

No	Quarter: _____								No. of days absent per learner	No																						
	Week ending:		Week ending:		Week ending:		Week ending:				Week ending:		Week ending:																			
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Total number of learner absentee days																																

Class teacher's signature: _____

Principal's signature: _____

Boys or Girls:					Grade and Class:																																		
No	Admission number	Surname	First name	Week ending:					Week ending:					Week ending:					Week ending:																				
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Class teacher's signature: _____

Principal's signature: _____

Boys or Girls:				Grade and Class:																											
No	Admission number	Surname	First name	Week ending:					Week ending:					Week ending:					Week ending:												
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Boys or Girls: _____				Grade and Class: _____																																				
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				Number of learners enrolled																																				

Quarter: _____

No	Week ending:					Week ending:					Week ending:					Week ending:					Week ending:					Week ending:					No. of days absent per learner	No
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Total number of learner absentee days

Class teacher's signature: _____

Principal's signature: _____

Boys or Girls:			Grade and Class:																				
No	Admission number	Surname	First name	Week ending:					Week ending:					Week ending:					Week ending:				
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Boys or Girls:				Grade and Class:																																			
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No	Quarter:								No. of days absent per learner	No																			
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Total number of learner absentee days																													

Class teacher's signature: _____

Principal's signature: _____

Learners' biographical details

No	Surname	First name	Date of Birth (yy-mm-dd)	Parent or guardian		Address
				Initial and Surname	Contact number	
1						
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No	Mother deceased	Father deceased	Both parents deceased	Repeater*	Child support grant	Home language 1**	Home language 2**				No
1											1
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3											3
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5											5
6											6
7											7
8											8
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*Repeater: Means a learner who is repeating the grade in the current year

**Home Language codes: [1] Afrikaans, [2] English, [3] IsiNdebele, [4] Sepedi, [5] SiSwati, [6] Xitsonga, [7] Tshivenda, [8] Setswana, [9] IsiXhosa, [10] IsiZulu, [11] Sesotho, [12], South African Sign Language

Learners' biographical details

No	Surname	First name	Date of Birth (yy-mm-dd)	Parent or guardian		Address
				Initial and Surname	Contact number	
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42						
43						
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No	Mother deceased	Father deceased	Both parents deceased	Repeater*	Child support grant	Home language 1**	Home language 2**				No
41											41
42											42
43											43
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45											45
46											46
47											47
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* Repeater: Means a learner who is repeating the grade in the current year.

**Home Language codes: [1] Afrikaans, [2] English, [3] IsiNdebele, [4] Sepedi, [5] SiSwati, [6] Xitsonga, [7] Tshivenda, [8] Setswana, [9] IsiXhosa, [10] IsiZulu, [11] Sesotho, [12], South African Sign Language



Period register

Name of school: _____

Name of class teacher: _____

Grade and class: _____

Room number: _____

Year: _____

Notes

- 1. The period register is teacher based. The register moves with the teacher and NOT with the class.
- 2. The period register is an official document for internal school use.
- 3. The number of pages will correspond with the number of days on which the register is kept.

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
1								
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Period	Subject/ learning area	Grade and Class	Number of learners enrolled in the subject/ learning area	Number of learners absent	Names of absent learners			
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Class teacher's signature: _____

Principal's signature: _____

Date: _____

Summary register by grade for quarter _____**GRADE _____**

Notes

1. The summary register is a working document for internal use by the school only.
2. This document must not be submitted to the District office.
3. The data for this table must be taken from the class registers. The grade total for each grade should be transferred to the School Quarterly Return on Learner Attendance.

Grade and Class	Total number of learner absentee days			Number of learners enrolled on last day of quarter		
	Boys	Girls	Total	Boys	Girls	Total
Grade total						

Name of compiler: _____

Signature: _____

Date: _____

School quarterly return on learner attendance

Quarter _____, 20____

Name of district: _____

EMIS number of school: _____

Name of school: _____

Name of principal: _____

Signature of principal: _____

Date: _____

Notes

1. This return for the previous quarter must be submitted to the District office not later than one week after the beginning of every school quarter (term).
2. The data for this table must be transferred from the Summary Register by Grade.

Grade	Total number of learner absentee days			Number of learners enrolled on last day of quarter		
	Boys	Girls	Total	Boys	Girls	Total
R						
1						
2						
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11						
12						
Total						
			A			B
						Learner absentee rate for the quarter

Calculation of learner absentee rate:

$$\frac{A}{B} \times \frac{100}{\text{Number of school days for the quarter}}$$

Example of learner absentee rate:

$$\frac{1\ 000}{500} \times \frac{100}{50} = 4\%$$

