

- (a) inform the parent and class teacher in writing of the date and reason for the learner's de-registration; and
- (b) inform the District office in writing if the learner is of compulsory school going age and the reason for de-registration is (a), (e), (f) or (g) under paragraph 66.

70. A class teacher who has been informed by the principal that a learner has been de-registered must record this according to the instructions in Schedule 1. If a learner who has been de-registered is later re-admitted to the school, the class teacher must make a new entry for the learner at the end of the class list in the class register.

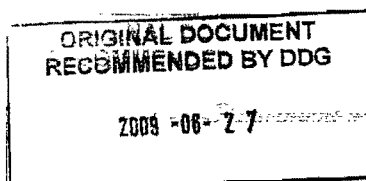
Returns

71. Returns are official documents of the Provincial Education Department. The following returns will be used in accordance with this policy –

- (a) *school quarterly school attendance return* (for which a principal is responsible);
- (b) *school quarterly return of other school-wide educational activity and school closure* (for which a principal is responsible);
- (c) *district quarterly attendance return* (for which a district manager is responsible);
- (d) *provincial annual learner attendance return* (for which a Head of Department is responsible).

School quarterly learner attendance return

72. Not later than a week after the beginning of a new term a principal must compile, verify and sign a quarterly school attendance return for the previous quarter according to the template provided in Schedule 4 and submit the return to the district office.



School quarterly return of other school-wide educational activity and school closure

73. Not later than a week after the beginning of a new term a principal must compile, verify and sign a quarterly return of other school-wide educational activity and school closure for the previous quarter according to the template provided in Schedule 5 and submit the return to the district office.
74. The return is in two parts. The first part records the number of school days on which school-wide educational activity (other than regular teaching) took place. The second part records the number of 'school closure days', that is days on which a school was closed by direction of the Head of Department. The number of official school days in the quarter (according to the school calendar) less the number of school closure days gives the total number of actual school days in the quarter.

District quarterly learner attendance return

75. Not later than four weeks after the end of every school term a district manager must compile, verify and sign a quarterly district attendance return according to the template provided in Schedule 5 and submit the return to the PED head office.

Provincial annual learner attendance return

76. Not later than eight weeks after the end of every school year a Head of Department must compile, verify and sign an annual provincial attendance return according to the template provided in Schedule 6 and submit the return to the DoE.

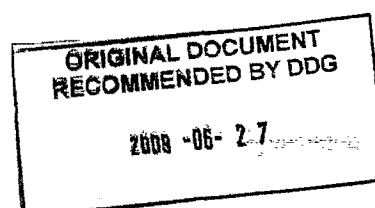
ORIGINAL DOCUMENT
RECOMMENDED BY DDG

2009-06-27

4. SCHEDULES

77. The following schedules are part of this policy. They are provided for the guidance of PEDs and may be adapted to suit the needs of a province so long as the required information is recorded in the registers and submitted in the returns

1. Class register
2. Period register
3. Summary register by grade
4. School quarterly learner attendance return
5. School quarterly return of other school-wide educational activity and school closure
6. District quarterly learner attendance return
7. Provincial annual learner attendance return



“Schedule” to the draft

Schedule 1:

Class Register

ORIGINAL DOCUMENT
RECOMMENDED BY DDG

2009 -06- 27