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Enquiries: Refer to paragraph 7

Circular: 0041/2019  
Expiry date: 31 March 2021

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Deputy Directors at district offices, Heads of pre-primary schools and independent ECD schools, and Principals of ordinary public schools with Grade R classes

Short summary: *Information for all role players on relevant Early Childhood Development (ECD) subsidy application procedures and other matters.*

**Subject: Grade R subsidies and other ECD-related matters as for 01 April 2020**

**1. Grade R allocation**

**1.1 Access to information**

The norms and standards (N&S) allocations for Grade R for the financial year extending from 01 April 2020 to 31 March 2021 are available on CEMIS and can be accessed in the following way:

- Log on to CEMIS.
- Click "Proceed", then select the "Administration" option on the menu bar and click on "Norms and Standards Allocation" and select "N&S 2020".
- Print the page.

Attention is drawn to the following:

Allocations are calculated as per the National Norms and Standards for Grade R Funding, as amended in *Government Gazette* No. 29179 of 31 August 2006.

The allocation letter includes a detailed breakdown of the indicative allocation for the 2020/21 financial year, as well as provisional allocations for the next two financial years, i.e. 2021/22 and 2022/23.

All allocations were calculated based on CEMIS learner enrolment numbers.

## 1.2 Calculation of Grade R allocation

Approval has been granted to pay a subsidy to learners in the following age groups (as in 2020) in approved classes at ordinary public schools, registered ECD centres and independent sites with effect from 01 April 2020:

- (a) Learners who are turning 5 before 30 June
- (b) Learners who are 5 turning 6
- (c) Learners who are 6 turning 7, with exemption from compulsory schooling

Per capita subsidy:

Type of institution	National quintile (NQ)	Fee status of the institution	Amount payable per learner per day
Ordinary public schools (all government-controlled schools offering Grade R)	NQ1–NQ5	No-fee	R30
	NQ4	Fee-charging	R21
	NQ5	Fee-charging	R20
Public pre-primary schools			R20
Independent sites (all privately governed schools offering Grade R)		No-fee	R30
		Fee-charging	R20

Learning and teaching support material (LTSM) allocation for no-fee schools only:

- An amount of R2 362 per month is payable for each class taught by a WCED-paid teacher/practitioner.

Minimum allocation for ordinary public schools only:

- Schools with fewer than 25 learners are entitled to receive a minimum subsidy of R148 284 per annum.
- Schools with fewer than 10 learners are entitled to receive a minimum subsidy of R134 112 per annum.

## 2. **Grade R subsidy claims and payment**

2.1 Grade R subsidy claims will be based on the 2020 Annual School Survey (ASS).

2.2 It is important to note that:

- all Grade R learners must be captured/registered on CEMIS;
- every Grade R learner must be linked to a class; and
- a Grade R teacher/practitioner must be linked to every Grade R class.

Please ensure that all the data on the 2020 ASS are correct and signed off. No amendments will be allowed after the ASS has been signed off.

A claim can only be submitted for payment if the above requirements have been met. Failure to adhere to these requirements may result in an institution forfeiting its subsidy payment or part thereof.

2.3 As a continuous process, Grade R subsidy claims must be submitted by schools/sites via CEMIS in the following way:

- Log on to CEMIS.
- Click "Proceed", then select the "Administration" option on the menu bar and click on "Gr R Subsidy".
- Select "Submit Application".
- Indicate "Will you be applying for Grade R subsidy". Please select YES/NO.

Please complete the relevant fields as required and print the school's subsidy claim for record purposes after the claim has been submitted. The school's subsidy claim will be submitted electronically to the relevant district office. No further action will be required from the school.

Please refer to the Grade R Subsidy Claim Application System User Manual for detailed step-by-step guidance on how to submit a subsidy claim successfully.

A total number of 200 days per academic year will be used in the calculation of the subsidy, of which 50% of the allocation will be paid during the April/May tranche and the remaining 50% will be paid during the October/November tranche.

## 2.4 Time frames

**Dates for the 2020 process:**

### **April/May tranche (Terms 2 and 3 of 2020 school year)**

<b>Date</b>	<b>Action</b>
13 April 2020	CEMIS opens for the submission of claims
17 April 2020	Final date for schools/sites to submit claims  <b>Please note:</b> Claims cannot be submitted for payment after this date
24 April 2020	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim
15 May 2020	Final date for subsidy payments to schools/sites

### **October/November tranche (Term 4 of 2020 school year and Term 1 of 2021 school year)**

<b>Date</b>	<b>Action</b>
12 October 2020	CEMIS opens for the submission of claims
16 October 2020	Final date for schools/sites to submit claims  <b>Please note:</b> Claims cannot be submitted for payment after this date
23 October 2020	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim
15 November 2020	Final date for subsidy payments to schools/sites

## 2.5 Progress of claim

The progress of your school's claim can be tracked on CEMIS in the following way:

- Log on to CEMIS.
- Click "Proceed", then select the "Administration" option on the menu bar and click on "Gr R Subsidy".
- Select "Claim status".

## 3. No-fee schools offering Grade R

No-fee schools receiving Grade R funding from the State are not allowed to charge school fees for Grade R learners (see National Financial Management Guidelines in Respect of Schools Offering Grade R Classes, October 2009, page 4).

Parents may be requested to make voluntary contributions. These contributions are not compulsory and may not be used to exclude learners whose parents are not able to make such contributions.

#### **4. Use of Grade R allocation**

##### **4.1 Salary of the Grade R teacher/practitioner**

Schools are reminded that Grade R teachers/practitioners (governing body teachers) at all schools must receive the full 80% of the subsidy allocation that is transferred biannually.

Governing bodies of NQ4 and NQ5 schools must augment the Grade R teacher/practitioner's salary so that the teacher/practitioner receives an amount which is more than the minimum of R9 995 per month.

Grade R teachers/practitioners at no-fee schools are entitled to the full 80% of the subsidy.

##### **4.2 Learning and teaching support material (LTSM)**

Ten per cent (10%) of the subsidy is allocated for LTSM, including both indoor and outdoor LTSM to the benefit of Grade R learners.

##### **4.3 Operational costs**

The other ten per cent (10%) of the subsidy is allocated for the payment of the school's utility accounts such as telephone bills, water and electricity accounts, copying and printing, cleaning materials for and maintenance of the Grade R classroom(s), and any other services required by Grade R teachers/practitioners.

#### **5. Reporting requirements**

Normal reporting requirements must be adhered to, as communicated by district offices, to effect the next subsidy payment.

#### **6. Final allocation letter**

Final allocation letters (based on the 2020 SNAP survey enrolment) will be published on CEMIS by 16 March 2020.

7. **Contact numbers for enquiries**

<b>Subject</b>	<b>Name</b>	<b>Telephone no.</b>
N&S allocation and transfer payments to schools and other Grade R subsidy-related enquiries (N&S allocations)	Contact the relevant ECD manager at district level	Applicable district office
CEMIS-related enquiries	Contact the relevant CEMIS administrator at district level	The CEMIS support contact number is available under the "CEMIS Support" menu option

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2019-11-09