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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Heads: Management and Governance, Chief Education Specialists, Principals of ordinary public schools and Chairpersons of governing bodies

Short summary: *Confirmation of the procedure for capturing and reporting on daily learner attendance at ordinary public schools.*

Subject: Procedure for capturing and reporting on learner attendance

1. This circular serves to confirm the procedure for the recording and keeping of learner attendance registers and Quarterly Learner Attendance Return summaries captured on CEMIS.
2. The Western Cape Education Department (WCED) introduced the online capturing of learner attendance in 2018/19 and the application has been working successfully in all ordinary public schools since then.
3. The application allows educators to capture their learners' attendance in a matter of seconds and users only capture the information once, which then populates all other official register templates.
4. The functionality auto-generates daily, weekly, quarterly and summary attendance registers. The data is stored in a dedicated environment and educators only have access to their own class lists with a unique password they create themselves.
5. All public schools are reminded that this is the official application to be used to record learner attendance and the register which is generated is regarded as the official learner attendance register.

6. The WCED recognises that some schools may have their own School Administration and Management System for recording learner absenteeism.
7. However, the WCED must report on the learner attendance of its TOTAL learner population on a quarterly basis. Therefore, it cannot accommodate different formats as the data must be submitted to the Department of Basic Education and other stakeholders in a uniform manner. This applies to ALL schools including special schools.
8. As mentioned, to date all schools have been successfully implementing this application and schools are asked to continue to comply with this requirement to ensure that the WCED meets its official reporting commitments.
9. It should also be noted that learner attendance is a critical data set which confirms learner numbers in the province and contributes to the validation of our performance indicators as well as providing evidence to support our utilisation of norms and standards funds and the equitable share.
10. Educators are reminded to use the following website link to complete their daily register:
<https://wcedemis.westerncape.gov.za/wced/lnrattend.html>
11. Administrative clerks at school level must ensure that:
 - a) all educator and administrative staff email addresses are loaded on CEMIS ("List of Educators");
 - b) school holidays are loaded on CEMIS ("Learner Absenteeism Tab");
 - c) educator and class allocations are correct; and
 - d) up to three persons are registered as Learner Attendance Champions (these staff members will act as a backup if the class educator is absent).
12. A function on the school dashboard on CEMIS will be introduced by Term 4 of this year where principals must check in on the system weekly to monitor the completion of learner attendance by staff. The system will log the principal's weekly check in for audit purposes.
13. The principal and circuit manager must sign off attendance on a quarterly basis. The sign-off dates will be published in the WCED's School Planning Calendar.
14. It should be noted that the class/register educator is responsible for capturing their own class' attendance by marking learners absent at the start of the day before 10:00.
15. The application uses very little data and all schools have internet access, with many schools also having Wi-Fi on the school premises. Should educators be uncomfortable with using their own devices, schools and governing bodies may consider purchasing low-cost cellphones and loading sufficient data every month specifically for this purpose. These devices could then be rotated through the school in the morning for educators to record their class' attendance.

16. Schools are hereby required to **print, sign, stamp and file the registers on a quarterly basis as an official record.**
17. The printed copy of the learner absenteeism records must be kept for a minimum of three years for audit purposes.
18. Top up information and training sessions on the system will be held for officials and school admissions staff on Microsoft Teams. Details of the refresher training courses will be distributed via email to districts and schools.
19. To participate in the training session please contact the relevant district office or Mrs Patricia van Niekerk on 021 467 2171 Patricia.VanNiekerk@westerncape.gov.za
20. All queries with regards to learner absenteeism can be directed to the district information support officer or Mrs Patricia van Niekerk.
21. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-10-30