

LATE REGISTRATION OF LEARNERS

At the start of term 2, SACAI was approached by various institutions about the correct handling of learners' late registration to ensure that the promotional requirements are fully complied with and to address possible problem situations at the end of the school year in a timely manner.

The following scenarios are foreseen:

1. The learner was enrolled in a public school during term 1. All the SBAs have been completed, and a valid report card was submitted.

No problem whatsoever is foreseen and the registration is treated as a normal transfer between institutions. Register the learner with SACAI and submit copies of the aforementioned documentation.

2. The learner was enrolled in a public school during term 1. All the SBAs have not been completed and a valid report cannot be submitted, but it can be confirmed, the learner was formally enrolled in the school.

The learner may be enrolled, but a specific arrangement must be made with the learner and parent(s) (guardian(s)) regarding the satisfactory completion of the term 1 SBAs. If necessary, an Individual Support Program (ISP) must be agreed upon. Register the learner with SACAI and submit copies of the aforementioned documentation.

3. Delayed placement: Learners who were not successfully placed in a school during term 1 due to administrative delays or capacity problems within the department.

The following method of handling is recommended:

- a. The parent(s) (guardian(s)) must provide an affidavit in which the problem situation is fully explained.
- b. Check compliance with the promotion requirements regarding the prior grade. If conclusive proof cannot be provided, the learner can of course not be enrolled in the grade that registration is sought.
- c. Make a specific arrangement with the learner and parent(s) (guardian(s)) regarding the satisfactory completion of the term 1 SBAs.
- d. If necessary, an ISP must be agreed upon.
- e. After completion of the aforementioned, the learner may be enrolled.
- f. Register the learner with SACAI and submit copies of the aforementioned documentation.

4. Medical grounds: Learner was unable to attend the institution during term 1 due to documented medical reasons.

The following method of handling is recommended:

- a. The parent(s) (guardian(s)) must submit the original medical certificate.

- b. Check compliance with the promotion requirements regarding the prior grade. If conclusive proof cannot be provided, the learner can of course not be enrolled in the grade that registration is sought.
- c. Make a specific arrangement with the learner and parent(s) (guardian(s)) regarding the satisfactory completion of the term 1 SBAs.
- d. If necessary, an ISP must be agreed upon.
- e. After satisfactory completion of the aforementioned, the learner may be enrolled.
- f. Register the learner with SACAI and submit copies of the aforementioned documentation.

5. Unspecified circumstances: Cases where learners require admission for Term 2, but no specific reason or previous school history can be provided for Term 1.

The following method of handling is recommended:

- a. The parent(s) (guardian(s)) must provide an affidavit in which the problem situation is fully explained.
- b. Check compliance with the promotion requirements regarding the prior grade. If conclusive proof cannot be provided, the learner can of course not be enrolled in the grade that registration is sought.
- c. Make a specific arrangement with the learner and parent(s) (guardian(s)) regarding the satisfactory completion of the term 1 SBAs.
- d. If necessary, an ISP must be agreed upon.
- e. After satisfactory completion of the aforementioned, the learner may be enrolled.
- f. Register the learner with SACAI and submit copies of the aforementioned documentation.

6. What is the position if a learner wishes to register later during the year?

The approach to grade 12 and grades 10 and 11 will differ:

- a. Grade 12: Provided that the registration of the learner occurs prior to 30 July, the variables as stated here above apply *mutatis mutandis*.
- b. Grades 10 and 11: The processes as stated here above apply *mutatis mutandis*, but a registration of a learner during the last term is not recommended.