



REPUBLIC OF NAMIBIA

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FORMAL EDUCATION CIRCULAR: NO 4 of 2022

**TO: HONOURABLE MINISTER
HONOURABLE DEPUTY MINISTER
CHIEF REGIONAL OFFICERS: REGIONAL COUNCILS DEPUTY
EXECUTIVE DIRECTORS
DIRECTORS OF EDUCATION, ARTS AND CULTURE
NANTU, NANSO
PUBLIC RELATIONS OFFICER**

SUBJECT: ADMISSION OF LEARNERS IN STATE SCHOOLS IN 2023

1. PURPOSE

This circular outlines the admission of learners in state schools in all grades. Special attention should be paid to entry level grades such as: Pre-Primary, Grades 1, 8, 10 and Advanced Subsidiary (AS) level. Thus, the Admission Circular aims to assist and guide Regional Directors, Inspectors of Education, School Principals and parents to plan and administer the admission process as stipulated in this circular; to avoid any negative impact on teaching and learning.

2. LEGAL PROVISION

The admission of learners in all school phases should be done in accordance with the following provisions:

- Education Act 2001, Act No. 16 of 2001 (Section 54).
- National Curriculum for Basic Education, 2016.
- National Promotion Policy Guide for Junior and Senior Primary School Phase (2015) and the National Promotion Policy Guide for Junior and Senior Secondary School Phase (2018).
- Curriculum Recovery Plan and Rationalised Curriculum.
- Circular: F/ED: 8/2021: Enforcement of the Revised promotion requirements for Grade 1-9

3. AWARENESS CAMPAIGNS AND PROJECTIONS FOR 2023 ACADEMIC YEAR

3.1 Awareness Campaigns

Regional Directorates should commence with the awareness campaigns in their respective regions with the support from regional stakeholders as of 1st April 2022. Schools are encouraged to conduct admission campaigns in their communities using different means of communication, such as electronic/print media, local radio stations, social gatherings and any other possible communication that enhances the effectiveness and success of the admission of learners in state schools for 2023. Parents should be made aware about the importance of the admission processes, like the due dates of the submission of application forms and why it is important to apply on time.

3.2 Projections for 2023 academic year

All Regional Directorates are expected to make projections of learners' enrolment for 2023 in order to properly identify the needs of the regions to address specific challenges for 2023. Identify feeder schools/Pre-Primary, Grades 7, 8-9 and 10-11.

4. CRITERIA FOR ADMISSION IN PRE-PRIMARY AND GRADE 1, 8, 10 AND ADVANCED SUBSIDIARY (AS)

4.1 Criteria for Pre-Primary and Grade 1

Children who were born in 2017 and turn **6 years in 2023 should enrol in Pre-Primary Education** for the academic year 2023.

Children who were born in 2016 and turn **7 years in 2023 should enrol in Grade 1.**

4.2 Criteria for Grade 8, Grade 10 and Grade 12 (AS)

4.2.1 Learners who are currently in Grade 7 should apply for Grade 8.

4.2.2 Learners who are in Grade 9 should apply for Grade 10.

4.2.3 Learners who are in Grade 11 should apply for Grade 12 for AS, irrespective of their age, as per requirements stipulated in Circular: *F/ED: 3/2022: Admission requirements of the Namibia Senior Secondary Certificate Ordinary (NSSCO) and Advanced Subsidiary candidates at full-time centres and part-time tuition examination centres for 2022.* Learners who do not meet the admission criteria for NSSCAS level, are advised to improve their NSSCO results as per the following conditions:

- Depending on the availability of spaces in schools, learners who are 18 years and younger, should be allowed to repeat NSSCO on full-time basis, but will forfeit their 2022 results.

- Improve their results with the **Namibian College of Open Learning (NAMCOL)** and other part time tuition and examination centers which are registered with the Ministry of Education, Arts and Culture.

4.3 ROLES AND RESPONSIBILITIES OF REGIONAL DIRECTORATES OF EDUCATION, ARTS AND CULTURE.

- Regional Admission Committees should coordinate the admission of learners in their respective regions.
- Regional Planning and Development (PAD) divisions should do proper projection as per 2022 admission in order to plan for the admission of learners for 2023 appropriately.
- The admission to Grade 10 should be planned overly by identifying feeder schools in close proximity to reduce on learners to be accommodated in places without supervision.
- It is advisable that the Grade 8 learners should be placed in Junior Secondary Schools or in Combined Schools, closest to their homes to keep Senior Secondary Schools for Ordinary Level, Grade 10, 11 and AS level, i.e. Grade 12. The Regional Director should inform the office of the Executive Director about the needs that are beyond the financial budget of their specific Directorates of Education, Arts and Culture by 30 September 2022. This might not guarantee a financial commitment, but would open up opportunities for further engagement to collectively find a solution.

4.4 ROLES AND RESPONSIBILITIES OF DIRECTORATE OF PROGRAMMES AND QUALITY ASSURANCE (PQA) AND DIRECTORATE PLANNING AND DEVELOPMENT (PAD): HEAD OFFICE

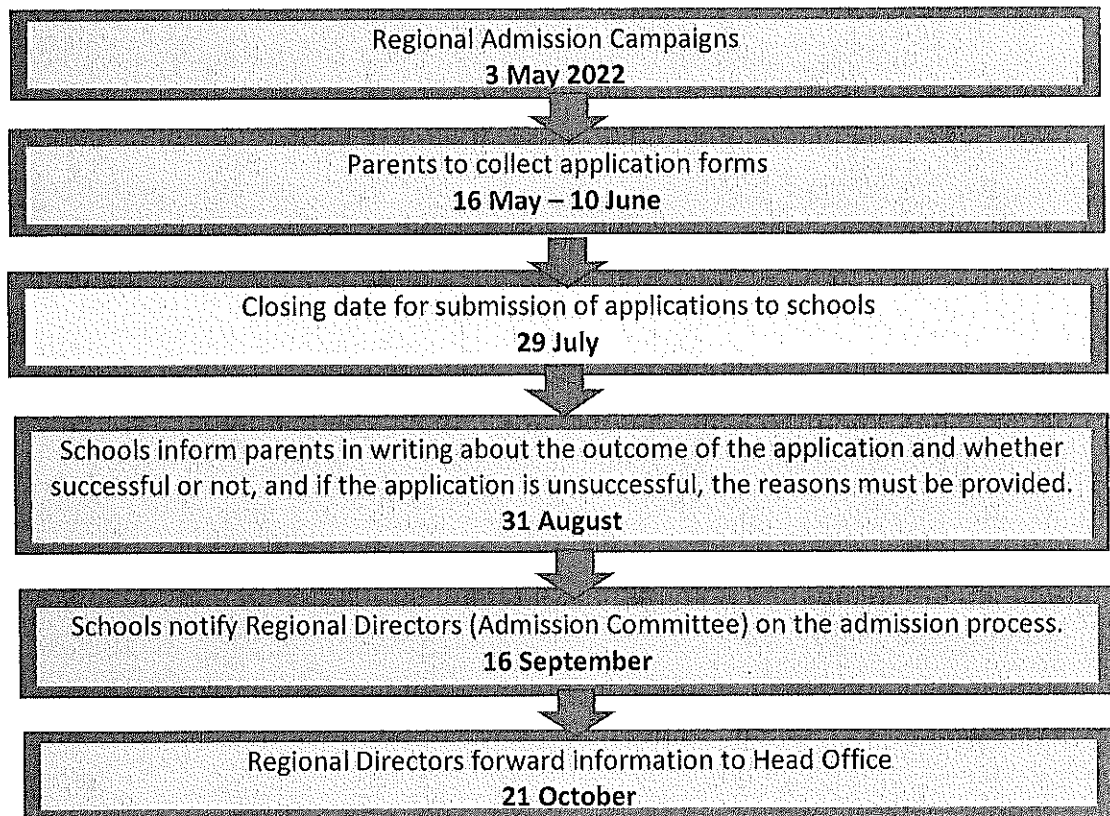
These directorates will:

- Coordinate and oversee with the Regional Admission Committees regarding the admission of learners as per information received from the regions.
- Summarise the needs identified by the regions and prepare a submission to the management for support and interventions.

4.5 ROLES AND RESPONSIBILITIES OF SCHOOL ADMISSION COMMITTEES

- School principals at schools should ensure that the school based Admission Committees are established and functional.
- School managements and admission committees should use various platforms to advocate and sensitise for the admission of learners in their communities, in all grades.
- School principals should inform the Regional Admission Committee on the process of admission at schools.

5. ADMISSION SCHEDULE



6. ADMISSION OF DIPLOMATS' CHILDREN IN NAMIBIA SCHOOLS

In collaboration with the Ministry of International Relations and Cooperation, the Ministry of Education, Arts and Culture coordinates the admission of children of the Namibian diplomats whose terms of service in foreign missions have come to an end at different intervals. At the regional level, Directorates of Education, Arts and Culture should spearhead the placement of these learners in local schools, for them to be able to continue with their education. Directors should consult or inform the parents of such learners with regard to the outcome of the applications and placement of their children at various schools.

7. ADMISSION OF OVER - AGE LEARNERS

Regional Directorates should monitor and coordinate the admission of over- aged learners, with approval from the Executive Director's Office.

8. ADMISSION OF NON-NAMIBIANS LEARNERS

The Namibian Education System is based on the principles of inclusivity, equity, universality and non-discrimination. Therefore, non-Namibian learners, whose parents are in possession of

valid temporary or permanent residence/ work permit/study permits issued by the Ministry of Home Affairs and Immigration may apply for admission in public schools.

9. ADMISSION OF LEARNERS AT RUKONGA VISION SCHOOL (RVS), KAVANGO EAST

Rukonga Vision School was established to accommodate the most disadvantaged learners across the country. It is a complete secondary school offering Grade 8-11 and Advanced Subsidiary (AS), with the aim to provide quality education to educationally marginalised learners, **who have the potential to succeed and maintain an overall average academic performance of 75% and above. Prospective learners should achieve 75% or above in Mathematics, Natural Science and Health Education, with an overall of 65% or above in all subjects in Grade 7. The admission criteria will be shared with Regional Admission Committees.**

It is therefore imperative that Regional Directors of Education must sensitise and inform parents, community members and other stakeholders about the existence and the purpose of RVS.

School principals and Life Skills teachers should encourage qualifying Grade 7 learners to apply for admission at the above mentioned school. The number of admission (in Grade 8) per region is determined proportionally on the basis of the total number of Grade 7 enrolment of the year of application.

Relevant documents and information pertaining to admission for RVS will be forwarded to regions in due course.


Admission of learners at RVS will be evaluated and endorsed by the National Preparatory Committee, Head Office, Directorate of Programmes and Quality Assurance.

10. CONCLUSION

Regional Directors are directed to implement the content of this circular through their respective regional structures and report monthly on the implementation progress.

Your usual cooperation and support is highly appreciated.

Yours sincerely,


Sanet L. Steenkamp
EXECUTIVE DIRECTOR



PREVIOUS CIRCULAR NO: FORM. ED. 3 /2022

**SUBJECT: ADMISSION REQUIREMENTS OF THE NAMIBIA SENIOR SECONDARY
CERTIFICATE ORDINARY (NSSCO) AND ADVANCED SUBSIDIARY
(NSSCAS) CANDIDATES AT FULL-TIME CENTRES AND PART-TIME
TUTION EXAMINATION CENTRES FOR 2022**

**ADDRESSEES: HONOURABLE MINISTER
HONOURABLE DEPUTY MINISTER
CHIEF REGIONAL OFFICERS: REGIONAL COUNCIL
DEPUTY EXECUTIVE DIRECTORS
ALL REGIONAL DIRECTORS OF EDUCATION, ARTS AND
CULTURE
DIRECTOR OF NAMCOL
NANTU, NANSO
PUBLIC RELATIONS OFFICER**

