- (a) inform the parent and class teacher in writing of the date and reason for the learner's de-registration; and
- (b) inform the District office in writing if the learner is of compulsory school going age and the reason for de-registration is (a), (e), (f) or (g) under paragraph 66.
- 70. A class teacher who has been informed by the principal that a learner has been de-registered must record this according to the instructions in Schedule 1. If a learner who has been de-registered is later re-admitted to the school, the class teacher must make a new entry for the learner at the end of the class list in the class register.

#### Returns

- 71. Returns are official documents of the Provincial Education Department. The following returns will be used in accordance with this policy –
- (a) school quarterly school attendance return (for which a principal is responsible);
- (b) school quarterly return of other school-wide educational activity and school closure (for which a principal is responsible);
- (c) district quarterly attendance return (for which a district manager is responsible);
- (d) provincial annual learner attendance return (for which a Head of Department is responsible).

#### School quarterly learner attendance return

72. Not later than a week after the beginning of a new term a principal must compile, verify and sign a quarterly school attendance return for the previous quarter according to the template provided in Schedule 4 and submit the return to the district office.

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#### School quarterly return of other school-wide educational activity and school closure

- 73. Not later than a week after the beginning of a new term a principal must compile, verify and sign a quarterly return of other school-wide educational activity and school closure for the previous quarter according to the template provided in Schedule 5 and submit the return to the district office.
- 74. The return is in two parts. The first part records the number of school days on which school-wide educational activity (other than regular teaching) took place. The second part records the number of 'school closure days', that is days on which a school was closed by direction of the Head of Department. The number of official school days in the quarter (according to the school calendar) less the number of school closure days gives the total number of actual school days in the quarter.

#### District quarterly learner attendance return

75. Not later than four weeks after the end of every school term a district manager must compile, verify and sign a quarterly district attendance return according to the template provided in Schedule 5 and submit the return to the PED head office.

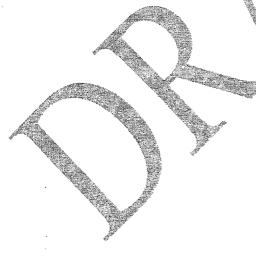
#### Provincial annual learner attendance return

76. Not later than eight weeks after the end of every school year a Head of Department must compile, verify and sign an annual provincial attendance return according to the template provided in Schedule 6 and submit the return to the DoE.

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#### 4. SCHEDULES

- 77. The following schedules are part of this policy. They are provided for the guidance of PEDs and may be adapted to suit the needs of a province so long as the required information is recorded in the registers and submitted in the returns
  - 1. Class register
  - 2. Period register
  - 3. Summary register by grade
  - 4. School quarterly learner attendance return
  - 5. School quarterly return of other school-wide educational activity and school closure
  - 6. District quarterly learner attendance return
  - 7. Provincial annual learner attendance return



ORIGINAL DOCUMENT RECOMMENDED BY DDG

### "Schedule" to the draft

# Schedule 1:

### Class Register

ORIGINAL DOCUMENT RECOMMENDED BY DDG

# CLASS REGISTER

NAME OF SCHOOL:
NAME OF CLASS TEACHER:
GRADE & CLASS:
ROOM NUMBER:
YEAR:

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2009 -08- 2-7

#### **INSTRUCTIONS**

- Responsibility. The register is an official document which may be used in legal proceedings. The principal of the school is responsible for its safety. The register must be managed as follows:
  - 1.1 Daily management. The register must be kept safely by the class teacher and locked up by the principal at the end of each school day.
  - **1.2** Archiving. The principal must keep the register securely for at least three years after the last entry has been made.
  - 1.3 Inspection. The principal must produce the register for inspection if requested by a duly authorised official of the Provincial Education Department or the national Department of Education, or by a duly authorised judicial officer.
  - 1.4 Compilation and marking. The class teacher is responsible for compiling and marking the register in a professional manner. The class teacher must mark the register during the designated class registration period (or periods) each school day. A learner may not mark the register.
  - 1.5 Additions and alterations. Additions and alterations must be made only by the class teacher. An error must be crossed out neatly so that the underlying text is legible and an alteration must be written clearly and initialled and dated. Correcting fluid may not be used.
- 2. Compiling the register. The register must be compiled as follows:
  - **2.1 Gender.** In a co-educational school, list boys and girls on separate pages, first boys then girls. Write 'Boys' or 'Girls' in the space provided at the top of the page.
  - 2.2 Multi-grade class. In a class with more than one grade, a separate class register may be used for each grade.
  - 2,3 Grade & Class. Example: 'Grade 6B'.
  - 2.4 Quarter ending. Insert date of last day of current quarter.
  - 2.5 No. Give each learner a number starting with 1.
  - 2.6 Surname/First name. List the learners' names in alphabetical order by surname.
    NB: If a class teacher cannot accommodate the names of all learners on the register, a second register may be used.
  - 2.7 Admission No. Insert the admission number.
  - 2.8 Week ending, insert the date of the last school day of the week.

- 2.9 Learners' biographical details. This section is optional and is for use by the school for administrative and management purposes. Schools are free to add additional columns.
- 2.10 New learner. The name of a learner who is admitted after the register has been compiled must be entered at the end of the class list. Rule a horizontal line in the row across the days that the learner has not attended. Write N in the square for the learner's first day of attendance.
- 2.11 De-registered learner. Write D in the square for the day that a learner is de-registered. Rule a horizontal line in the row from the following school day until the end of the quarter. A de-registered learner who is re-admitted during the same school term must be treated as a new learner and the class teacher must make a note to that effect against the original entry.
- 3. Marking the register. The register must be marked as follows:
  - 3.1 Mark only learners who are absent. A blank square indicates 'Present', except on a new learner's first day, when N must be written in the square.
  - **3.2** Absent code. If the register is marked once a day, write a single **a** in the centre of the square. If the register is marked twice a day, write a morning **a** in the top left corner and an afternoon **a** in the bottom right corner.
  - 3.3 Closure of school. If the school is officially closed on a school day, write the reason in bold capital letters in the column for the day (for example, Public holiday, religious holiday).
- 4. Daily summary. The class teacher must each day compile a daily summary at the bottom of the page as follows:
  - 4.1 Number of learners absent. Add the column for the number of learners absent on that day and insert the sum in the correct square. If the register is marked twice a day, add only whole day absences.
  - **4.2** Number of learners enrolled. Insert the number of enrolled learners listed on the page. This number will remain the same from day to day except when a new

ORIGINAL DOCUMENT itted or a learner is de-registered.

- 5. Quarterly summary. At the end of each quarter the class teacher must compile a quarterly summary by filling in the last column of the register as follows:
  - **5.1** Days absent per learner. For each learner add horizontally the number of days absent in the term and insert the sum in the correct square in the last column. If the register is marked twice a day, add only whole day absences.
  - 5.2 Total number of learner absentee days. Insert the total of all the figures in correct square in the last column.
  - 5.3 Class teacher's signature. When the quarterly summary has been completed the class teacher must sign the register.

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<sup>\*</sup> If applicable, insert Y

Social Grant: Means a child support grant, a care dependency grant, a loster child grant, a disability grant, an older person's grant, a war veteran's grant and a grant-in aid.

\*\*Insert code: [1] Afrikaans, [2] English, [3] IsiNdebele, [4] Sepedi, [5] SiSwati, [6] XIIII 12 Sepedia, [8] Setswana, [9] IsiXhosa, [10] IsiZulu, [11] Sesotho, [12], South African Sign Language

# Schedule 2:

### **Period Register**

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YEAR:

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/	DATE:
	SIGNATURE OF TEACHER:
	SIGNATURE OF PRINCIPAL:

Period		2	3	4	5	6	7	8	9	10
Subject					1					
Grade & Class										
Number of	Boys									
Learners	Girls									
Absent	Total									
Number of	Boys									
Learners	Girls									,
Enrolled	Total									
Names of Ab										
Learners	JC11C									
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DATE:	
SIGNATURE OF TEACHER:	
SIGNATURE OF PRINCIPAL:	
•	

Period		1	2	3	- 4	. 5	6	7	8	9	1
Subject											
Grade & Class											
Number of	Boys										
Learners	Girls						77				
Absent	Total										
Number of	Boys										
Learners	Girls								2000		
Enrolled											
	Total										
Names of Abs	ent										ļ
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### Schedule 3:

## **Summary Register by Grade**

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#### Working document for school use only

CLASS	NUMBER OF		EE DAYS (taken from the	ENROLMENT ON LAST DAY OF THE QUARTER						
	Boys	Girls	Total	Boys	Girls	Total				
***************************************										
OTAL OR THE										
SRADE										

NAME OF COMPILER:	
SIGNATURE:	
DATE:	

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# Schedule 4: School Quarterly Learner Attendance Return

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#### SCHOOL QUARTERLY LEARNER ATTENDANCE RETURN

DISTRICT	
EMIS NUMBER	
NAME OF SCHOOL	
NAME OF PRINCIPAL	
SIGNATURE OF PRINCIPAL	
ACTUAL NUMBER OF SCHOOL DAYS FOR THE QUARTER	
QUARTER ENDING	
DATE	

GRADE	NUMBER OF	E DAYS	ENROLME	ENROLMENT ON LAST DAY OF THE QUARTER			
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
R							
1					*		
2							
3							
4							
5							
6							
7							
8			-			•	
9							
10							
11							
12							
TOTAL							

Calculation of learner absentee rate and learner attendance rates are as follows:

Learner absentee rate =	Total number of absentee d	ays X 100	%
	Total enrolment X actual nu	mber of school days for the quarter	
Learner attendance rate	= 100 – Learner absentee	rate %	
I	earner absentee rate		
1	earner attendance rate		

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# School Quarterly Return of other School-wide Educational Activity and School Closure

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# SCHOOL QUARTERLY RETURN OF OTHER SCHOOL-WIDE EDUCATIONAL ACTIVITY AND SCHOOL CLOSURE

DISTRICT	
EMIS NUMBER	
NAME OF SCHOOL	
NAME OF PRINCIPAL	
SIGNATURE OF PRINCIPAL	
QUARTER ENDING	
DATE	

#### A. OTHER SCHOOL-WIDE EDUCATIONAL ACTIVITY DAYS

ACTIVITY	NO. OTHER SCHOOL-WIDE EDUCATIONAL ACTIVITY DAYS
School excursion	
Music festival	
Sports	
Examinations	
Other (specify)	
Total	

**Note:** 'Other school-wide educational activity' means an educational activity involving the whole school other than regular teaching.

#### B. SCHOOL CLOSURE DAYS

REASON	NO. SCHOOL CLOSURE DAYS
Inclement weather	
Natural disaster	
Religious holiday	
Transport problem	
Industrial action	
Other (specify)	
Total	

Note: 'School closure'	means closure of	a school during the	e school year f	for a specified	period of time l	y direction of
the HoD.						

No. of official school days in quarter (as per school calendar) ....

Less total no. school closure days in quarter

No. actual school days in quarter

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# Schedule 6: District Quarterly Learner Attendance Return

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# DISTRICT QUARTERLY LEARNER ATTENDANCE RETURN

	/
DISTRICT:	`
TOTAL NUMBER OF SCHOOLS:	
NAME OF CIRCUIT MANAGER:	
SIGNATURE OF CIRCUIT MANAGER:	
QUARTER ENDING:	
DATE:	
	***************************************

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NO.	NAME OF SCHOOL EMIS NUMBER	ACTUAL NUMBER	NUMBER OF LEARNER ABSENTEE DAYS			ENROLMENT ON THE LAST DAY OF THE QUARTER			
			OF SCHOOL DAYS	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL
			-						
								***************************************	
							,		
	AVERAGE NUMBER	TOTAL R OF SCHOOL DAYS				,	<u> </u>		

Learner absentee rate = Total number of learner absentee days X 100

Total enrolment X average number of school days

Learner attendance rate = 100 – Learner absentee rate %

Learner absentee rate	
Learner attendance rate	

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# Schedule 7: Provincial Annual Learner Attendance Return

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# STAATSKOERANT, 17 JULIE 2009

# PROVINCIAL ANNUAL LEARNER ATTENDANCE RETURN

NAME OF COMPILER: \_\_\_\_\_\_

DESIGNATION OF COMPILER: \_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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2009 -06- 27

		QUARTER 1 ENDING:  NUMBER OF SCHOOLS DAYS:						
		ENROLMENT			NUMBER OF LEARNER ABSENTEE DAYS			
NO.	DISTRICT	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
							181111	
							10 37 th 10 16 16 16 16 16 16 16 16 16 16 16 16 16	
							-11 <sup>2</sup> - 25	
							·	
		_						
							:	
*****	TOTAL							

Learner absentee rate =	Number of absentee days X 100 Enrolment X number of school days		
Learner attendance rate =	100 – Learner absentee rate %		

Learner absentee rate	
Learner attendance rate	

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	QUARTER 2 ENDING: NUMBER OF SCHOOLS DAYS:						
			ENROLMENT		NUMBE	R OF LEARNER ABS	ENTEE DAYS
NO.	DISTRICT	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL
		,					
							***************************************
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		*					
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	2						***************************************
-	TOTAL	<u> </u>					A A CARACTER STATE OF THE STATE
	TOTAL	<u> </u>				1	

Learner absentee rate =	Number of absentee days X 100			
	Eprolment X number of school days			

Learner attendance rate = 100 – Learner absentee rate %

Learner absentee rate	
Learner attendance rate	

CRIGINAL DOCUMENT RECOMMENDED BY DDG

•		QUARTER 3 ENDING: NUMBER OF SCHOOLS DAYS:							
		ENROLMENT			NUMBER OF LEARNER ABSENTEE DAYS				
NO.	DISTRICT	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL		
	***************************************	7.7.							
					*	444			
						-			
	TOTAL			**					
	TOTAL	J							

Learner absentee rate =	Number of absentee days X 100 Enrolment X number of school days			
Learner attendance rate =	100 – Learner absentee rate %			

Learner absentee rate	
Learner attendance rate	

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****		QUARTER 4	ENDING:		***************************************			
		1	F SCHOOLS DAYS			-		
		ENROLMENT			NUMBER OF LEARNER ABSENTEE DAYS			
NO.	DISTRICT	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
		,						
						,		
	,							
	ТОТА	L						

Learner absentee rate =	Number of absentee days X 100 Enrolment X number of school days	%
Learner attendance rate =	100 – Learner absentee rate %	

Learner absentee rate	
Learner attendance rate	

MAL DOCUMENT

	NUMBER OF				L RETURN		
	SCHOOL	I	ENROLMENT ON LAST DAY	Y OF QUARTER	NU	JMBER OF LEARNE	R ABSENTEE DAYS
QUARTER	DAYS	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL
ONE							
TWO							
THREE							
FOUR							الله الله الله الله الله الله الله الله
	TOTAL						

Learner absentee rate = Number of absentee days X 100

Enrolment X number of school days

Learner attendance rate = 100 – Learner absentee rate %

Learner absentee rate	
Learner attendance rate	

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