

**Tuesday 19 April 2016 - Wednesday 1 June 2016**

1. Online Application:

For mobile users go to:

- Google play / Blackberry Store / iOS Store
- Download the GDE Admissions App
- Register yourself as the Parent/Legal Guardian
- Register your child's details
- Then click APPLY

For laptop or desktop users go to:

- [www.gdeadmissions.gov.za](http://www.gdeadmissions.gov.za)
- Register yourself as the Parent/Legal Guardian
- Register your child's details
- Then click APPLY

2. Verify your information by submitting supporting documents to the school office.

Once your application has been successfully submitted you will be given a reference number. This number is your waiting list number and needs to be brought to the school with the relevant supporting documents for **verification within 14 days of applying.** The documents that need to be brought to the school office are:

- A. Proof of Residence in the **child's Parents Surname** ~ (as per B below on the Unabridged B / Cert) **ONLY 3 recent months (MUNICIPAL Water & Light's Account's OR an AGENT's Rental Agreement)** are regarded as proof of your residence.
- B. **CHILD'S original SA Unabridged Birth Certificate.**  
If you do not have an **Unabridged Birth Certificate**, it will be in your best interest to apply, as it is required by many institutions and particularly when a passport is needed. Please apply at Home Affairs Office. You will be given a receipt on payment, bring that, together with the Birth Certificate you have.
- C. CHILD'S Original **Clinic Card** OR Immunization Certificate.
- D. **Latest report** from the preschool or school your child is attending.
- E. Identity Documents of both Parents ~ (as per No. B above on the Unabridged B / Cert) OR Legal Guardian / s in which case Official / Legal proof of Guardianship is required. Drivers Licenses - **not acceptable** identification.
- F. If either biological parent is deceased, kindly submit a copy of the Death Certificate for our records.
- G. If you are a Foreign National we require the Parents Work or Residency Permit and Child's Study Permit ~ letters cannot be given to apply for a Study Permit.

**PLEASE TAKE NOTE THAT THE HOURS FOR VERIFICATION TO BE DONE AT THE SCHOOL OFFICE ARE:  
07:15 - 09:00 AND 13:00 - 13:45**

3. Await a response from the GDE as to whether your application was successful or not.

For further information or queries please contact the GDE on the following numbers:

Switchboard: (011) 355 0000

Call Centre: (011) 355 0966/0559/0198/0600

Toll Free number: 0800 000 789

Email: [gdeinfo@gauteng.gov.za](mailto:gdeinfo@gauteng.gov.za)