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Expiry date: 31 March 2026

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 2025**

**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 The norms and standards (N&S) allocations for Grade R for the financial year: 01 April 2025 to 31 March 2026 are available on CEMIS and can be accessed in the following way:

(a) Log on to CEMIS.

(b) Click "Proceed", select the "Administration" option on the menu bar, then click on "Norms and Standards Allocation" and select "N&S 2025/26".

(c) Print the page.

1.2 Allocations are calculated as per the *Amended National Norms and Standards for School Funding*, published in *Government Gazette* No. 30679 of 18 January 2008. The allocation letter (as referred to in point 6) includes a detailed breakdown of the specific allocation for the 2025/26 financial year, as well as provisional allocations for the next two financial years, i.e. 2026/27 and 2027/28.

### 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 2025), 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 2025:

- (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 Schools will receive allocations within the following categories:

- (a) Ordinary public and public ECD schools

N&S amount payable per Grade R learner, per year, including the minimum Grade 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 **
Ordinary public and public ECD schools offering Grade R	NQ1–NQ5	No-fee	R1 447	R140 768
	NQ4	Fee-charging	R880	R140 768
	NQ5	Fee-charging	R420	R140 768

\* 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 Grade R practitioner.

Minimum N&S subsidy applicable to all ordinary public and public ECD 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 13 Grade R learners)	
			Stipend subsidy per year	N&S subsidy per year	Stipend subsidy per year	N&S subsidy per year
Ordinary public and public ECD schools offering Grade R	NQ1–NQ5	No-fee	R140 768	R34 728	R140 768	R17 364
	NQ4	Fee-charging	R140 768	R21 120	R140 768	R10 560
	NQ5	Fee-charging	R140 768	R10 080	R140 768	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. If the Grade R practitioner is remunerated through PERSAL by the Western Cape Education Department (WCED), the school will receive the N&S subsidy per year whether the Grade R practitioner is qualified or underqualified. For details on how the subsidy should be utilised, please refer to point 4.1.

(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 **2025 Annual School Survey (ASS)**.

2.2 **Please ensure that all the data on the 2025 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;
- (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; and
- (d) if a practitioner is remunerated through PERSAL, whether they are **qualified or underqualified**, the practitioner has to be linked as a WCED employee. If the governing body is responsible for remuneration, please indicate the governing body's classification on CEMIS. This will ensure accurate calculation of the subsidy transfer payment.

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 The WCED will deduct a maximum of 30 learners for a Grade R class with a WCED practitioner and only fund the remaining number of learners for independent schools that have both governing body and WCED Grade R practitioners.

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

- (a) Log on to CEMIS.
- (b) Click "Proceed", select the "Administration" option on the menu bar and then click on "Grade R Subsidy".
- (c) Select "Submit Application".
- (d) 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 2025 process

**April/May tranche (Terms 2 and 3 of the 2025 school year)**

<b>Date</b>	<b>Action</b>
08 April 2025	CEMIS opens for the submission of claims <b>for FOUR days only.</b>
11 April 2025	Final date for schools to submit claims. <b>Please note:</b> Claims cannot be submitted for payment after this date.
18 April 2025	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim.
15 May 2025	Final date for subsidy payments to schools.

**October/November tranche (Term 4 of the 2025 school year and Term 1 of the 2026 school year)**

<b>Date</b>	<b>Action</b>
13 October 2025	CEMIS opens for the submission of claims <b>for FOUR days only.</b>
16 October 2025	Final date for schools to submit claims. <b>Please note:</b> Claims cannot be submitted for payment after this date.
23 October 2025	District offices finalise recommendation and approval processes on EduInfoSearch and sign off on each claim.
14 November 2025	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:

- (a) Log on to CEMIS.
- (b) Click "Proceed", select the "Administration" option on the menu bar and then click on "Grade R Subsidy".
- (c) Select "Claim status".

3. **No-fee schools offering Grade R**

- 3.1 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).

3.2 Parents may be requested to make voluntary contributions, but these contributions should not be 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 Ordinary public and public ECD schools

4.1.1 Grade R practitioners (governing body employed) at all ordinary public and public ECD schools must receive the minimum stipend subsidy allocation of R140 768 per annum (R11 730,67 per month), that is transferred biannually.

4.1.2 The N&S 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:

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

##### 4.2 Independent schools

4.2.1 Schools must earmark a portion of their Grade R subsidy towards personnel costs and a portion towards non-personnel costs.

4.2.2 Governing bodies of all independent schools must augment the Grade R practitioner's salary so that the practitioner receives at least the minimum stipend subsidy of R140 768 per annum (R11 730,67 per month) or more.

4.2.3 It is recommended that, after allocating a portion of the Grade R subsidy to personnel costs, the remaining balance of the subsidy should be divided as follows:

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

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

## 5. Reporting requirements

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

## 6. Grade R letters

### 6.1 Final allocation letter

6.1.1 Final allocation letters will be published on CEMIS by 15 April 2025.

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

- (a) Log on to CEMIS.
- (b) Click "Proceed", select the "Administration" option on the menu bar and then click on "N&S Allocation".
- (c) Select "N&S 2025/26 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:

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

## 7. Contact details 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:** 2024-09-09