



CIRCULAR NO.61 OF 2019

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TO : CHIEF DIRECTOR DISTRICT COORDINATION AND MANAGEMENT
: DISTRICT DIRECTORS
: CIRCUIT COORDINATORS
: CIRCUIT MANAGERS
: CIRCUIT SAMS ADMINISTRATORS
: PRINCIPALS OF PUBLIC AND INDEPENDENT ORDINARY SCHOOLS
: PRINCIPALS OF PUBLIC AND INDEPENDENT SPECIAL SCHOOLS

FROM : MR. JR NKOSI
: ACTING HEAD: EDUCATION

DATE : 9 JULY 2019

SUBJECT : MANAGEMENT OF LEARNER ABSENTEEISM IN SCHOOLS

Section 59(1) and (2) of the South African Schools Act, No.84 of 1996 as amended, stipulates that every school must supply information about the school as reasonably required by the Head of Education.

The Department is audited annually on performance information and relies on Principals of schools to provide complete, accurate and valid information as the primary source of education data. The consequences of providing incomplete, inaccurate and invalid data resulted in the Department obtaining unfavorable audit outcomes for the past three years with specific reference to learner attendance.

As the accounting officer of the school, Principals must take full responsibility and accountability for reporting on learner attendance in their respective schools and this should be treated as follows:

1. Register class educators must verify the attendance in the class registers against module 3.3.12 SA-SAMS print out on a weekly basis and must be signed by the register class educator for correctness and completeness and keep on file for future reference.
2. Circuit Managers must monitor and verify the above for correctness and completeness during his/her school visits using the class registers versus the hard copy that is kept inside the register.
3. District officials shall verify the class registers versus the SA-SAMS print out on a monthly basis.
4. The EMIS team from Head Office will also do random monitoring.
5. All weekly uploads to DDD should be done after the verification process and the Principal must sign off this data through the DDD sign off document before uploading.
6. After the schools have uploaded to DDD, no changes should be made on the database.
7. The 2019 second term databases that will be collected during the second week of re-opening in July 2019 should have been verified as per the above process.

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Further note that the following documentation should be submitted with the SA-SAMS databases during the quarterly collections:

1. The revised deployment form signed and date stamped.
2. The DDD sign-off form.
3. Button 3.1.7 (class statistics) enrollment figures should tally with the deployment form
4. Button 3.3.16 (Quarterly Attendance using the print return button).
5. Button 3.3.12 (Print the quarterly absenteeism).

The cooperation of all is appreciated to make education data work for us.



MR. JR NKOSI
ACTING HEAD: EDUCATION
Date: 10.07.2019