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Enquiries: M Wiese

Knowledge and Information Management Minute: 0001/2021

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

Subject: 2021 Western Cape Education Department SNAP survey for ordinary public and independent schools

1. The SNAP survey for ordinary public and independent schools will be used for the administration and governance of schools, as well as the supply of resources for 2021.
2. The SNAP survey must be completed and signed off by the principal on CEMIS on **26 February 2021** (tenth school day).
3. Before sign-off on CEMIS, the principal must ensure the following:
 - a) All learners that are registered and attending school for 2021 must appear in their correct grade and class on CEMIS.
 - b) All learners who were expected to return but did not arrive at the school to take up enrolment by 26 February 2021, are deregistered as per the learner attendance policy. These learners may be re-registered on CEMIS should they report for admission after 26 February 2021.
 - c) Deceased learners are deregistered and the "date deceased" recorded as indicated on the death certificate.
 - d) The list of educators/practitioners on CEMIS must be updated and verified, as on 26 February 2021, and their appointment status must be confirmed.
 - e) 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 on 26 February 2021.
 - f) Principals are reminded of their role as institutional Education Management Information System (EMIS) officers and must ensure that the information captured during the SNAP survey is an accurate reflection of the numbers of learners and staff at the school on the day.

- g) Principals must further ensure that the learner numbers captured for the SNAP survey 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 will guide on 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. Considering the risks associated with inaccurate enrolment data provided by schools as identified by the Internal Audit Unit, districts should randomly select a minimum of ten per cent of schools in a circuit for head counts prior to the finalisation of the SNAP survey results. Any variances found during the head count process must be forwarded to the school for correction. A record of these "exceptions" must be submitted to Mr Redewan Larney (redewan.larney@westerncape.gov.za).
 7. The due date for the circuit managers to sign off the SNAP survey data is **05 March 2021**. The circuit managers will be required to monitor the progress and will not be able to sign off on the survey data sets if there are still errors remaining and where principals have not signed off their SNAP surveys.
 8. A CEMIS report is available to identify learners without Identity Document (ID) numbers and to facilitate the capturing of missing ID numbers. Please advise the parent on the process of applying for an ID at the Department of Home Affairs, should a learner not be in possession of a valid ID. 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 Kinnear	021 370 2120	anastasia.rose@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	023 348 0635	kevin.vaneeden@westerncape.gov.za

	Shamiel Abrahams	023 348 0655	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.booyesen@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 SNAP survey processes to ensure the accuracy of data captured, timeous completion and sign off accordingly.
11. The Directorate: Knowledge and Information Management will be monitoring the compliance, data quality and sign-off of your SNAP 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 Western Cape Education Department's (WCED) 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 2021.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2021-02-10