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basic education  
 Department:  
 Basic Education  
 REPUBLIC OF SOUTH AFRICA

# SNAP SURVEY Ordinary Schools 2014

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.

### SCHOOL NAME


**TO BE COMPLETED BY ALL PUBLIC AND INDEPENDENT ORDINARY SCHOOLS  
 ONLY**

**ALL INFORMATION TO BE PROVIDED AS AT 28 January 2014 (Inland Schools)  
 28 January 2014 (Coastal Schools)**

*The Annual SNAP Survey for Ordinary Schools is the most important source of information regarding the situation at your school. The information collected will contribute to the Education Management Information System (EMIS) of the province and will be of assistance in the management, administration and governance of schools, including the supply of school resources to schools.*

## 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
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*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		

*Note: 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.*

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

Code	=	Province Name	
1	=	Western Cape	<input type="checkbox"/>
2	=	Eastern Cape	<input type="checkbox"/>
3	=	Northern Cape	<input type="checkbox"/>
4	=	Free State	<input type="checkbox"/>
5	=	KwaZulu-Natal	<input type="checkbox"/>
6	=	North West	<input type="checkbox"/>
7	=	Gauteng	<input type="checkbox"/>
8	=	Mpumalanga	<input type="checkbox"/>
9	=	Limpopo	<input type="checkbox"/>

**1 GENERAL INFORMATION**  
(Complete ONLY the blocks where particulars have changed, are incorrect or are missing.)

1.1	School Name																			
1.2	Province code	(Codes on the top page)																		
1.3	School level	[1=Pre-Primary; 2=Primary; 3=Secondary; 4=Intermediate; 5=Combined]																		
1.4	School Funding Type	[1=Public; 2=Independent]																		
1.5	Ownership of land	[1=State;2=Church;3=Mine;4=Farm;5=Hospital;6=Trust;7=Company;8=Private Individual;9=Factory; 10=Other: (specify)]																		
1.6	Educational region																			
1.7	Educational district																			
1.8	Circuit (If applicable)																			
1.9	Email																			

**2 LEARNER INFORMATION**  
(Complete the following based on the number of learners according to grade and gender)

**NOTE:** If a particular grade is NOT offered at your school, place an X in the NOT APPLICABLE area for that grade. Do not enter any learner numbers or 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.

2.1	Total number of LEARNERS enrolled at the school on the survey date according to grade and gender.									
Gender	Pre Grade R	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	
Not Applicable										
Male										
Female										
Total										
Gender	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Other	Total			
Not Applicable										
Male										
Female										
Total										

**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 STAFF INFORMATION**  
 All staff employed at the school on the survey date must be indicated on the survey form.  
 Staff members who are on leave must be indicated even if they have been replaced by substitutes.  
 Independent schools must indicate their staff under the heading "governing body".  
**NO STAFF MEMBER SHOULD BE COUNTED MORE THAN ONCE.**

**3.1 Number of STAFF remunerated by the STATE (Do not include employees paid by the governing body.)**

CATEGORY	Permanent				Temporary				Substitutes				Total		
	Full-time		Part-time		Full-time		Part-time		Full-time		Part-time				
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female			
Educators															
Practitioners															
Prof. non-teaching staff															
Admin. Staff															
Support staff															
Hostel staff															

**3.2 Number of STAFF remunerated by the GOVERNING BODY (Do not include employees paid by the state.)**

CATEGORY	Permanent				Temporary				Substitutes				Total		
	Full-time		Part-time		Full-time		Part-time		Full-time		Part-time				
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female			
Educators															
Practitioners															
Prof. non-teaching staff															
Admin. Staff															
Support staff															
Hostel staff															

**3.3 Number of Practitioners remunerated by State or Governing Body or both**

Nature of appointment	SGB		State Paid		Both		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Part-time								
Full time								

**Educators** = Any person, who teaches, educates or trains other persons or who provides professional educational services.  
**Practitioner** = Staff working in a pre-primary or a grade R class without the minimum teacher qualification (Lower than NQF level 5.)  
**Prof. non-teaching staff** = Staff members of a school who are registered with a professional body other than the South African Council for Educators (SACE).  
**Admin. Staff** = Employees in an administrative capacity that provide services to offices and institutions. E.g. secretaries, typists, administrative clerks and accountants.  
**Support Staff** = Staff employed at a school to support the core functions of a school. E.g. laboratory assistant, cleaner, kitchen staff, gardener, caretaker, messenger  
**Hostel Staff** = Persons employed for the administration, maintenance and management of the hostel.  
**Substitutes** = A person appointed to an additional post to take the place of an educator in a substantive post who is not at school for a period of time.  
**Full-time staff member** = A staff member who is employed in a full-time post for a minimum of 12 months and delivers at least 22.5 hours of teaching per week.  
**Part-time staff member** = A staff member appointed to work fewer hours than a full-time employee.

# 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 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 form 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 on 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.

1	SCHOOL LEARNER SECTION	Checked and confirmed? Yes / No		If not confirmed, please comment
		Principal	Education Manager	
1.1	Has the section on <b>General School Information</b> been completed correctly in all aspects? [Table 1.1 – Table 1.9]			
1.2	Does the total number of learners <b>enrolled</b> at the school <b>per grade</b> balance with the class registers for that grade? [Table 2.1]			

Summary Control Table: Educators				
1.3	Total number of Educators (state and SGB paid) at the school (excluding substitute educators)			
1.4	Total number of substitute Educators at the school(State and SGB paid)			

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

	Name	Signature	Date
Data Compiler			
Principal			
Education Manager			

Principal to place school stamp here

Education Manager to place office stamp here