



Reference: 20210614-3756  
File no.: 12/12/41/1  
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Circular: 0066/2021

Expiry date: 31 March 2023

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 about relevant Grade R subsidy application procedures and other matters.*

**Subject: Grade R subsidies and other related matters as of 01 April 2022**

**1. Grade R allocation**

This circular refers to Grade R learners as defined in the South African Schools Act, 1996 (Act 84 of 1996), as amended, and therefore excludes the age 0–4 cohort of learners.

**1.1 Access to information**

The norms and standards (N&S) allocations for Grade R for the financial year extending from 01 April 2022 to 31 March 2023 are available on CEMIS and can be accessed in the following way:

- Log on to CEMIS.
- Select type of school
- Select school.
- Click "Proceed", then select the "Administration" option on the menu bar and click on "Norms and Standards Allocation" and select "N&S 2022/23".
- Print the page.

## 1.2 Attention is drawn to the following:

Allocations are calculated as per the *Amended National Norms and Standards for School Funding*, as published in *Government Gazette* No. 29179 of 31 August 2006. The allocation letter includes a detailed breakdown of the indicative allocation for the 2022/23 financial year, as well as provisional allocations for the next two financial years, i.e. 2023/24 and 2024/25. All allocations were calculated based on CEMIS learner enrolment numbers.

## 1.3 Calculation of Grade R allocation

1.3.1 Approval has been granted to pay a subsidy to learners in the following age groups (in 2022) in approved classes at ordinary public schools, public Early Childhood Development (ECD) (pre-primary) schools, registered ECD centres and independent sites with effect from 01 April 2022:

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

1.3.2 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	R32
	NQ4	Fee-charging	R22
	NQ5	Fee-charging	R21
Public ECD (pre-primary) schools			R21
Independent sites (all privately governed schools, offering Grade R)		No-fee	R32
		Fee-charging	R21

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

- An amount of **R30 948 per annum (R15 474 per tranche)** is payable for each class taught by a Western Cape Education Department-paid educator/practitioner.

1.3.4 Minimum allocation for ordinary public schools only:

- Schools with fewer than 25 learners are entitled to receive a minimum subsidy of **R161 580 per annum (R80 790 per tranche)**.
- Schools with fewer than 10 learners are entitled to receive a minimum subsidy of **R146 106 per annum (R73 053 per tranche)**.

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

- 2.1 Grade R subsidy claims will be based on the **2022 Annual School Survey (ASS)**.
- 2.2 **Please ensure that all the data on the 2022 ASS are correct and signed off as per indicated timeline. No amendments on CEMIS will be allowed after the ASS has been signed off.**
- 2.3 It is important to note that:
- (a) all Grade R learners must be captured/registered on CEMIS;
  - (b) every Grade R learner must be linked to a class; and
  - (c) a correctly identified Grade R educator/practitioner must be linked to every class.
- 2.4 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.
- 2.5 As a continuous process, Grade R subsidy claims must be submitted by schools via CEMIS in the following way:
- Log on to CEMIS.
  - Select type of school
  - Select school.
  - Click "Proceed", then select the "Administration" option on the menu bar and click on "Grade R Subsidy".
  - Select "Submit Application".
  - Indicate "Will you be applying for Grade R subsidy". Please select YES/NO.
- 2.6 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.
- 2.7 Please refer to the *Grade R Subsidy Claim Application System User Manual* on CEMIS for detailed step-by-step guidance on how to submit a subsidy claim successfully.
- 2.8 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.

## 2.9 Time frames

### Dates for the 2022 process:

#### April/May tranche (Terms 2 and 3 of 2022 school year)

Date	Action
11 April 2022	CEMIS opens for the submission of claims <b>for FOUR days only.</b>
14 April 2022	Final date for schools to submit claims. <b>Please note:</b> Claims cannot be submitted for payment after this date.
22 April 2022	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim.
13 May 2022	Final date for subsidy payments to schools.

#### October/November tranche (Term 4 of 2022 school year and Term 1 of 2023 school year)

Date	Action
11 October 2022	CEMIS opens for the submission of claims <b>for FOUR days only.</b>
14 October 2022	Final date for schools to submit claims. <b>Please note:</b> Claims cannot be submitted for payment after this date.
21 October 2022	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim.
11 November 2022	Final date for subsidy payments to schools.

## 2.10 Progress of claim

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

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

## 3. No-fee schools offering Grade R

- 3.1 No-fee schools receiving Grade R funding from government 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).
- 3.2 Parents may be requested to make voluntary contributions, but 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 educator/practitioner**

Schools are reminded that Grade R educators/practitioners (governing body educators) at all schools must receive the full 80% of the subsidy allocation that is transferred biannually. Governing bodies of NQ4 and NQ5, applicable to no-fee and fee charging, schools must augment the Grade R educator/practitioner's salary so that the educator/practitioner receives at least the minimum R10 886 per month or more.

##### 4.2 **Learning and teaching support material**

Ten per cent (10%) of the subsidy is allocated for LTSM, including both indoor and outdoor LTSM to the benefit of Grade R learners. All LTSM purchased must be recorded on the inventory of the Grade R class.

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

The other 10% of the subsidy is allocated for the payment of the school's utility accounts such as telephone, 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 educators/practitioners.

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

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

#### 6. **Grade R letters**

##### 6.1 **Final allocation letter**

Final allocation letters (based on the 2022 SNAP survey enrolment) will be published on CEMIS by 31 March 2022.

Schools can view and print the final allocation letter on CEMIS in the following way:

- Log on to CEMIS.
- Click "Proceed", then select the "Administration" option on the menu bar and click on "N&S Allocation".
- Select "N&S 2022/23 Final".

## 6.2 Subsidy payment letter

Subsidy payment letters, based on the approved learner numbers by the relevant district office in line with the Grade R circular issued, will be available on CEMIS after each tranche.

Schools can view and print the subsidy payment letters on CEMIS in the following way:

- Log on to CEMIS.
- Click "Proceed", then select the "Administration" option on the menu bar and click on "Grade R Subsidy".
- Select "Subsidy payment letter".
- Select "Print" (for a printed copy).

## 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	<b>Contact the relevant CEMIS administrator at district level.</b>	The CEMIS support contact number is available under the "CEMIS Support" menu option.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2021-10-08