

- (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.

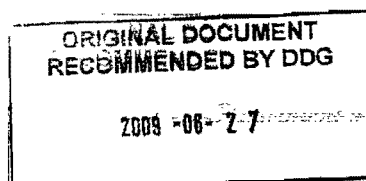
## Returns

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.



**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.

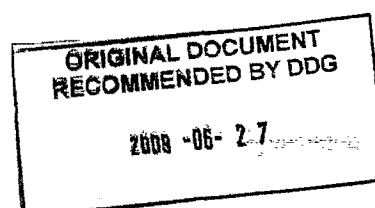
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#### 4. SCHEDULES

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



“Schedule” to the draft

# **Schedule 1:**

## **Class Register**

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2009-06-27

# CLASS REGISTER

NAME OF SCHOOL: \_\_\_\_\_

NAME OF CLASS TEACHER: \_\_\_\_\_

GRADE & CLASS: \_\_\_\_\_

ROOM NUMBER: \_\_\_\_\_

YEAR: \_\_\_\_\_

PROVINCIAL LOGO

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2009 -08- 2:7

## INSTRUCTIONS

**1. 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.

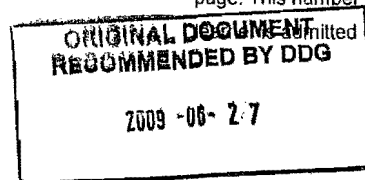
**2.11 De-registered learner.** Write **D** in the square for the day that a learner is de-registered. Rule a horizontal line in the row from the following school day until the end of the quarter. A de-registered learner who is re-admitted during the same school term must be treated as a new learner 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 learner is admitted 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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2009-08-27





CLASS TEACHER'S SIGNATURE: \_\_\_\_\_

# LEARNERS' BIOGRAPHICAL DETAILS

NO	SURNAME	FIRST NAME	DOB (YY-MM-DD)	CONTACT NUMBER			
				Tel	Cell		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
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35							
36							
37							
38							
39							
40							

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2008-06-27

NO	MOTHER DECEASED*	FATHER DECEASED*	BOTH PARENTS DECEASED*	REPEATER	SOCIAL GRANT RECIPIENT*	HOME LANGUAGE 1**	HOME LANGUAGE 2**				NO
1											1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
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32											32
33											33
34											34
35											35
36											36
37											37
38											38
39											39
40											40

\* If applicable, insert Y

Social Grant: Means a child support grant, a care dependency grant, a foster 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] Xhosa, [7] Tshivenda, [8] Setswana, [9] IsiXhosa, [10] IsiZulu, [11] Sesotho, [12], South African Sign Language

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# **Schedule 2:**

## **Period Register**

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2009 -06- 27

# PERIOD REGISTER

NAME OF SCHOOL: \_\_\_\_\_

NAME OF TEACHER: \_\_\_\_\_

YEAR: \_\_\_\_\_

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2009 -06- 27

This is a sample template and can be modified by the province

DATE: \_\_\_\_\_  
SIGNATURE OF TEACHER: \_\_\_\_\_  
SIGNATURE OF PRINCIPAL: \_\_\_\_\_

Period		2	3	4	5	6	7	8	9	10
Subject										
Grade & Class										
Number of Learners Absent	Boys									
	Girls									
	Total									
Number of Learners Enrolled	Boys									
	Girls									
	Total									
Names of Absent Learners										

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DATE: \_\_\_\_\_  
 SIGNATURE OF TEACHER: \_\_\_\_\_  
 SIGNATURE OF PRINCIPAL: \_\_\_\_\_

Period	1	2	3	4	5	6	7	8	9	10
Subject										
Grade & Class										
Number of Learners Absent	Boys									
	Girls									
	Total									
Number of Learners Enrolled	Boys									
	Girls									
	Total									
Names of Absent Learners										

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2009-06-27



# **Schedule 3:**

## **Summary Register by Grade**

ORIGINAL DOCUMENT  
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2009 -06- 27

# **SUMMARY REGISTER BY GRADE: \_\_\_\_\_**

**Working document for school use only**

CLASS	NUMBER OF LEARNER ABSENTEE DAYS ( <i>taken from the class register</i> )			ENROLMENT ON LAST DAY OF THE QUARTER		
	Boys	Girls	Total	Boys	Girls	Total
<b>TOTAL FOR THE GRADE</b>						

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

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

**DATE: \_\_\_\_\_**



# **Schedule 4:**

## **School Quarterly Learner Attendance Return**

ORIGINAL DOCUMENT  
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2009-06-27

## 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 LEARNER ABSENTEE DAYS			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 =  $\frac{\text{Total number of absentee days} \times 100}{\text{Total enrolment} \times \text{actual number of school days for the quarter}}$  %

Learner attendance rate =  $100 - \text{Learner absentee rate} \%$

Learner absentee rate	
Learner attendance rate	

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# **Schedule 5:**

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

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2009 -06- 27

## 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 school year for a specified period of time by 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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# **Schedule 7:**

## **Provincial Annual Learner Attendance Return**

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2009-20-27

# PROVINCIAL ANNUAL LEARNER ATTENDANCE RETURN

NAME OF COMPILER: \_\_\_\_\_  
DESIGNATION OF COMPILER: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

PROVINCIAL LOGO

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[illegible]

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

$$\text{Learner absentee rate} = \frac{\text{Number of absentee days} \times 100}{\text{Enrolment} \times \text{number of school days}} \%$$

Learner attendance rate = 100 – Learner absentee rate %

Learner absentee rate	
Learner attendance rate	

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2009-06-27

[illegible]

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

$$\text{Learner absentee rate} = \frac{\text{Number of absentee days} \times 100}{\text{Enrolment} \times \text{number of school days}} \%$$

Learner attendance rate =  $100 - \text{Learner absentee rate \%}$

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Learner absentee rate	
Learner attendance rate	

[illegible]

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

$$\text{Learner absentee rate} = \frac{\text{Number of absentee days} \times 100}{\text{Enrolment} \times \text{number of school days}} \%$$

Learner attendance rate =  $100 - \text{Learner absentee rate } \%$

Learner absentee rate	
Learner attendance rate	

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QUARTER	NUMBER OF SCHOOL DAYS	ANNUAL RETURN Year: _____					
		ENROLMENT ON LAST DAY OF QUARTER			NUMBER OF LEARNER ABSENTEE DAYS		
		BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL
ONE							
TWO							
THREE							
FOUR							
TOTAL							

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

Learner absentee rate =  $\frac{\text{Number of absentee days} \times 100}{\text{Enrolment} \times \text{number of school days}}$  %

Learner attendance rate = 100 – Learner absentee rate %

Learner absentee rate	
Learner attendance rate	

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