The South African Schools Act No. 84 of 1996 (section 59 [1] and [2]) states that: Every school must supply such information about the school as is reasonably required by the Head of Education, and any person, who without just cause, fails to comply, shall be guilty of an offence.

**DECLARATION**

I, .................................................................................., principal of .........................................................., fully understand the provision made in the South African Schools Act No. 84 of 1996 (Section 59 (1) and (2) and Section 16A (2)(g)), which stipulates that every school must supply such information about the school as is reasonably required by the Head of Education.

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

Principal:

..........................................................................................  ..........................................................................................  ..................................................

Surname and initials  Signature  Date

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

Educational Manager:

..........................................................................................  ..........................................................................................  ..................................................

Surname and initials  Signature  Date

..........................................................................................

Designation

NB: Education manager refers to an official who functions at the level of administration between schools and the provincial head office. This manager may function at regional, district, circuit or ward level.
**EMIS NUMBER**

**NEMIS004A ASS14-2**

**PROVINCE CODE** (Please place X in the correct box)

<table>
<thead>
<tr>
<th>Code</th>
<th>Province Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Western Cape</td>
</tr>
<tr>
<td>2</td>
<td>Eastern Cape</td>
</tr>
<tr>
<td>3</td>
<td>Northern Cape</td>
</tr>
<tr>
<td>4</td>
<td>Free State</td>
</tr>
<tr>
<td>5</td>
<td>KwaZulu-Natal</td>
</tr>
<tr>
<td>6</td>
<td>North West</td>
</tr>
<tr>
<td>7</td>
<td>Gauteng</td>
</tr>
<tr>
<td>8</td>
<td>Mpumalanga</td>
</tr>
<tr>
<td>9</td>
<td>Limpopo</td>
</tr>
</tbody>
</table>

**1 GENERAL INFORMATION**

1.1 School name

1.2 Postal Address

Enter the postal address under the relevant Address Type in either Section A or B. Only complete Section B: 1.2.6 to 1.2.9 if the physical address is the postal address.

- **A. Postal Address (Please leave blank if Not Applicable)**
  - 1.2.1 SAPO* Village
  - 1.2.2 PO Box
  - 1.2.3 Private Bag
  - 1.2.4 Post Office
  - 1.2.5 Postal Code

- **B. Physical Address**
  - 1.2.6 Building
  - 1.2.7 Street Address
  - 1.2.8 Town or City
  - 1.2.9 Postal Code

**SAPO** = South African Post Office

1.3.1 Telephone Number: 1 (School landline number)

1.3.2 Telephone Number: 2 (Alternative contact number)

1.4 Fax Number:

1.5 Principal’s home telephone:

1.6 Principal’s cell phone:

1.7.1 Can your school be contacted by email? [1=yes; 2=no]

1.7.2 E-mail Address

1.8.1 Does your school have multi-grade*classes [1=yes; 2=no]

1.8.2 If yes, how many multi-grade classes does your school have?

Multigrade class = A class where learners from more than one grade are taught in the same classroom at the same time.

1.9 Does your school have double shifts? [1=yes; 2=no]

Double shift Schools = Schools where the school day is divided into two sessions and two groups of learners are taught by the same educators and principal.

1.10 Platooning schools (This question must only be answered by schools that are platooning at another school and NOT by the hosting school.) (Please leave the blocks below blank if this question is not relevant to your school)

1.10.1 Provide the name of the host school in the blocks below

1.10.2 Provide the EMIS number of the host school

Platooning school = A school with its own learners, staff, principal and EMIS number which uses the building and infrastructure of a host school.
## 1.11 EARLY CHILDHOOD DEVELOPMENT (ECD) INFORMATION

**TO BE COMPLETED BY ORDINARY SCHOOLS OFFERING ECD**

### 1.11.1 What is the type of accommodation used? (Mark each with 1=yes or 2=no)

<table>
<thead>
<tr>
<th>School</th>
<th>Church</th>
<th>Community Centre</th>
<th>House</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1.11.2 What is the standard annual (school) fee per learner for the current academic year? (Exclude rebates for more than one learner in a family or discounts for early payment, etc.) (RAND ONLY)

<table>
<thead>
<tr>
<th>Pre Grade R</th>
<th>R</th>
<th>-00</th>
<th>Grade R</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### 1.11.3 What is the primary funding source of your ECD Services? (Mark with X where applicable)

1=Department of Education 2=Department of Social Development 3=Private Owner 4=Donations 5=Religious Institutions 6=Community Organization 7=Fund raising 8=Company 9=Other (specify)

### 1.11.4 What other sources of income support does the site have? (Mark with X where applicable)

1=Department of Education 2=Department of Social Development 3=Private Owner 4=Donations 5=Religious Institutions 6=Community Organization 7=Fund raising 8=Company 9=Other (specify)

### 1.11.5 How many Grade R classes does the school have?

### 1.11.6 Number of days per week that the site operates

### 1.11.7 Number of hours per day that the site operates (e.g. 2:30 hrs)

### 1.11.8 Language of Learning and Teaching (more than one language can be marked.)

1=Afrikaans 2=English 3=IsiNdebele 4=Sepedi 5=SiSwati 6=Xitsonga 7=Tshivenda 8=Setswana 9=IsiXhosa 10=IsiZulu 11=Sesotho 12=Other

### 1.11.9 How long has the facility been operating? (Mark with an X) (Mark only one answer.)

1=Less than 1 year 2=1 to 2 years 3=3 to 4 years 4=5 years and over

---

*NEMIS004A ASS14-3*
# 2 SCHOOL ICT Information

**NOTE:** Please enter zero if there are no computers

- **2.1 Number of computers currently used by the school for administration and management**
- **2.2 Number of computers currently used by the school for teaching and learning**
- **2.3 Access to Internet on the school site [1=Yes; 2=No]**

# 3 LEARNER INFORMATION

**THE FOLLOWING TABLES PERTAIN TO LEARNERS WHO ARE ENROLLED AT THE SCHOOL THIS YEAR.**

**NOTE:** If a particular grade is NOT offered at your school, place an X in the NOT APPLICABLE row for that grade. Do not enter any learner numbers nor total for a grade not offered at your school.

If your school does offer a particular grade, but there are no learners for either the Male or Female gender, then enter 0 for the relevant gender. e.g. If your school has only Female learners in Grade 5 then enter 0 under the Male row in the Grade 5 column and the correct number of Female learners in the Female row for Grade 5. Include the total.

## 3.1 Number of learners enrolled at the school during the current academic year according to grade and gender (Learners may NOT be double-counted)

<table>
<thead>
<tr>
<th>Gender</th>
<th>Pre-Grade R</th>
<th>Grade R</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Male</td>
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<td>Female</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
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<td></td>
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<td>Total</td>
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</tr>
</tbody>
</table>

**Pre Grade R =** A programme of learning provided by school or other education institution in a grade before Grade R.

**Grade R =** The reception year for a learner in a school or an ECD centre, i.e. the grade immediately before Grade 1.

**Other** = Learners not grouped in any of the grades provided

**Not Applicable** = The Grade is not offered at your school

## 3.2 Number of learners enrolled in Grade 1 for the first-time (new intake), by gender and year/age of birth (Include only those learners who are enrolled in Grade 1 for the first time and who have never before been in a Grade 1 class at any other education institution)

<table>
<thead>
<tr>
<th>Gender</th>
<th>≥2011 (≤3yrs)</th>
<th>2010 (4yrs)</th>
<th>2009 (5yrs)</th>
<th>2008 (6yrs)</th>
<th>2007 (7yrs)</th>
<th>2006 (8yrs)</th>
<th>2005 (9yrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
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<tr>
<td>Female</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>2004 (10yrs)</th>
<th>2003 (11yrs)</th>
<th>2002 (12yrs)</th>
<th>2001 (13yrs)</th>
<th>≤2000 (≥14yrs)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
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<tr>
<td>Female</td>
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</tr>
</tbody>
</table>

## 3.3 Number of Grade 1 learners who have attended Grade R in the previous year (either at your school or any other institution)

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

## 3.4 Is the Grade R offered at your school a public or private facility? [1=public; 2=private]
### 3.5 Number of learners who are repeating a grade this year

(If your school does not offer a grade, please mark not applicable. If there are no repeaters in a grade, please enter zero (0))

<table>
<thead>
<tr>
<th>Gender</th>
<th>Grade R</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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<td>Male</td>
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<td>Total</td>
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<td></td>
</tr>
</tbody>
</table>

### 3.6 Number of administrative CLASSES for each grade

(This table must NOT be completed for multi-grade classes)

<table>
<thead>
<tr>
<th>Pre-Grade R</th>
<th>Grade R</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

**Pre Grade R** = A programme of learning provided by school or other education institution in a grade before Grade R.

**Grade R** = The reception year for a learner in a school or an ECD centre, i.e. the grade immediately before Grade 1.

**Other** = Learners not grouped in any of the grades provided

**Not Applicable** = The Grade is not offered at your school

### 3.7 What is the standard annual (school) fee per learner for the current academic year? (Exclude rebates for more than one learner in a family or discounts for early payment, etc.) (RAND ONLY)

<table>
<thead>
<tr>
<th>Pre-Grade R</th>
<th>Grade R</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

### 3.8 LEARNER MIGRATION

Specify the number of learners from other provinces and other countries that have registered at your school for the first time this year.

<table>
<thead>
<tr>
<th>Province/Country</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Cape</td>
<td></td>
</tr>
<tr>
<td>Free State</td>
<td></td>
</tr>
<tr>
<td>Gauteng</td>
<td></td>
</tr>
<tr>
<td>KwaZulu-Natal</td>
<td></td>
</tr>
<tr>
<td>Limpopo</td>
<td></td>
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<tr>
<td>Mpumalanga</td>
<td></td>
</tr>
<tr>
<td>Northern Cape</td>
<td></td>
</tr>
<tr>
<td>North West</td>
<td></td>
</tr>
<tr>
<td>Western Cape</td>
<td></td>
</tr>
<tr>
<td>Other countries: Specify</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 3.9 HOSTEL BOARDERS

#### 3.9.1 Does your school have any hostels for learners? ([1=yes; 2=no])

Specify the number of learners per province that reside in your hostels

<table>
<thead>
<tr>
<th>Province/Country</th>
<th>MALE</th>
<th>FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Cape</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free State</td>
<td></td>
<td></td>
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<tr>
<td>Gauteng</td>
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<tr>
<td>KwaZulu-Natal</td>
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<td>Limpopo</td>
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<td>Mpumalanga</td>
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<tr>
<td>Northern Cape</td>
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<tr>
<td>North West</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Cape</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other countries: Specify</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Number of learners according to population group, gender and grade (Learners may NOT be double-counted)

<table>
<thead>
<tr>
<th>Grades</th>
<th>Black African</th>
<th>Coloured</th>
<th>Indian</th>
<th>White</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Pre-Grade R</td>
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<td></td>
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<tr>
<td>Grade R</td>
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<td>Grade 1</td>
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<td>Grade 2</td>
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<td>Grade 3</td>
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<td>Grade 9</td>
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<td>Grade 10</td>
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<td>Grade 11</td>
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<td>Grade 12</td>
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<tr>
<td>Other</td>
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<tr>
<td>TOTAL</td>
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</tbody>
</table>

Population group = A group with common characteristics (in terms of descent and history) particularly in relation to how they were classified before 1994. Please note that “population group” is important to track the extent to which equity and access have been achieved.

Other = Learners not grouped in any of the population groups provided.
### Number of learners according to grade and year of birth: MALE (Learners may NOT be double-counted)

<table>
<thead>
<tr>
<th>Year of birth</th>
<th>Pre Grade R</th>
<th>Grade R</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
<th>Other</th>
<th>Total</th>
<th>Age in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥2011</td>
<td></td>
<td></td>
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<td></td>
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<td>≤3</td>
</tr>
<tr>
<td>2010</td>
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<tr>
<td>2009</td>
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<tr>
<td>2008</td>
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<td>2007</td>
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*Note: Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or in the class register.*

*Other = Learners not grouped in any of the grades provided*
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*Other* = Learners not grouped in any of the grades provided
### Number of disabled learners according to grade and PRIMARY DISABILITY: MALE (Learners may NOT be double-counted.)

Learners can be classified as having a disability if medical evidence has been provided by parents or if the District-based Support Team has assessed the learner.

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*Other = Learners not grouped in any of the grades provided*
### 3.14 Number of disabled learners according to grade and PRIMARY DISABILITY: FEMALE (Learners may NOT be double-counted.)

Learners can be classified as having a disability if medical evidence has been provided by parents or if the District-based Support Team has assessed the learner.

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<th>Severe to profound Intellectual disability</th>
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*Other = Learners not grouped in any of the grades provided*
3.15 Number of disabled learners according to population group, gender and PRIMARY Disability.
Learners can be classified as having a disability if medical evidence has been provided by parents or if the District-based Support Team has assessed the learner.

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*Other = Learners not grouped in any of the population groups provided*
### Number of learners with multiple disabilities according to population group and gender

**Count the learners under each disability - Learners may be double counted**

#### Multiple Disability

Learners who experience more than one of the listed disabilities

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*Other = Learners not grouped in any of the population groups provided*
Number of learners according to home language and grade: (BOTH MALE AND FEMALE) (Learners may NOT be double-counted)

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<th>SiSwati</th>
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<th>Tshivenda</th>
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</table>

*Home Language* = The language that is spoken frequently at home by a learner

*Other* = Any other language

*NEMIS004A ASS14-13*
3.18 Number of learners according to Language of Learning and Teaching and grade: (BOTH MALE AND FEMALE)
(Learners may NOT be double-counted)

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<thead>
<tr>
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*LOLT=Language medium through which teaching and learning, including assessment occurs
Other = Any other language
### Number of learners according to PREFERRED Language of Learning and Teaching (LOLT) and grade: (BOTH MALE AND FEMALE) (Learners may NOT be double-counted)

<table>
<thead>
<tr>
<th>Grades</th>
<th>Afrikaans</th>
<th>English</th>
<th>isiNdebele</th>
<th>Sepedi</th>
<th>SiSwati</th>
<th>Xitsonga</th>
<th>Tshivenda</th>
<th>Setswana</th>
<th>isiXhosa</th>
<th>isiZulu</th>
<th>Sesotho</th>
<th>Sign Language</th>
<th>Other</th>
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</table>

*Preferred language of learning and teaching:* This refers to the language preference as indicated by the learners at the time of registration.

*Other = Any other language*
### 3.20 Number of female learners (that you are aware of) who fell pregnant during the previous academic year

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
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</tbody>
</table>

### 3.21 Does your school keep records of learners registered for or receiving a social grant? [1=yes; 2=no]

### 3.22 If yes, indicate the number of learners as follows

Please apply the necessary sensitivity when collecting this information.

<table>
<thead>
<tr>
<th>Pre-Grade</th>
<th>Pre-Grade</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
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</table>

Registered, not receiving a social grant

Receiving a social grant

### 3.23 Number of learners whose parent(s) are deceased.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Male learners</th>
<th>Female learners</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Only mother deceased</td>
<td>Only father deceased</td>
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<tr>
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<td>Only mother deceased</td>
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<td>Only mother deceased</td>
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<td>Only mother deceased</td>
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<td>Total</td>
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</table>
### Mortality statistics of learners during the previous academic year

(The Department of Basic Education needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst learners according to cause of death, gender and grade)

<table>
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<tr>
<th>Grades</th>
<th>Illness</th>
<th>Accident</th>
<th>Suicide</th>
<th>Violence and homicide</th>
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<td>Female</td>
<td>Male</td>
<td>Female</td>
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</table>

### Mortality statistics of educators during the previous academic year

(The Department of Basic Education needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst educators according to cause of death, age group and gender of educators.)

<table>
<thead>
<tr>
<th>Age in years</th>
<th>Illness Male</th>
<th>Female</th>
<th>Accident Male</th>
<th>Female</th>
<th>Suicide Male</th>
<th>Female</th>
<th>Violence and homicide Male</th>
<th>Female</th>
<th>Total Male</th>
<th>Female</th>
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</table>
## Language subjects in GET Band: Number of learners according to language subjects by grade (To be completed for Grades 1-9 only)

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<th>English</th>
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<th>Xitsonga</th>
<th>Tsivenda</th>
<th>Setswana</th>
<th>IsiXhosa</th>
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### 3.27 Number of learners (Grade 10 – 12) taking secondary subjects according to gender and population group (Refer to Annexure A - List of subject codes and subjects.)

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*NEMIS004A ASS14-22*
Number of learners (Grade 10 – 12) taking secondary subjects according to gender and population group (Refer to Annexure A - List of subject codes and subjects.)

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*NEMIS004A ASS14-23*
Number of learners (Grade 10 – 12) taking LANGUAGE subjects according to gender and population group (Refer to Annexure B - List of subject codes and subjects.)

Please enter the name of the subject and the subject code vertically in the relevant blocks.

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### Number of learners (Grade 10 – 12) taking LANGUAGE subjects according to gender and population group (Refer to Annexure B - List of subject codes and subjects.)

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25
3.29 Number of learners (Grade 10 – 12) taking subjects of other Assessment Bodies that are approved according to gender and population group (Refer to Annexure C - List of subject codes and subjects.)

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| White        |                  |          |      |        |          |      |        |          |      |        |
| Other        |                  |          |      |        |          |      |        |          |      |        |
| TOTAL        |                  |          |      |        |          |      |        |          |      |        |

| Black African |                  |          |      |        |          |      |        |          |      |        |
| Coloured     |                  |          |      |        |          |      |        |          |      |        |
| Indian       |                  |          |      |        |          |      |        |          |      |        |
| White        |                  |          |      |        |          |      |        |          |      |        |
| Other        |                  |          |      |        |          |      |        |          |      |        |
| TOTAL        |                  |          |      |        |          |      |        |          |      |        |

| Black African |                  |          |      |        |          |      |        |          |      |        |
| Coloured     |                  |          |      |        |          |      |        |          |      |        |
| Indian       |                  |          |      |        |          |      |        |          |      |        |
| White        |                  |          |      |        |          |      |        |          |      |        |
| Other        |                  |          |      |        |          |      |        |          |      |        |
| TOTAL        |                  |          |      |        |          |      |        |          |      |        |
### 3.29 Number of learners (Grade 10 – 12) taking subjects of other Assessment Bodies that are approved according to gender and population group (Refer to Annexure C - List of subject codes and subjects.)

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Number of learners (Grade 10 – 12) taking recognised subjects not listed in the National Curriculum Statement according to gender and population group (Refer to Annexure D - List of subject codes and subjects.)

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TO BE COMPLETED BY ALL EDUCATORS

PURPOSE OF SURVEY

This survey seeks to obtain demographic, personal and professional information from educators for the purposes of assisting the system in planning and reporting.

The information provided will be audited on a regular basis. It is therefore important that this questionnaire be completed accurately.

Your cooperation in completing this questionnaire is greatly appreciated.

Instructions

1. Mark your responses with an X where applicable.

2. Sign the completed form on the last page.

3. Hand in the completed form to the principal for his/her signature.

Please read the headings and instructions carefully before completing the questionnaire.
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<td>3</td>
<td>Please indicate with an X on the relevant block who pays your salary.</td>
</tr>
<tr>
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<td>1=Government 2=SGB 3=Private</td>
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<tr>
<td>4</td>
<td>PERSAL Number 5.5 Employee Number</td>
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<tr>
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<td>SACE Number 7 Indicate your gender with an X on the relevant block [1=Male; 2=Female]</td>
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<tr>
<td>8</td>
<td>Please indicate whether you are a South African citizen with an X on the relevant block? [1=Yes; 2=No]</td>
</tr>
<tr>
<td>9</td>
<td>If you are a South African, please provide your ID number below</td>
</tr>
<tr>
<td>10</td>
<td>If you are not a South African citizen, please provide your work permit number</td>
</tr>
<tr>
<td>11</td>
<td>Expiry date of the work permit MM M M YYYY</td>
</tr>
<tr>
<td>12</td>
<td>If you are not a South African citizen, please provide the name of your country of citizenship below</td>
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<td>13</td>
<td>Indicate your marital status with an X on the relevant block below 1=Married 2=Living together like husband and wife 3=Widow/Widower 4=Divorced/Separated 5=Never Married</td>
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<td>14</td>
<td>Indicate your date of birth below YYYY Y Y Y MM M M DD D D</td>
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<tr>
<td>15</td>
<td>Indicate your population group with an X on the relevant block below 1=Black African 2=Coloured 3=Indian 4=White 5=Other</td>
</tr>
<tr>
<td>16</td>
<td>Indicate your home language (the language you speak most frequently at home), with an X on the relevant block below 1=Afrikaans 2=English 3=IsiNdebele 4=Sepedi 5=Siswati 6=Xitsonga 7=Tshivenda 8=Setswana 9=IsiXhosa 10=IsiZulu 11=Setsoto 12=Other</td>
</tr>
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<td>17</td>
<td>Please indicate your disability status with an X on the relevant block below (Disability means moderate to severe limitation in a person’s ability to function or ability to perform daily life activities as a result of a physical, sensory, communication, intellectual or mental impairment). 1=Sight 2=Hearing 3=Physical 4=Multiple 5=Epilepsy 6=Other 7=None Other</td>
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<tr>
<td>18</td>
<td>Please state the total number of years of your teaching experience</td>
</tr>
<tr>
<td>19</td>
<td>Indicate your personnel category with an X on the relevant block below 1=Principal 2=Deputy Principal 3=HOD 4=Teacher 5=ECD Practitioner 6=SNE Educator 7=Other</td>
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<td>Indicate the nature of your appointment with an X on the relevant block below</td>
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<td>1=Permanent</td>
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<td>Indicate the duration of your appointment with an X on the relevant block below</td>
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<td>Medical aid number (only if main member)</td>
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<td>25</td>
<td>Next of kin surname (Please provide the name of the person who does not live at your same address)</td>
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<tr>
<td>26</td>
<td>Next of kin first name(s)</td>
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<td>27</td>
<td>Next of kin telephone number</td>
</tr>
<tr>
<td>28</td>
<td>Home Address</td>
</tr>
<tr>
<td>C.</td>
<td>Postal address (Please leave blank if Not Applicable)</td>
</tr>
<tr>
<td>28.1</td>
<td>PO Box</td>
</tr>
<tr>
<td>28.2</td>
<td>Suburb/Township</td>
</tr>
<tr>
<td>28.3</td>
<td>City/Town</td>
</tr>
<tr>
<td>28.4</td>
<td>Postal Code</td>
</tr>
<tr>
<td>D.</td>
<td>Physical Address</td>
</tr>
<tr>
<td>28.5</td>
<td>Street Address</td>
</tr>
<tr>
<td>28.6</td>
<td>Complex Name/Building name</td>
</tr>
<tr>
<td>28.7</td>
<td>Complex/ Unit Number</td>
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<td>Suburb/Township</td>
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<td>28.9</td>
<td>Town or City</td>
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<td>28.10</td>
<td>Postal code</td>
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<td>29</td>
<td>Cellphone</td>
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<tr>
<td>30</td>
<td>Home telephone</td>
</tr>
<tr>
<td>31</td>
<td>Indicate with an X on the relevant block how often you use a computer for professional purpose (if at all)</td>
</tr>
<tr>
<td>1. Not at all</td>
<td>1</td>
</tr>
<tr>
<td>2. Sometimes</td>
<td>2</td>
</tr>
<tr>
<td>3. Often</td>
<td>3</td>
</tr>
<tr>
<td>32</td>
<td>Indicate with an X on the relevant block, whether you were evaluated in terms of the Integrated Quality Management System (IQMS) processes in 2012</td>
</tr>
<tr>
<td>1=Yes; 2=No</td>
<td>1</td>
</tr>
</tbody>
</table>
### Qualifications

Indicate with an X on the relevant block, ALL the qualification types that you have attained. You can select more than one qualification type provided in the list below, and leave the space blank where the qualification does not apply to you.

<table>
<thead>
<tr>
<th>Number</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Two-year Teachers’ Certificate</td>
</tr>
<tr>
<td>2</td>
<td>Three-year Teachers’ Diploma/National Professional Diploma in Education</td>
</tr>
<tr>
<td>3</td>
<td>Four-year Higher Diploma in Education</td>
</tr>
<tr>
<td>4</td>
<td>Four-year professional teaching degree</td>
</tr>
<tr>
<td>5</td>
<td>Higher Diploma in Education (Post-Graduate)/Post-Graduate Certificate in Education</td>
</tr>
<tr>
<td>6</td>
<td>One-year Post-Professional Teachers’ Certificate (with specialization)</td>
</tr>
<tr>
<td>7</td>
<td>One-year Higher Diploma in Education</td>
</tr>
<tr>
<td>8</td>
<td>Diploma in Specialized Education (for example, for sign language, remedial education, blind and visually impaired and child and youth care)</td>
</tr>
<tr>
<td>9</td>
<td>Further Diploma in Education</td>
</tr>
<tr>
<td>10</td>
<td>Advanced Certificate in Education</td>
</tr>
<tr>
<td>11</td>
<td>One-year National Higher Diploma/Bachelor of Technology (Education management/other specialization)</td>
</tr>
<tr>
<td>12</td>
<td>Partially completed first Bachelor’s degree</td>
</tr>
<tr>
<td>13</td>
<td>Three-year Bachelor’s degree</td>
</tr>
<tr>
<td>14</td>
<td>Four-year Bachelor’s degree</td>
</tr>
<tr>
<td>15</td>
<td>Four-year Bachelor of Technology degree</td>
</tr>
<tr>
<td>16</td>
<td>Three-year National Diploma</td>
</tr>
<tr>
<td>17</td>
<td>Four-year National Higher Diploma</td>
</tr>
<tr>
<td>18</td>
<td>Post-Graduate Diploma (other than a HDE Post-Graduate)</td>
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<td>19</td>
<td>Honours degree (including an old one-year B Ed/BEd Honours)</td>
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<td>20</td>
<td>Master’s degree</td>
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<tr>
<td>21</td>
<td>Doctors degree</td>
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<tr>
<td>22</td>
<td>ABET Practitioner Certificate</td>
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<tr>
<td>23</td>
<td>ABET Practitioner Diploma</td>
</tr>
<tr>
<td>24</td>
<td>National N3 – N6 Certificates (No Practicals)</td>
</tr>
<tr>
<td>25</td>
<td>National N6 Diploma (Practicals)</td>
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<td>26</td>
<td>Completed apprenticeship/passed trade test (N2 + Practicals)</td>
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<td>27</td>
<td>T1-T4 Certificates</td>
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<tr>
<td>28</td>
<td>T3 Diploma</td>
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<td>29</td>
<td>T4 Higher Diploma</td>
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<tr>
<td>30</td>
<td>S1 or S2 Certificates</td>
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<td>31</td>
<td>Further Education and Training Certificate: Early Childhood Development</td>
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<td>National Certificate: Early Childhood Development Level 4</td>
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<td>Higher Certificate: Early Childhood Development Level 5</td>
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<td>National Diploma: Early Childhood Development Level 5</td>
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<td>Basic Certificate: Early Childhood Development Level 1</td>
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<td>36</td>
<td>Other</td>
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</table>

### Grades

Indicate the grades that you are currently teaching with an X in the relevant block below (you may select more than one grade if applicable).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
<th>Other</th>
</tr>
</thead>
</table>

32
# LANGUAGE SUBJECTS
(This table should only be completed by Educators who teach a language subject in any grade)

Please provide the following information:

a) the language you are teaching in the relevant grade/s, and at the relevant language level(s)

b) Rate your level of confidence to teach the language you are teaching this year by using the following scale:
   1=not confident, 2=confident some of the time, 3=confident most of the time, 4=extremely confident all the time

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Grade R</th>
<th>Grade 1</th>
<th>Grade 2</th>
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<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
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<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
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</tr>
</tbody>
</table>
THIS TABLE SHOULD ONLY BE COMPLETED BY EDUCATORS TEACHING GRADES R TO 9

Please provide the following information as applicable in 2013

a) number of years of teaching experience in applicable subjects

b) the subject that you are teaching in each grade by marking with an X where applicable

c) your level of confidence to teach your subject by using the following scale to mark an X where applicable:

1=not confident, 2=confident some of the time, 3=confident most of the time, 4=extremely confident all the time

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Gr R</th>
<th>Gr 1</th>
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<th>Gr 4</th>
<th>Gr 5</th>
<th>Gr 6</th>
<th>Gr 7</th>
<th>Gr 8</th>
<th>Gr 9</th>
<th>Place an X on the rating scale you have selected (refer to scale provided above)</th>
</tr>
</thead>
<tbody>
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</table>

Indicate number of years of teaching experience in applicable subjects

Indicate the Grade in which a subject is taught by placing an X in the applicable block
<table>
<thead>
<tr>
<th>Subject</th>
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<td>Visual Arts</td>
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</tbody>
</table>

**Declaration**

I hereby declare that to the best of my knowledge, the above information as supplied is accurate and correct.

Name of Educator (Please print): ____________________________

Signature of Educator: ____________________________ Date: __________/______/______

Signature of Principal: ____________________________ Date: __________/______/______
VERIFICATION AND CLEARANCE SECTION

The purpose of this clearance document is for the verification and authentication of the information declared by the school on the annual survey form.

The form is to be completed in full and verified by the Principal or Deputy Principal (or another designated person) at the school. The principal must sign and stamp the provided space at the bottom of the verification form to confirm that the checking of the survey data has taken place and that all mistakes have been rectified per item on the form. This verification list should be submitted to the district/ regional offices and a copy should be filed at the school for audit purposes.

Once the form is received from a school at the district or regional office, the designated Provincial Education Manager must verify the data in each item in the form. The Provincial Education Manager must sign and stamp the provided space at the bottom of the verification form to confirm that the checking of the survey data has taken place and that all mistakes have been rectified.

### SCHOOL LEARNER SECTION

<table>
<thead>
<tr>
<th></th>
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<th>Checked and confirmed?</th>
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<td>Education Manager</td>
</tr>
<tr>
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<td>1.1</td>
<td>Has the section on General School Information been completed correctly in all aspects? [Table 1.1 – Table 1.10]</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1.2</td>
<td>Does the total number of learners enrolled at the school per grade balance with the class registers for that grade? [Table 3.1]</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1.3</td>
<td>Do the number of learners who are repeating match with the data in the year-end Promotion Schedules of your school? [Table 3.5]</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1.4</td>
<td>Have the correct calculations been made regarding enrolments for all grades according to age? (Every learner indicated in the age totals, must be documented in the school registers or other official source documentation) [Table 3.11 and Table 3.12]</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1.5</td>
<td>Does the total number of learners enrolled per grade at the school balance with the summary control table below? [Table 3.1]</td>
<td></td>
</tr>
</tbody>
</table>

### Summary Control Table: Learners

- Please check ALL the following tables against the totals in Table 3.1.
- NOTE: the totals should be transferred from the Annual School Survey form as completed by the data compiler.
- The totals of each of the tables in the list should balance with the totals for table 3.1.

<table>
<thead>
<tr>
<th>Table</th>
<th>Total: Male</th>
<th>Total: Female</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.6.1</td>
<td>Table 3.1 CONTROL TABLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The totals in each table below in Section 3 must balance with the totals recorded for Table 3.1. Please also check the totals of each grade against Table 3.1 where applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6.2</td>
<td>Table 3.10: “Number of learners according to population group, gender and grade”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6.3</td>
<td>Table 3.11 (Male only): “Number of learners according to grade and age”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6.4</td>
<td>Table 3.12 (Female only): “Number of learners according to grade and age”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6.5</td>
<td>Table 3.17 (Male and Female): “Number of learners according to Home language and grade”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6.6</td>
<td>Table 3.18 (Male and Female): “Number of learners according to Language of Learning and Teaching and grade”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6.7</td>
<td>Table 3.19 (Male and Female): “The PREFERRED Language of Learning and Teaching for learners by language and grade”.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## SCHOOL EDUCATOR SECTION

<table>
<thead>
<tr>
<th></th>
<th>Confirmed?</th>
<th>If not confirmed, please comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Have the <strong>educator details</strong> e.g. ID and PERSAL number, post level, etc been verified with the relevant source documents?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>2.2</td>
<td>Has <a href="#">table 36 or 37</a> Subjects been completed in full?</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Has the principal <strong>verified</strong> that all the educator forms are completed in full?</td>
<td></td>
</tr>
</tbody>
</table>

---

**I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Compiler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Principal to place school stamp here

Education Manager to place office stamp here