



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE ACTING HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zweelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Website: www.ecdoe.gov.za E- mail: nontsikelelo.netshilaphala@ecfresury.gov.za

DDG: IOM

DDG: EPM

Chief Financial Officer

Director: EMIS

District Management

Chairpersons: School Governing Bodies

School Principals

17 MARCH 2016

**CIRCULAR: SCHOOLS TO UPDATE SASAMS WITH IDENTITY OR PASSPORT
NUMBERS OF LEARNERS**

Reference No: 6 of 2016

1. PURPOSE

The purpose of the circular is to inform school governing bodies and management of the responsibility of updating the South African Schools Administration & Management System (SASAMS) Database with the correct National Identity ("ID") or Passport numbers for all learners. The SASAMS database serves as basis for resourcing schools and as such the accuracy of the database cannot be compromised.

This circular provides for that any Norms and Standards, Post Provisioning allocation and Nutrition transfers to schools will be based only on the learner numbers where valid ID or passport numbers have been captured on the SASAMS system.

The circular must be read in conjunction with *Circular 27 of 2015*, dated 16 November 2015 – "2016 Academic Year programme of submission of SASAMS databases" and with specific references to paragraphs 13 and 23.5 – 23.9. In addition take note that this circular is in line with the resolutions and instructions given by the Department of Basic Education, **30 May 2013**, instructing the head of the department that the submission of accurate EMIS info must be included as a condition for schools receiving their financial allocation.

2. APPLICATION

The Circular applies to all Public Ordinary, subsidized Independent and Special Schools within the Eastern Cape province as provided for in The South African Schools Act, Act 84 of 1996 ("SASA").



3. BACKGROUND

3.1 The Prevailing Legal Framework

The EMIS system is a national system implemented with effect from 1996. Circular 26 of 2012 provides for schools to implement the SASAMS in all schools.

The department is compelled in terms of section 38(1)(j) of the **Public Financial Management Act, Act 1 of 1999**, to ensure that there are adequate controls in place before transferring funds to a school. The SASAMS system is one of these control mechanisms relied upon by the Accounting Officer of the department and as such should be complete and accurate at all times. In terms of SASA (section 16A) however school administration is the responsibility of the **Principal** and the **School Governing Board** to ensure that the information captured in these systems are complete and kept up to date.

The Head of Department is responsible for the admission of learners to schools in terms of the **Admission Policy for Ordinary Schools**. This responsibility has been delegated to each school principal as part of their appointment responsibilities. The policy stipulates that record should be kept of "name, date of birth, age, identity number, if applicable, and address of the learner as well as the names of the learner's parents as defined in the South African Schools Act, 1996 and their addresses and telephone numbers, where applicable. "

3.2 Challenges

[a] There are currently **251 603** learners registered on SASAMS where the ID or passport numbers have not been captured at all and the statistics ("Error Rates") are summarized here below i.e.

Category - No ID/Passport numbers	Number of Schools	Number of Learners
100% Error rate	23	5,244
90 - 99%	56	23,155
80 - 89%	51	14,413
70 - 79%	103	23,965
60 - 69%	103	20,410
50 - 59%	178	27,497
40 - 49%	247	33,784
30 - 39%	308	32,498
20 - 29%	447	33,798
10 - 19%	560	24,455
< 10%	715	12,384
TOTALS	2,791	251,603

[b] **Duplication - 74,898** learners were identified with ID numbers registered simultaneously at more than one school. In addition, **93,260** of learners could be regarded as being registered at more than one institution based purely on their surname, first name, gender, race and Date of Birth (DOB) being duplicated.

Any duplication represents an over-payment to schools to be refunded to the department and as such schools (*both schools in case of duplication between two (or more schools)*) need to investigate these incidents and report back thereon to the department. In your investigation it is important to identify the root cause(s) on when, how and why the duplication was captured and which school is responsible for refunding the department.

Schools can obtain the specific detail from the relevant District EMIS Coordinators.

4. IMPLEMENTATION

- 4.1 **Schools** should update SASAMS before the next transfers are due (15 April 2016) to qualify for funding pertaining to each learner and to ensure that copies of the birth certificates or Identity Books or Passports for learners are kept on record for audit purposes. Each school can identify the names of the individual learners who do not have National Identity or passport number by running the Data Quality Report on SASAMS, **menu 16.19**. A list of learners without ID or passport numbers will be displayed. These numbers should be updated correctly.
- 4.2 **Schools** should furthermore archive records of learners who is not physically present at the school anymore as per the policy on learner attendance.
- 4.3 **The EC DoE** (SEMIS and District Management) is responsible for monitoring and report compliance and to validate the ID and passport numbers against the records of the Department of Home Affairs. It is anticipated that the first transfers for the 2016/17 financial year will done approximately 15 April 2016. These amounts to be transferred will be based only on validated learner ID and passport numbers. In cases where learners do not have ID or passport numbers the Department will not transfer the budget for such learners until such time as the valid ID or passport numbers have been provided. As per the Schools Admission Policy, schools have two weeks after a learner has been admitted to get the ID or passport number of the learner.

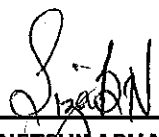
Each **Circuit Manager** should, as part of their school monitoring programme, also monitor the adherence to the School Admission Policy by schools. Circuit Managers can directly access the lists of learners who do not have ID or passport numbers captured on SASAMS.

5. EFFECTIVE DATE

The effective date of this Circular is the date of signature.

6. CONTACT PERSON

Requests for clarity can be sent electronically to emisecape@gmail.com



 Ms N. NETSHILAPHALA
 Acting Superintendent General

17/03/2016

 Date