



File no.: 18/5/5 (2023/24)

Reference: 20230926-8305

Circular: 0026/2023

Expiry date: 31 March 2025

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, District Deputy Directors, 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 2024

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 the relevant information

The norms and standards (N&S) allocations for Grade R for the financial year: 01 April 2024 to 31 March 2025 are available on CEMIS and can be accessed in the following way:

- a) Log on to CEMIS.
- b) Select type of school.
- c) Select school.
- d) Click "Proceed", then select the "Administration" option on the menu bar, click on "Norms and Standards Allocation" and select "N&S 2024/25".
- e) Print the page.

1.2 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 (as referred to in point 6) includes a detailed breakdown of the specific allocation for the 2024/25 financial year, as well as provisional allocations for the next two financial years, i.e. 2025/26 and 2026/27. 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 2024), 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 2024:

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

1.3.2 As per Circulars 0035/2022 and 0016/2023, dated 26 September 2022 and 14 June 2023 respectively, the Western Cape Education Department (WCED) applied a progressive universalisation process regarding the Grade R practitioners as follows:

- (a) Suitably, professionally qualified (REQV 13 and 14) educators were appointed in vacant/funded post level 1 educator posts;
- (b) Underqualified Grade R practitioners were appointed as Grade R practitioners and remunerated via the PERSAL system, inclusive of Unemployment Insurance Fund (UIF); and
- (c) Unqualified Grade R practitioners remained employed by the governing body and received a stipend subsidy from the WCED.

1.3.3 Schools will receive allocations within the following categories:

- (a) Public schools

N&S amount payable per Gr R learner, per year, including the minimum Gr R practitioner stipend subsidy per year:

Type of institution (25 Grade R learners or more)	National Quintile (NQ)	Fee status of the institution	N&S subsidy payable per Grade R learner per year *	Minimum Grade R practitioner stipend subsidy per year **
Public schools (all government-controlled schools, offering Grade R), including public ECDs	NQ1–NQ5	No-fee	R1 383	R134 577
	NQ4	Fee-charging	R880	R134 577
	NQ5	Fee-charging	R420	R134 577

* N&S subsidy amount per learner per year is for non-personnel operational cost, including LTSM.

The minimum stipend subsidy to a governing body employed **unqualified Grade R practitioner.

Minimum N&S subsidy applicable to all public schools:

Type of institution	NQ	Fee status of the institution	Minimum allocation per year (fewer than 25 Grade R learners)		Minimum allocation per year (fewer than 10 Grade R learners)	
			Stipend subsidy per year	N&S subsidy per year	Stipend subsidy per year	N&S subsidy per year
Public schools (all government-controlled schools, offering Grade R), including public ECDs	NQ1–NQ5	No-fee	R134 577	R33 201	R134 577	R16 600
	NQ4	Fee-charging	R134 577	R21 120	R134 577	R10 560
	NQ5	Fee-charging	R134 577	R10 080	R134 577	R5 040

Public schools with a governing body employed Grade R practitioner will receive the minimum stipend subsidy per year plus the N&S subsidy per year. Where the Grade R practitioner is employed by the WCED, the school will only receive the minimum N&S subsidy per year. Please refer to point 4.1 for the utilisation of the subsidy.

(b) Independent schools

Type of institution	Fee status of the institution	Grade R subsidy per learner per year *
Independent sites (all privately governed schools, offering Grade R)	No-fee	R6 600
	Fee-charging	R3 780

* Grade R subsidy per learner per year includes the N&S subsidy per learner as well the stipend subsidy for a Grade R practitioner. Please refer to point 4.2 for the utilisation of the subsidy.

2. Grade R subsidy claims and payment

2.1 Grade R subsidy claims will be based on the **2024 Annual School Survey (ASS)**.

2.2 **Please ensure that all the data on the 2024 ASS is 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 practitioner must be linked to every class. The identification is important in the calculation of the institution's Grade R subsidy.

- 2.4 For independent schools with governing body and WCED Grade R practitioners, the WCED will consider a maximum of 30 learners per class for subsidies.
- 2.5 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.
- 2.6 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", by selecting YES/NO.
- 2.7 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.
- 2.8 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.
- 2.9 A total of 50% of the allocation will be paid during the **April/May** tranche and the remaining 50% will be paid during the **October/November** tranche.
- 2.10 Time frames for the 2024 process

April/May tranche (Terms 2 and 3 of 2024 school year)

Date	Action
08 April 2024	CEMIS opens for the submission of claims for FOUR days only.
11 April 2024	Final date for schools to submit claims. Please note: Claims cannot be submitted for payment after this date.
18 April 2024	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim.
15 May 2024	Final date for subsidy payments to schools.

October/November tranche (Term 4 of the 2023 school year and Term 1 of the 2024 school year)

Date	Action
07 October 2024	CEMIS opens for the submission of claims for FOUR days only .
10 October 2024	Final date for schools to submit claims. Please note: Claims cannot be submitted for payment after this date.
17 October 2024	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim.
15 November 2024	Final date for subsidy payments to schools.

2.11 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

- No-fee schools receiving Grade R funding from the 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).
- 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

- Stipend subsidy of an unqualified Grade R practitioner
 - Public schools
Grade R practitioners (governing body employed) at all public schools must receive the minimum stipend subsidy allocation of R134 577 per annum (R11 215 per month), that is transferred biannually.

(b) Independent schools

Governing bodies of all independent schools must augment the Grade R practitioner's salary so that the practitioner receives at least the minimum of R134 577 per annum (R11 215 per month) or more.

4.1.2 Governing bodies must register with South African Revenue Service as employers. The UIF and Pay as You Earn must be deducted from the Grade R practitioner's salary and paid over to the relevant government departments.

4.2 N&S subsidy

The subsidy is intended to cover any non-personnel cost such as Learning and Teaching Support Material (LTSM) and operational costs such as municipal services accounts, telephone accounts, copying and printing, cleaning materials, maintenance of the Grade R classroom(s), and any other services required by Grade R practitioners. It is recommended that the N&S subsidy be divided as follows:

4.2.1 Public schools

(a) 50% 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.

(b) 50% of the subsidy is allocated for the payment of any operational cost. Operational costs are the ongoing expenses incurred from the normal day-to-day of running a business.

4.2.2 Independent schools

Schools must earmark a portion of their Grade R subsidy towards personnel costs as per paragraph 4.1.1 (b), and a portion towards non-personnel costs.

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

6.1.1 Final allocation letters (based on the 2024 ASS) will be published on CEMIS by 31 March 2024.

- 6.1.2 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 2024/25 Final".

6.2 Subsidy payment letter

6.2.1 Subsidy payment letters, based on the approved learner numbers by the relevant district office, will be available on CEMIS after each tranche.

6.2.2 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

Subject	Name	Contact details
N&S allocation and transfer payments to schools and other Grade R subsidy-related enquiries (N&S allocations)	Contact the relevant Grade R official 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.

8. Please bring the content of this circular to attention of all relevant personnel.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-10-02