

File no.: 14/2/4/ASS SURVEY

Reference: 20230621-5730

Knowledge and Information Management Minute: 0005/2023

To: Chief Directors, Directors (Head Office and district offices), Heads: Learner Support, Provincial Programme Managers, Institutional Management and Governance, officials and Principals of public and independent special schools

**Subject: 2023 Western Cape Education Department (WCED) Annual School Survey (ASS) for public and independent special schools**

1. The 2023 WCED ASS for public and independent special schools will be conducted on **07 September 2023**. Principals will be required to sign off on the accuracy of the data. The due date for provincial programme managers and Institutional Management, Governance and Planning officials to sign off on the ASS data is **14 September 2023**.
2. Before signing off on CEMIS, the principal or their delegate must ensure that the following reflect correctly on CEMIS:
  - a) All learners who are registered and attending school in 2023 are in the correct grades, classes and Language of Learning and Teaching (LoLT) category.
  - b) Learner transfers (in and out) have been completed.
  - c) Grade changes have been completed.
  - d) Learner disability information is correct.
  - e) Deceased learners have been deregistered and the "date deceased" recorded as indicated on the death certificate.
3. 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 2023 (remove grades and subjects taught in previous years if not applicable to the educator's 2023 workload).
4. To assist with the verification of learner and educator data, error reports are available on CEMIS to guide the correctness of the existing data captured. Kindly ensure that all errors, as displayed by these reports, are resolved prior to signing off.

5. 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 **07 September 2023**.
6. The principal, as the institutional EMIS officer, 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.
7. 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 of the process of applying for an identity document at the Department of Home Affairs. Principals are reminded of Circular 0053/2021, originally dated 31 August 2021 and reissued on 09 March 2022, on the admission of undocumented South African or foreign learners, and are requested to assist the parents and, where possible, to facilitate the process through the Department of Home Affairs.
8. The WCED will be monitoring compliance and the data quality of all ASS submissions and will report any instances of non-compliance, discrepancies, and data deficiencies to the Head of Education.
9. Independent schools are reminded to acquaint themselves with their conditions for registration. Please note that adherence to the WCED's data requirements forms part of these conditions and non-compliance could lead to the deregistration of the institution.
10. Should you experience technical difficulties while completing the ASS, please contact the Schools IT Services Desk at 021 834 4690 or [SchoolsIT.Servicedesk@westerncape.gov.za](mailto:SchoolsIT.Servicedesk@westerncape.gov.za).
11. Should you have any difficulties with the completion of the ASS, kindly liaise with the applicable district learner support head or information system officer listed below:

### Provincial Programme Managers: Public Special Schools

Schools/Centres	Programme manager	Telephone no.	Email
Blind, Hospital Schools	Rhoda Manuel	021 467 2227	<a href="mailto:Rhoda.Manuel@westerncape.gov.za">Rhoda.Manuel@westerncape.gov.za</a>
Severe Intellectual Disability	Dheena Achary	021 467 2122	<a href="mailto:Dheena.Achary@westerncape.gov.za">Dheena.Achary@westerncape.gov.za</a>
Specific Learning Disability, Physical Disability, Cerebral Palsy	Michael Heine	021 467 9288	<a href="mailto:Michael.Heine@westerncape.gov.za">Michael.Heine@westerncape.gov.za</a>
Autism/Deaf	Denville Dawson	021 467 2223	<a href="mailto:Denville.Dawson@westerncape.gov.za">Denville.Dawson@westerncape.gov.za</a>
Schools of Skills	Rhoda Manuel	021 467 2227	<a href="mailto:Rhoda.Manuel@westerncape.gov.za">Rhoda.Manuel@westerncape.gov.za</a>

### Management and Governance & Planning officials: Independent Special Schools

Contact person	Telephone no.	Email
Jerry Mofoka	021 467 2050	<a href="mailto:Jerry.Mofoka@westerncape.gov.za">Jerry.Mofoka@westerncape.gov.za</a>
Kubeshini Govender	021 467 2548	<a href="mailto:Kubeshini.Govender@westerncape.gov.za">Kubeshini.Govender@westerncape.gov.za</a>
Ghalid Jacobs	021 467 2582	<a href="mailto:Ghalid.Jacobs@westerncape.gov.za">Ghalid.Jacobs@westerncape.gov.za</a>

### Information system officers

District	District CEMIS administrator	Telephone no.	Email
Metro North	Siviwe Mdelo	021 938 3052	<a href="mailto:siviwe.mdelo@westerncape.gov.za">siviwe.mdelo@westerncape.gov.za</a>
Metro Central	Anita McGrath	021 514 6751	<a href="mailto:anita.mcgrath@westerncape.gov.za">anita.mcgrath@westerncape.gov.za</a>
	Tercia Southgate	021 514 6737	<a href="mailto:tercia.southgate@westerncape.gov.za">tercia.southgate@westerncape.gov.za</a>
Metro South	Anastasia Kinnear	021 370 2120	<a href="mailto:anastasia.kinnear@westerncape.gov.za">anastasia.kinnear@westerncape.gov.za</a>
	Masixole Stofile	021 938 3052	<a href="mailto:masixole.stofile@westerncape.gov.za">masixole.stofile@westerncape.gov.za</a>
Metro East	Buseka Ndinisa	021 900 7053	<a href="mailto:buseka.ndinisa@westerncape.gov.za">buseka.ndinisa@westerncape.gov.za</a>
	Thembeke Dlamini	021 900 7011	<a href="mailto:thembeke.dlamini@westerncape.gov.za">thembeke.dlamini@westerncape.gov.za</a>
West Coast	Kurt Lewis (acting)	021 860 1202	<a href="mailto:kurt.lewis@westerncape.gov.za">kurt.lewis@westerncape.gov.za</a>
Cape Winelands	Kevin van Eeden	023 348 0635	<a href="mailto:kevin.vaneeden@westerncape.gov.za">kevin.vaneeden@westerncape.gov.za</a>
	Ferrin Stellenboom	023 348 0635	<a href="mailto:ferrin.stellenboom@westerncape.gov.za">ferrin.stellenboom@westerncape.gov.za</a>
Overberg	Suzanne Braaf	028 214 7390	<a href="mailto:suzanne.braaf@westerncape.gov.za">suzanne.braaf@westerncape.gov.za</a>
Eden and Central Karoo	Romelda America	044 803 8367	<a href="mailto:romelda.america@westerncape.gov.za">romelda.america@westerncape.gov.za</a>
	Keith Zibi	044 803 8346	<a href="mailto:keith.zibi@westerncape.gov.za">keith.zibi@westerncape.gov.za</a>

12. The WCED appreciates the contribution and commitment of all education officials and looks forward to your continued cooperation in 2023.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2023-08-16