS  <input checked="" type="checkbox"/> YES  <input type="checkbox"/> CONTINUE</p>
<b>6</b>	<p>Complete the <b>Parent Register Check</b>.      Click <b>Save</b>.</p> 

7

Complete **ALL** the fields\*.

Click **Register**.



Western Cape  
Education  
Department

**Register for Access**

3 steps to register a parent account

\*Complete the below details and click on register

\*Verify the registered details by capturing the pin provided on the screen in green

\*Answer the security questions and create a password to login

**Please note:**  
Ensure that both the email address and cellphone number is correct, since these will be used for verification purposes.

**First Name**

**Surname**

**ID Number**

**Cellphone Number**

**Confirm Cellphone Number**

**Email Address**

**Confirm Email Address**

I have read and understand the [Terms and Conditions](#)

**REGISTER**

**IMPORTANT:**  
Ensure that your contact details (**e-mail** and **cellphone number**) are correct.

8

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

**Get Verification Pin**

Hi, Siyamthanda

One Time Pin (OTP): **7350**

Pin valid for 5 min 0 sec

**Email address**

**Cellphone number**

**\*Pin**

**VERIFY**

9

Create your **password**.

Answer the security questions.

Click **Register**.



Western Cape  
Education  
Department

**Security Information**

Password must contain the following:

X To be a minimum of 6 and maximum of 12 characters in length  
X To have at least a number  
X A lowercase letter  
X A capital(uppercase) letter  
X A special character: ! @ \$ ^ \* ?

**\*Password**  **\*Confirm Password**

**\*What is the name of your favourite childhood friend?**

**\*What is your favourite season?**  Autumn  Winter  Spring  Summer

**\*What is your favourite colour?**  Blue  Red  Green  Black  White  Yellow  Grey  Gold  Maroon  Purple

**REGISTER**

10

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

Select **Click here to login**.

**Confirmation of Registration**

Welcome ..... to WCED On-line Admissions

Please use your ID/Passport number and password to login.

[click here to login](#)

**Thank you**

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 DRE 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 UMALELUSI 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**

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

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The **work** address is optional.

- **However**, parents must indicate which address schools must be used for admission purposes.

Click **Save and return**.

**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

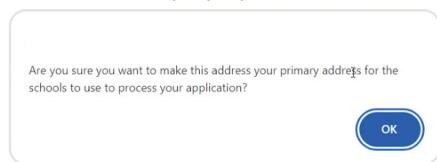
Postal Code   
(Post code will be completed automatically)

\*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 popup notification. Click **OK**.



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

**Primary Parent/Guardian** → **2nd Parent/Guardian**

**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

Parent/Guardian Home Tel No

Parent/Guardian Work Tel No

Alternative Contact No

Select **Learner Application** to continue.

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



## Step-by-Step guide

# Part 2: Learner Application | Grade 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):

- The last official school Report Card | Results of the learner, for learners who have been to school
- ID | Birth certificate | passport of the learner; OR Study permit (foreign learners);  
**OR** Proof of application (study permit) or police affidavit
- Immunisation card (Road to Health Chart) for Primary Schools only
- Proof of residence

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

Click **Parent Login**.

Select **Learner Application**.

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 Gr1 and Gr8

Find your learner/child

Select 2025 Application Grade GR8

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

SA ID  SEARCH

OR

PASSPORT NR  SEARCH

OR

CEMIS NR  SEARCH

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 Gr1 and Gr8

**Find your learner/child**

Select 2025 Application Grade GR8

Has this learner ever been in a registered school / institution in the Western Cape before? No

**NEW application >**

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**.

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: I

Second Name:

\*Surname:

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

\*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 (If No, Please complete the below address):  Yes  No

\*Address Type:  Street  Flat  Farm  Plot  Other

\*Address No:

Street Name:

Building/ Complex/ Block/ Apartment Name:

\*Town: [select]

\*Suburb: [select]

Postal Code: (Post code will be completed automatically)

**SAVE AND NEXT**

**Notice how Step 1 has turned 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.

Legend: 20% Complete | 80% Incomplete | Optional

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

**Required Grade**

Last school and grade attended in Western Cape: Not in school

\*Reason for application to another school?: [select reason]

\*Required Grade: [select grade]

\*Required Language (Learning and Teaching):  Afrikaans  English  Xhosa  Sotho  Tswana

\*First time Registration in Western Cape:  Yes  No

\*Do you wish to apply for hostel accommodation?:  Yes  No

\*Do you wish to apply for learner transport? (Applicable to mainly rural areas at schools using the WCED learner transport schemes):  Yes  No

Please Note: Ticking YES does not mean that the learner will get access to hostel accommodation or learner transport.

**SAVE AND NEXT**

Complete all the fields.

Click **Save and Next**.

**Notice how Step 2 has turned 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.

The screenshot shows the 'School Programmes' section of the application. It includes a legend at the top indicating '40% Complete' (green), '60% Incomplete' (red), and 'Optional' (yellow). A navigation bar below the legend shows steps: Step 1: Learner Profile → Step 2: Required Grade → Step 3: School Programmes → Step 4: Select schools → Upload → Final Step: Summary / Submission. The main area has three sections:

- School Programmes:** A question asking if the learner plays/participates in any sport. On the left is a list of sports: Does Not Participate, Athletics (Track And Field), Basketball, Chess, Cricket, Football, Gymnastics, Hockey, Netball, Rugby. On the right is a box for moving selected items. Below this is another section for cultural programmes.
- Leadership Positions:** A question asking if the learner held any leadership position at school. On the left is a list of positions: No Leadership Position, Head Boy, Head Girl, Deputy Head Boy, Deputy Head Girl, RCL MEMBER, Class Monitor, Grade Monitor, Moot Court Participant, Team Captain. On the right is a box for moving selected items.
- Sports awards achieved:** A question asking about sports awards. On the left is a list of awards: Accordion, Bassoon, Contralto, Flute, Marimba, Oboe, Sabar (African), Tarotog, Violin. On the right is a list of instruments: African drum, Bagpipes, Double bass, Djembe (African), Glass marimba, Mandolin, Organ, Snare drum, Tabla (Indian), Vichitra vina (Indian). Between the two lists are boxes for moving items between them.

At the bottom of the page are buttons for 'SAVE AND NEXT' and 'Level of music participation?'.

- 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**.

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 specific admission criteria.  
\* Check the admission policy of the school.  
\* The order of priority is very important. In case that the learner is accepted at more than one school, the first has applied for, and the parent does not make a final decision and confirm with the school of choice by 14 June 2024, the first choice will be activated automatically and all other successful applications removed in order resolve learners blocking places in schools.  
\* Schools listed: 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.

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 - (Tafelsg)g
Alexander Sinton Secondary - (Belgrave)
Aloe Secondary School - (Lentegur)
Apex High School - (In - Durban Cbd)
Ashton Public School - (Germiston Golden City)
Acadia Senior Sekondére Skool - (Bonteheuwel)
Ashton Public Combined School - (Zolani)
Athlone Secondary School - (Silvertown)
Atlantis Sekondére Skool - (Avondale)
Bardale Secondary School - (Fairdale)
Beacon Hill Sekondére - (Beacon Valley)
Beaufallon Sekondére - (Valhalla Park)

**ADD SCHOOL**

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

**Sibling(s):** 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	Intshebenziswano Secondary School	Philippi	No	Metro South	No		

**NEXT**

When you add a school, you will receive an onscreen **popup 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.

7

### Changing the order of preference.

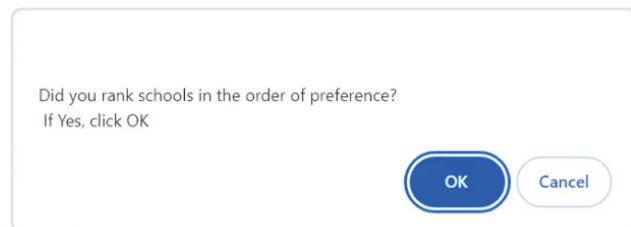
- Use the **yellow block** to arrange the schools in order of preference.
- Select **Click here** button will take you to the **Choose order of preference** dialogue box.
- Use the arrows to move the schools to the desired places of preference.

Click **Save**.

8

Click **Next**.

Confirm the popup notification. Click **OK**.



9

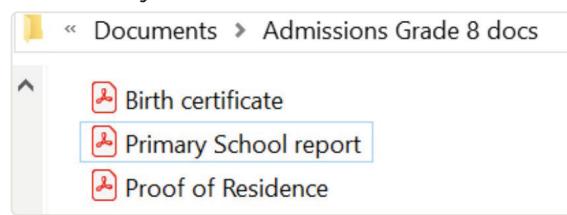
**Upload** your documents.

- You can upload your certified documents now or do so at another time using the **Upload Documents** link, **BUT** you must upload **before** Admissions' Applications close on **12 April 2024**.

Click **Next**.

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

**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.**

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

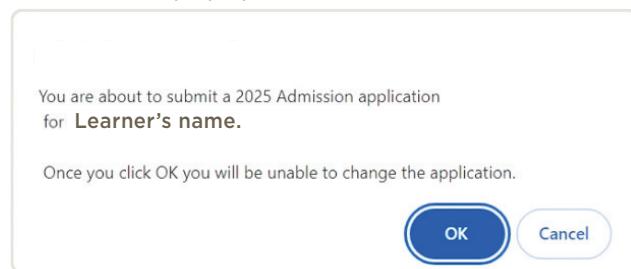
**Summary of Application**

**Details of Learner**

CEMIS Number:	100502BK20002	
Surname:	Klassman	
Full Names:	Buhle Bothando Innocentia	
Date of Birth:	2 May 2010	
Population Group:	Black/African	
Gender:	Female	
South African Citizen:	Yes	
ID Number:	0000000000000000	
Address Type:	Street	
Address:	4281 Tonny Yengeni Brown's Farm Philippi City Of Cape Town 7750	
Required Language (Learner and Teaching):	Afrikaans	
Last school and grade attended in Western Cape:	Intsebenziswano Secondary School	
Required Grade:	Grade 10	
First time registration in WCED:	No	
Wish to apply for hostel accommodation:	No	
Wish to apply for learner transport:	No	
(YES does not mean that the learner will get access to hostel accommodation or learner transport)		
Reason for application to another school?	Highest Grade Reached	
Learner Type:	No Learner Type yet	
Sport:	Football	
Cultural Programmes:	Does Not Participate	
Leadership position:	No Leadership Position	
Schools applying at:	Sinethemba Secondary School Intsebenziswano Secondary School	
Number of upload documents:	0	
Parent Type	Primary Parent / Guardian	Secondary Parent / Guardian
Parent Type	Biological	
Title	Mrs	
Surname	Klassman	
First_name	Nomasande Patricia	
Date of Birth	19 July 1993	
Gender	Female	
South Africa Citizen	Yes	
ID Number	9307190177089	
Passport Number		
Contact Number	0734090964	
Home Tel Number		
Work / Emergency Number	0836683120	
Alternative Number	0718266771	
Email Address	nomas klassman@gmail.com	
Address for application	Physical Address	
Address Type	Street	
Physical Address	4281 Tonny Yengeni Brown's Farm Philippi City Of Cape Town 7750	
Work Address		
Method of Communication	Both	

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Confirm the popup notification. Click **OK**.



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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#: 100502BK20002**

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