



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

Reference: 20240517-3909

Knowledge and Information Management Minute: 0006/2024

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

**Subject: Western Cape Education Department (WCED) 2024 Annual School Survey (ASS) for public and independent special schools**

1. The WCED 2024 ASS for public and independent special schools will be conducted on **05 September 2024**.
2. Principals will be required to sign off on the accuracy of the data. The due date for provincial programme managers and Institutional Management and Governance planning officials to sign off on the ASS data is **12 September 2024**.
3. 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 2024 are in the correct grades, classes and Language of Learning and Teaching 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.
4. 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 2024 (remove grades and subjects taught in previous years if not applicable to the educator's 2024 workload).
5. 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.

6. The sign-off section of the ASS 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 **05 September 2024**.
7. 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.
8. 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 (DHA). Principals are reminded of Circular 0053/2021 (*Admission of undocumented South African or foreign learners*), dated 09 March 2022, and are requested to assist the parents and, where possible, to facilitate the process through the DHA.
9. The Directorate: Knowledge and Information Management 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.
10. 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.
11. 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).
12. 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:

**Management and Governance planning officials: Independent special schools**

Contact person	Telephone no.	Email
Vensen Sabad	021 467 2050	<a href="mailto:Vensen.Sabad@westerncape.gov.za">Vensen.Sabad@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>

### Provincial programme managers: Public special schools

Schools/centres	Programme manager	Telephone no.	Email
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/blind	Rhoda Manuel	021 467 2227	<a href="mailto:Rhoda.Manuel@westerncape.gov.za">Rhoda.Manuel@westerncape.gov.za</a>
Autism	Denville Dawson	021 467 2223	<a href="mailto:Denville.Dawson@westerncape.gov.za">Denville.Dawson@westerncape.gov.za</a>
Deaf	Joeline McKerry	021467 2227	<a href="mailto:Joeline.McKerry@westerncape.gov.za">Joeline.McKerry@westerncape.gov.za</a>
Schools of Skills	Zola Ndika	021 467 2223	<a href="mailto:Zola.Ndika@westerncape.gov.za">Zola.Ndika@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 Tercia Southgate	021 514 6751/ 021 514 6737	<a href="mailto:anita.mcgrath@westerncape.gov.za">anita.mcgrath@westerncape.gov.za</a> <a href="mailto:tercia.southgate@westerncape.gov.za">tercia.southgate@westerncape.gov.za</a>
Metro South	Anastasia Kinnear Masixole Stofile	021 370 2120/ 021 938 3052	<a href="mailto:anastasia.kinnear@westerncape.gov.za">anastasia.kinnear@westerncape.gov.za</a> <a href="mailto:masixole.stofile@westerncape.gov.za">masixole.stofile@westerncape.gov.za</a>
Metro East	Buseka Ndinisa Thembeke Dlamini	021 900 7053/ 021 900 7011	<a href="mailto:buseka.ndinisa@westerncape.gov.za">buseka.ndinisa@westerncape.gov.za</a> <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 Ferrin Stellenboom	023 348 0635 023 348 0635	<a href="mailto:kevin.vaneeden@westerncape.gov.za">kevin.vaneeden@westerncape.gov.za</a> <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 Keith Zibi	044 803 8367/ 044 803 8346	<a href="mailto:romelda.america@westerncape.gov.za">romelda.america@westerncape.gov.za</a> <a href="mailto:keith.zibi@westerncape.gov.za">keith.zibi@westerncape.gov.za</a>

13. The WCED appreciates the contribution and commitment of all education officials and looks forward to your continued cooperation in 2024.

**SIGNED: MS ABRAHAMS**

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE: 2024-06-14**