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File no.: 12/2/10/3
Enquiries: M Wiese

Knowledge and Information Management Minute: 0003/2020

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers and Principals of ordinary public and independent schools

Subject: 2020 Western Cape Education Department (WCED) Annual School Survey (ASS) for ordinary public and independent schools

1. The ASS for ordinary public and independent schools will be used for the administration and governance of schools, as well as the supply of resources for 2020.
2. The ASS must be completed and signed off by the principal on CEMIS on **03 March 2020**, the 1st Tuesday in March.
3. Before the sign-off on CEMIS, the principal must ensure the following:
 - a) All learners that are registered and attending school for 2020 must appear in their correct grade and class on CEMIS.
 - b) Any learners who were expected to return but did not arrive at the school to take up enrolment by 03 March 2020, are deregistered as per the learner attendance policy. These learners may be re-registered on CEMIS should they report for admission after 03 March 2020.
 - c) Grade changes have been completed.
 - d) All Grade 10 to 12 learners have subjects and that subject changes have been completed.
 - e) The principal must also ensure that the list of educators on CEMIS is updated and verified, as well as the years of experience, grades and subjects taught during 2020. Remove grades and subjects taught in previous years if not applicable to the educator's 2020 workload.

- f) The sign off section of the survey must be completed as acknowledgement of the verification of the data as an accurate reflection of the learner enrolment and number of staff, as at 03 March 2020.
 - g) Principals are reminded of their role as institutional EMIS officers and must ensure that the information captured during the ASS is an accurate reflection of the numbers of learners and staff, at the school, on the day.
 - h) Principals must further ensure that the learner numbers captured for the ASS are accurate, as misrepresentation of learner numbers is considered a fraudulent activity.
4. To assist with the verification of schools' learner and educator data, several error reports are available which serve as guides to the correctness of the existing data captured on CEMIS.
 5. Kindly ensure that all errors as displayed by these reports are resolved prior to sign off.
 6. The due date for the circuit managers to sign off the ASS data is **03 April 2020**. The circuit managers will be required to monitor the progress and will not be able to sign off on the survey datasets if there are still errors remaining and where principals have not signed off their surveys.
 7. As the institutional EMIS officer, the principal must manage the data processes to ensure that evidence of verification and the signatures of the staff delegated to check the data can be presented upon request from auditors. The school EMIS data business process must be recorded to ensure accountability for data accuracy, as the information is auditable. Please refer to Knowledge and Information Management Minute 0003/2012, dated 10 August 2012, for more information. Principals are also reminded that as of 2014 accurate CEMIS data is a precondition for schools to receive the second transfer of norms and standards funding (Circular 0044/2013, dated 29 October 2013).
 8. A national identity number is mandatory for all learners on all computerised school administration and management systems. A CEMIS report is available to identify learners without identity numbers and to facilitate the capturing of missing identity numbers. Should a learner not be in possession of a valid identity number, please advise the parent on the process of applying for an identity document at the Department of Home Affairs. Principals are requested to assist the parents, where possible, to facilitate the process through the Department of Home Affairs.

9. Should there be any difficulties in completing the survey, kindly liaise with the relevant circuit manager or district official listed below:

District	District Official	Telephone No.	Email
Metro North	Masixole Stofile Zintle Notununu	021 938 3052 021 938 3101	masixole.Stofile@westerncape.gov.za Zintle.Notununu@westerncape.gov.za
Metro Central	Anita McGrath Tercia Southgate	021 514 6751 021 514 6737	anita.mcgrath@westerncape.gov.za tercia.southgate@westerncape.gov.za
Metro South	Anastasia Rose Sive Jara	021 370 2120 021 370 2106	anastasia.rose@westerncape.gov.za sive.jara@westerncape.gov.za
Metro East	Buseka Ndinisa Thembeke Dlamini	021 900 7305 021 900 7011	buseka.ndinisa@westerncape.gov.za thembeke.dlamini@westerncape.gov.za
West Coast	Mervan Davids	021 860 1596	mervan.davids@westerncape.gov.za
Cape Winelands	Kevin van Eeden Shamiel Abrahams	023 348 0635 023 348 0655	kevin.vaneeden@westerncape.gov.za shamiel.abrahams@westerncape.gov.za
Overberg	Suzanne Braaf	028 214 7411	suzanne.braaf@westerncape.gov.za
Eden and Central Karoo	Romelda America Keith Zibi	044 803 8367 044 803 8346	romelda.america@westerncape.gov.za keith.zibi@westerncape.gov.za

10. The quality of EMIS data will be linked to norms and standards transfer payments. EMIS data compliance reports will be available to principals via CEMIS. Principals should coordinate the ASS processes to ensure the accuracy of data captured, timeous completion and then sign off accordingly.
11. The Directorate: Knowledge and Information Management will be monitoring the compliance, data quality and the sign off of your survey submissions and will report all non-compliance, discrepancies and data deficiencies to the Head of Education.
12. Ordinary independent schools are reminded to acquaint themselves with their conditions of registration. Note that adhering to the WCED's data requirements is part of these conditions and non-compliance may lead to deregistration.
13. The WCED appreciates the contribution and the commitment of all education officials and is looking forward to your continued cooperation in 2020.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-02-06