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**OFFICE OF THE HEAD OF DEPARTMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: Mr. TJZ MTYIDA | Tel: 043 702 4236 | e-mail: [thembani.mtyida@ecdoe.gov.za](mailto:thembani.mtyida@ecdoe.gov.za)

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**CIRCULAR NO 14 OF 2021**

**TO: DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
ALL DIRECTORS  
ALL CMC HEADS AND CIRCUIT MANAGERS  
ALL SCHOOL PRINCIPALS  
ALL DISTRICT FINANCE MANAGERS  
ALL DISTRICT SCM MANAGERS  
ALL DISTRICT EMIS COORDINATORS  
ALL SCHOOL GOVERNING BODIES  
SCHOOL ADMINISTRATION CLERKS  
SCHOOL FINANCE OFFICERS**

**FROM: HEAD OF DEPARTMENT**

**DATE : 29 OCTOBER 2021**

**SUBJECT: LEARNER ATTENDANCE OF CLASSES DURING EXAMINATIONS**

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1. The Department has made observations in the previous years that learners bunk classes after commencement of examinations. Some do this because they are officially released at school to stay and study on their own, whereas others just stay away and only come to school when their relevant papers are written.
2. Following the completion of marking and uploading of the Trial Examination results, the Department has deemed it necessary to devise an academic support strategy that is customised to suite an individual learner's needs. The strategy hinges on the period between today and the day the subject in question will be written, which therefore requires that learners must be at school during this period to receive this support.
3. This circular serves to call and implore all learners to go to school on all school days until the last paper is written. This means that even schools that have



released learners must recall them to attend. Parents are advised to encourage their children to attend school to ensure they continue to benefit from the support of educators and their fellow learners on all subjects until end of the examinations. Principals and SGBs are also called upon to support this call and ensure that educators also avail themselves as this will also motivate learners to go to school.

Yours faithfully,

**DR N. MBUDE**  
**HEAD OF DEPARTMENT**

29/10/21  
**DATE**