

ADMISSIONS ONLINE APPLICATION: FREQUENTLY ASKED QUESTIONS AND POSSIBLE SOLUTIONS

Frequently asked questions	Possible solutions
Application Period	
1. When is the Admission Online System opening for 2021?	25 June 2020
2. How long will the Admission Online System be open?	30 Days including Saturdays and Sundays. The System will close on 25 July 2020
3. Which Grades should I apply for on the Admissions Online System?	Only apply for learners that are going to Grade 1 and Grade 8 in 2021
4. Do I have to apply for Grade 1 for my child that is currently in Grade R in a public school?	Yes. Parents must apply for ALL learners that are currently in Grade R and in Grade 7
5. How do I apply for my child who is going to Grade 2 to 7 or Grade 9 – 12?	Please go directly to a school in your area. the school will advise on availability of space
6. Is it possible that I can register for my twins simultaneously	Yes, you can apply for twins as well as triplets on the very first application
7. I would like my child to repeat Grade 1 / Grade 8. Do I apply online?	No. You may only apply ONLINE for learners that are going to Grade 1 or Grade 8 for the first time in 2021
8. Can I apply for other my neighbour's child or my sister's / brother's child	Yes. However, DO NOT use your own profile. You must Register the details (ID Number, cell phone number, address) of your neighbour / sister / brother for their children's applications
9. How many schools can I apply to for one child?	You can apply to a maximum of 5 different schools
10. Can I apply for more than one child?	Each parent may apply for a maximum of 3 children per Grade. This means each parent can apply to Grade 1 for 3 different learners to Grade 8 for another 3 different learners
11. What is a school feeder zone?	A school feeder zone is the area from which a school accepts Its core intake of learners.
12. What application Options are available for applicants to choose from?	There are 5 application options, namely: <ul style="list-style-type: none"> • Option 1 - Home: The applicant learner's place of residence is closest to the school within the feeder zone • Option 2 – Sibling / Previous School: the applicant learner has a sibling attending the school • Option 3 – Work: the place of employment of at least one of the applicant learner's parents is within the feeder zone of the school; • Option 4 – 30 kms within of the school: the applicant learner's place of residence is within a 30 kms of the school; or • Option 5 – beyond 30 kms from the school: the applicant learner's place of residence is beyond a 30 kms from the school

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13. How do I know which feeder zone covers my home address?	<ul style="list-style-type: none"> • School Feeder Zones are published in Provincial Gazette number 339 Vol. 24 of 2018. To search for school feeder zones that cover your address click here (<i>Link</i>) • Also, when you select the “Home” option while making your application, all the schools with feeder zones that cover your home address will appear on a drop-down list
14. How can I make sure that my child is accepted at a school close to my home address?	<ul style="list-style-type: none"> • When Registering your details (Step 1), make sure that you type in your home address accurately • When Applying (Step 3), select “Home” Option to see the list of schools with feeder zones that cover your home address. Apply to the schools that are closest to your home address • Note that placement is based on the number of spaces available at the school
15. How do I know that my Application is complete?	<p>You must complete a 3 Step Process as follows:</p> <ul style="list-style-type: none"> • Step 1: Register Parent Details • Step 2: Register Learner Details • Step 3: Apply to a School <p>When your application is complete, you will receive an SMS with a reference number (Please save this information)</p>
16. Is my child automatically placed at the school/s that I applied to?	<p>No. You will receive an offer of placement from ONE or MORE of the schools in the Placement Period (September to November). You must respond by accepting the offer within 7 days so that you can be placed</p>
17. What will happen if I do not accept any offer within 7 days?	<p>You will forfeit the offer and your child will be placed at a school with available space</p>
18. What will happen if the school/s I applied for do not have available space?	<p>Your child will be placed at another school with available space / You will receive an offer of placement from another school with available space</p>
19. How do I log-in to the System to view my application later?	<p>After you complete Step1 (Register parent details), you will receive an SMS with your user name and password. Please SAVE this information and use it to login to view your applications at any time</p>
20. Are Non-South African Citizens allowed to apply for their children to go to a school for Grade 1 / Grade 8?	<p>Yes, non-South African Citizens may apply</p>

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21. What documents do I need to submit to a school after I made an application?	<p>Certified copies of the following Documents must be submitted within 7 days after making an application:</p> <p>SOUTH AFRICAN CITIZENS:</p> <ul style="list-style-type: none"> • Child birth certificate • Parent/Guardian ID or Passport • Valid Proof of Home/ Parent Work address • Child Clinic card for Grade1application or recent Grade 7 report card for Grade 8 application <p>NON- SOUTH AFRICAN CITIZENS:</p> <ul style="list-style-type: none"> • Parent Study Permit and Passport • Parent Work Permit and Passport • Parent Refugee Permit • Parent Asylum Seeker Permit • Valid Proof of Home/Work address • Child Clinic card for Grade1 application • Most recent Grade 7 report card for Grade 8 application
22. What options do I have to submit documents to school?	<ul style="list-style-type: none"> • Applicants may upload certified copies of required Documents ONLINE to one of the schools that you applied to (<i>click here to upload documents</i>). Other schools that you applied to will be able to view (see) the documents • If documents are submitted in hard copy, applicants must submit certified copies of required Documents to all the schools they applied to
23. Do I have to certify the documents before submission?	Yes. All documents must be certified
24. How do I apply for my child to be accommodated in a school's boarding facility (hostel)?	Contact the boarding school directly to apply for accommodation in the school's boarding facilities. Note that boarding schools apply specific criteria to admit learners to their boarding facilities. If the child is accepted in the boarding facility, the parent must apply on the GDE Admissions Online System to be accommodated in the school
25. What if the school closest to my home address only offer a Language that my child is not doing?	The district will assist with the placement of the child in consultations with the parents
26. What happens if I forget my username and password?	When you click on the Login tab, you should click Forgot Password to reset your username and password. Keep your username and password in a safe place

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27. Can I use the GDE Admissions Online System to apply to schools in other provinces?	No. The GDE Admissions Online System makes provision for schools in Gauteng Province schools only
28. Will GDE issue admission user manuals to schools and parents?	A Step-by-Step User Guide for Parents is available on the Admission Online Application System on the Landing Page under the "Support" menu.
29. How old should my child be to be admitted to Grade 1 in 2021?	The child must be five, turning six by 30 June 2021. You will not be able to apply for a child younger than this.
30. Will I be able to apply to Grade 1 for my child that is older than six?	Yes. There is no age limit to apply to Grade 1. However, over-aged learners may be redirected for admission to the relevant
31. Can a parent still apply to a school if the school is full or reach their capacity?	Yes, a parent can apply but the parent will get a message to indicate that the school is full and must apply to other schools as well
PLACEMENT PERIOD	
32. How long will it take to get a response on the progress of my application?	Applicants will be notified via SMS regarding the outcome of the application during the Placement Period from-----
33. When will Parents receive notification of successful /unsuccessful applications?	Schools will send notification to parents as from-----
34. How many days does an applicant have to respond to an offer of placement	Applicants need to respond within 7 school days after receiving an offer of placement. If the applicant does not respond within 7 days, their offer of placement will be forfeited and given to the next applicant on the Waiting List
35. Must a parent accept the first offer from a school?	No parents can wait for other offers and accept the offer at the school of their choice
36. Can the applicant delete a confirmed offer of placement in one school to accept another offer in another school?	Parents can wait for the offers from different schools and can provisionally accept the first offer. Once an offer of placement is confirmed, all other applications are deactivated
37. Will applicants who have applied and submitted only some documents or have not submitted any documents at school be allowed to submit?	Parents who have not submitted documents will be notified of a date to submit in -----
38. What can the parent do if the school requested additional documents upfront from parents like registration fee, payslip / proof of employment, etc before processing the application?	Parents must submit proof to the District Office that they submitted documents to the school. Parent can also inform the District office of these schools

Frequently asked questions	Possible solutions
39. What will happen if my application is unsuccessful at all the schools I have applied to?	The District will facilitate placement in a school where there is space available
40. What will happen if the schools that I have applied for are full?	The District will facilitate placement in a school where there is space available
41. Does the Online Application guarantee placement of the child at a school?	<ul style="list-style-type: none"> • An Online Application does not a guarantee placement at any particular school. • Placement is based on applicants meeting admission criteria and the capacity of the Grade to admit • Home address will get priority and if there is still space available the school will place using the other criteria
42. Will I be informed if the school does not take my child	<ul style="list-style-type: none"> • Schools inform successful parents and if a parent does not get any notification the parents can go to the district to find out
43. I applied using home address and I got schools that have African languages only and the child have been doing English as Home Language since grade R. What will happen to my application?	Parent can apply using the Previous school option. The District will facilitate placement at a relevant school where there is space available
44. Can online applications of parents from other provinces who are applying in Gauteng be processed?	<ul style="list-style-type: none"> • Yes. The application can be processed nationally and internationally. • Placement is based on applicants meeting admission criteria
45. I have relocated to another area before placement. How do I get placement based on my new address?	<ul style="list-style-type: none"> • Applicants must inform the relevant District and submit proof of relocation (new residential address) as well as proof of residence at the address used during the application
46. What can the applicant do if they are not satisfied with the outcome of the application at a School?	The parent can lodge an Objection within 7 days of receiving the outcome of the application by completing an Objection form (Annexure D) at the District Office – Parents must know that school place according to the Admission criteria and does not mean that if a parent object the child will be placed at the school.
47. What can the applicant do if they are not satisfied with the outcome of the Objection?	The parent can lodge an Appeal within 7 days of receiving the outcome of the Objection by completing an Appeal Form (Annexure E) at the District Office
48. What can the applicant do if they are not satisfied with the outcome of the Appeal	The MEC's decision on the Appeal is final and no further correspondence can be entered into

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49. What documents are required to lodge an Appeal	A checklist of documents required to lodge an Appeal is obtainable from the District Office or Head Office
LATE APPLICATIONS	
50. When are the late applications opening?	Late applications will be announced after all applicants who applied during the application period are placed.
51. Is there another way to apply other than online?	Applications for Grade 1 and 8 can only be made online.



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FREQUENTLY ASKED QUESTIONS

When does application for admission to Robert Hicks School in 2021 open?

- **Applications for Grade 1:**

The GDE online system is the only way to apply for admission in Grade 1. The GDE process must be followed. The date the online system opens for applications is 25 June 2020 and the closing date is 25 July 2020.

- **Applications for Grade 2-7:**

At Robert Hicks School the application period for admission for Grade 2 – 7 is the same as the GDE online applications for Grade 1/8 period. However, applications for Grade 2 – 7 are not processed online. Application forms will be available on the School's website (www.roberthicksschool.co.za) from the date applications open until the closing date. Fully completed application forms and the required supporting documents must be emailed or faxed back to the School by no later than the closing date. The email address is mail@roberthicksschool.co.za and the fax number is 012 329 6507. Please be aware that other schools will have different application periods for Grade 2 - 7 applications.

Please note: Although Robert Hicks School may be your school of choice, not all the applications that are received can be accommodated due to limited capacity. Please make enquiries / applications at many schools.

When will I hear the outcome of my application?

The outcome of applications for Grade 2-7 will be communicated by email to parents in December 2020.

The outcome of Grade 1 applications is sent directly to parents by the Department of Education.

How much are the school fees?

The school fees for 2020 are R11 800. The fees for 2021 will be determined at the AGM in Oct/Nov 2020.



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Are the school's extra-murals included in the school fees?

Yes. Occasionally learners are required to pay for optional items (eg hiking club outing). However, currently extra-murals are not permitted due to the Covid-19 restrictions.

What extra-murals are offered at Robert Hicks School?

Tennis, chess, soccer, girls' soccer, drama, choir, swimming, netball, mini-cricket, cricket, maxi-cricket, scripture union, computer club, cross-country, rugby club, mini-soccer and mini-tennis.

Does Robert Hicks School have an After School Care Centre?

Yes, it is a privately run facility on the same premises as the school. The contact person is Mrs Claase and her number is 082 8511 314.

Where do I buy Robert Hicks School uniforms?

Totiusdal Handelshuis, 773 Codonia Avenue, Waverley, Pretoria. Phone number: 012 332 1380

D6 Communicator & D6 Connect

- The **D6 Communicator** provides general information that everyone can read/access. Please Google 'D6 Communicator' and download it from the internet to have this facility on your computer and/or phone.
- The **D6 Connect** provides personal/confidential information (eg information such as marks, detention notifications, reports, etc.) which parents may access regarding their **own** child/ren **only**. To access the D6 Connect parents need an access code/token which is emailed from D6 to proceed. Please email mail@roberthicksschool.co.za should you require the invitation to be resent to you.

The school fees do not include aftercare as they are separately run.

Forms must please be completed and emailed along with the supporting documents to

debtors@roberthicksschool.co.za