

Province of the  
**EASTERN CAPE**  
EDUCATION

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**CIRCULAR NO: 24 OF 2014**

**TO :** **DDG: INSTITUTIONAL OPERATIONS MANAGEMENT**  
**DDG: EDUCATION PLANNING EVALUATION & MONITORING**  
**CLUSTER CHIEF DIRECTORS**  
**DISTRICT DIRECTORS**  
**CIRCUIT MANAGERS**  
**CHAIRPERSONS OF SCHOOL GOVERNING BODIES**  
**SCHOOL PRINCIPALS**

**FROM :** **ACTING SUPERINTENDENT GENERAL**

**DATE :** **03 NOVEMBER 2014**

**SUBJECT :** **2015 ACADEMIC YEAR PROGRAMME OF SUBMISSION OF SASAMS**  
**DATABASES**

1. The South African Schools Act No. 84 of 1996, section 59 (1) and (2), states that every school must supply information about the school as is reasonably required by the Head of Education in a province.
2. The South African Schools Administration and Management Software (SASAMS) is a software solution that caters for all the areas of school administration and is free to all schools in the province.
3. SASAMS was made compulsory through circular 20 of 2012.
4. The software provides a common tool for the effective administration of all school activities. The software also provides schools with a tool for reporting to the department on the following:
  - 4.1. Snap Survey
  - 4.2. Annual Survey
  - 4.3. Quarterly Attendance returns
  - 4.4. Quarterly and Annual Schedules

*2015 Academic Year Programme of Submission of SASAMS deployed databases*



- 4.5. Learner information for the registration of the 2015 Annual National Assessments, National Senior Certificate exams (NSC) including the registration of grades 10 -11 and the Learner Unit Record Information Tracking System (LURITS).
- 4.6. Physical Resources and infrastructure that schools have.
- 4.7. The budget and expenditure by schools of the monies allocated through the Funding Norms and Standards (Paper Budgets) in the province.
5. Circular 26 of 2013 provided dates for regular monthly submissions of SASAMS deployed databases by all schools in the province.
6. EMIS Instruction 7 of 2010 stipulated the roles and responsibilities of the various role-players in the implementation of SASAMS.
7. This communication also serves to communicate dates for the 2015 submission of SASAMS deployed databases by schools. Revised roles and responsibilities of the various role-players in the implementation of SASAMS by schools is attached.
8. To date 99.5% of schools have complied with the requirement of submitting data electronically to the EMIS and LURITS systems.
9. Snap and Annual Surveys for 2015 and onwards should be printed from SASAMS.
10. No manual survey forms will be printed for schools. Schools will only receive a one page barcoded form for each survey and each school. The school must submit the signed form with the submission of the Snap and Annual surveys in 2015 together with the deployed SASAMS databases.
11. Quarterly Attendance returns and Quarterly and Annual Schedules should be printed from SASAMS.
12. In order for districts to provide the public with timely, accessible and accurate information, it is imperative that SASAMS be fully and effectively operational in all schools.
13. Document Management and general upkeep of functional educational data is essential for the running of efficient and transparent public administration in the education sector from school level through to the apex of our administration.
14. Each school must ensure that the system time is correctly set as an incorrect system time may lead to the submission of incorrect data.
15. Every school must make a daily back-up of the database to avoid loss of information after a computer/laptop crash. During training, schools will be shown how to do this.
16. All schools must, at the beginning of the academic year, set and use the official Eastern Cape Chart of Accounts on the Financial Assistant module. District offices must assist schools in setting up the Eastern Cape Chart of Accounts.
17. The submission of databases will commence in February 2015.

18. Schools are required to do ten (10) SASAMS data submissions in 2015. The submissions will take place on:

Submission month	Submission due date for schools	Submission due dates by districts	Main Purpose of submission
February 2015	03 February 2015	05 February 2015	LURITS, Snap Survey, ANA (1 <sup>st</sup> submission) , NSC and 2015 Budget
March 2015	17 March 2015	26 March 2015	LURITS, Annual Survey and School Budget
April 2015	28 April 2015	07 May 2015	LURITS, Quarterly Attendance, Physical Resources and First Quarter Schedule
May 2015	21 May 2015	28 May 2015	LURITS and Verified ANA Registration (2 <sup>nd</sup> submission)
June 2015	24 June 2015	26 June 2015	LURITS, Quarterly Attendance
July 2015	27 July 2015	30 July 2015	LURITS, Second Quarter Schedule,
August 2015	24 August 2015	28 August 2015	LURITS, Physical Resources
September 2015	28 September 2015	30 September 2015	LURITS, Trial Examination
October 2015	26 October 2015	30 October 2015	LURITS, Third Quarter Schedule, Third Quarterly Attendance, ANA Results
December 2015	1 December 2015	4 December 2015	LURITS, Final Schedule, Fourth Quarter Attendance,

19. The following are requirements for every submission in 2015:

- 19.1. Load received LURITS feedback files to the school database.
- 19.2. The general school details should be up to date. This includes changes in cellphone numbers, postal addresses, email addresses etc.
- 19.3. The general information to be captured includes, the subjects offered by the school. The grades and classes in the school should be updated.
- 19.4. Special attention is brought to all schools to ensure that they double check their EMIS numbers.
- 19.5. All Department officials at all levels are required to double check and verify individual school EMIS numbers and compare it with the correct official school name as it appears on the Master List.

- 19.6. The 2015 learner details should be updated, this includes the South African Identity number or Passport number (if the person is an immigrant), as required by the admission policy.
- 19.7. All schools must timeously put intervention in place to ensure that all learners that are admitted have birth certificate or identity documents in compliance with the admission policy of learners to schools. This can be achieved through the use of the existing Memorandum of Understanding between the Department of Basic Education and the Department of Home Affairs.
- 19.8. Learners without identity numbers will be regarded as provisional learners until such time as they receive identity numbers.
- 19.9. Circuit Managers and District officials must assist schools to achieve the objective of ensuring that learners admitted in each school are documented.
- 19.10. Submission of database by schools with learners without identification must be accompanied by report on reasons for such.
- 19.11. Reference is made to the LAIS Strategy 2013 to 2015 which stipulates that the following policy necessities, amongst others, are responsibilities of Circuit Managers:
  - 19.11.1. Implementation of Admission policy in terms of time frames and compliance
  - 19.11.2. Optimal utilization of SASAMS
- 19.12. Learners with special educational needs (LSEN) in the mainstream should be tagged as such by updating their respective profiles. Provision has been made in the profile to indicate if a learner is LSEN in the mainstream or LSEN in a special class.
- 19.13. The school must ensure that all learners that have left the school are archived as per the attendance policy. All currently enrolled learners must be assigned to classes and have subjects that each learner is enrolled for assigned to them.
- 19.14. All **new** educators and staff information should be captured and all **current** educators and staff information updated. This includes each individual educators' qualification, subject allocation and teaching experience. All educators that left the school must be archived before any submission is made.
- 19.15. The attendance of educators and learners must be completed at least weekly and up to date before every monthly submission.
- 19.16. Maintain the financial income and expenditure transactions daily, and ensure that all financial transactions are up to date before making each monthly submission.
- 19.17. Before deploying the database, approval of the school information, learner information, educator information and staff information must be done.
- 19.18. Print, sign, stamp and submit the following each month after confirming the correctness of the information:
  - 19.18.1. The updated financial monthly report from the financial assistant module (submit to circuit manager).
  - 19.18.2. LURITS deployment form and the school database (submit to EMIS coordinator/ his/her representative at the circuit hub OR upload directly via the upload utility).

20. The following are additional requirements for the February 2015 submission
  - 20.1. School budget for the 2015 academic year should be loaded according to the Funding Norms Paper Budget. (Use the Eastern Cape Chart of Account).
  - 20.2. Expenditure against the budget should be up to date in the system.
  - 20.3. Subject allocation summary for each teacher must have been completed.
  - 20.4. Print, sign and stamp, barcoded page, menu items 3.15 and 3.5.6.1 AND submit the signed documents with all documents mentioned in 19.17.
21. The following are additional requirements for the March 2015 submission
  - 21.1. Export the Annual Survey Information and confirm its correctness.
  - 21.2. Expenditure against the budget should be up to date in the system.
  - 21.3. Print, sign and stamp LURITS deployment form, barcoded page, menu items 3.15 and 3.5.6.1 and submit the signed documents with the deployed database and the survey database after confirming its correctness.
22. The following are additional requirements for the April 2015 submission
  - 22.1. Effect changes of Exception reports on previous submitted databases.
  - 22.2. Update the Physical Infrastructure on SASAMS.
  - 22.3. The quarterly return of attendance of educators and learners must be printed and submitted to the Department.
  - 22.4. The first quarter learner achievement must have been captured on the curriculum related data module.
  - 22.5. Print sign, stamp and distribute first quarter reports for learners to parents.
  - 22.6. Print, sign, stamp and submit the first quarter schedule for each grade in the school.
23. The following are additional requirements for the May 2015 submission
  - 23.1. Ensure that all data is up to date.
  - 23.2. Print, sign Table 3.15 and submit with the deployed database and the school databases after confirming its correctness
24. The following are additional requirements for the June 2015 submission
  - 24.1. The first and second quarter learner achievement must have been captured on the curriculum related data module.
  - 24.2. Print sign, stamp and distribute second quarter reports for learners to parents.
  - 24.3. The second quarterly return of attendance of educators and learners must be printed and submitted to the Department.
  - 24.4. Print, sign, stamp and submit the second quarter schedule for each grade in the school.
25. The following are additional requirements for the July 2015 submission

- 25.1. The first and second quarter learner achievement must have been captured on the curriculum related data module.
  - 25.2. Print sign, stamp and distribute second quarter reports for learners to parents.
  - 25.3. Print, sign, stamp and submit the second quarter schedule for each grade in the school.
26. The following are additional requirements for the August 2015 submission
- 26.1. Update the Physical Infrastructure on SASAMS.
  - 26.2. Ensure that all data is up to date.
27. The following are additional requirements for the September 2015 submission
- 27.1. Capture ANA Results on SASAMS.
  - 27.2. The third quarterly return of attendance of educators and learners must be printed and submitted to the Department.
  - 27.3. Print sign, stamp and distribute third quarter reports for learners to parents.
  - 27.4. Print, sign, stamp and submit the third quarter schedule for each grade in the school.
  - 27.5. Print, sign and submit ANA Schedule.
28. The following are additional requirements for the October 2015 submission
- 28.1. Print, sign and distribute ANA Reports to parents.
  - 28.2. The first, second and third quarter learner achievement must have been captured on the curriculum related data module.
  - 28.3. Print sign, stamp and distribute third quarter reports for learners or parents.
  - 28.4. Print, sign, stamp and submit the third quarter schedule for each grade in the school.
29. The following are additional requirements for the December 2015 submission.
- 29.1. The fourth quarterly return of attendance of educators and learners must be printed and submitted to the Department.
  - 29.2. The first, second, third and fourth quarter learner achievement must have been captured on the curriculum related data module.
  - 29.3. The promotion of all learners should be completed. Grade 12 learners should all be promoted before a submission is made. If a learner fails and returns to the school he/she can be restored from the archive.
  - 29.4. Prepare a timetable for the 2016 academic year. (Optional)
  - 29.5. Print sign, stamp and distribute end of year reports for learners or parents.
  - 29.6. Print, sign, stamp and submit the fourth quarter schedule for each grade in the school.

30. It must be noted that by signing the LURITS deployment, the school principal or his representative acknowledges that all the information as provided in the database is correct and up to date. This includes information such as correct EMIS number and school name.
31. Though there are monthly requirements that each school is required to meet when making submission, it must be noted that as the year goes by, the Department may require information at an earlier date than the dates stated on this communication, depending on the urgency of the information.
32. Most of information that is required by Senior Manager for various reasons about schools is available on SASAMS and thus adherence to the requirements as mentioned above will results in well informed decisions.
33. The submission will take place in the form of a LURITS deployment, which will allow the Department of Basic Education to allocate learner tracking numbers to every learner in the province and the country.
34. The Department appointed a service provider to assist with the implementation of SASAMS for a period of three years that started in September 2013 and will cease in August 2016. Support staff have been deployed at the circuit and district levels to assist schools to make a successful submission.
35. The appointed service provider will conduct refresher training prior every submission on achieve a successful submission. It is important that all schools attend the trainings.
36. As part of the support the service provider will check the departmental laptop which is used for SASAMS for the following:
  - 13.1 Verify it against inventory;
  - 13.2 Update the anti-virus;
  - 13.3 Update the SASAMS application to the latest version
  - 13.4 Assist with quality assurance of the data on SASAMS
  - 13.5 Ensure that the connectivity is operational
37. The Department is in the process of implementing the e-Education strategy, with SASAMS as the agent for the e-Administration pillar of the strategy in the whole province.
38. Attached is an activity chart that guides schools to make a successful submission as well as the roles and responsibilities for officials at Circuits, District and Head Office.
39. Your cooperation and support for this important project is appreciated.
40. Submission programme for 2016 academic year will be distributed before the end of 2015 academic year.
41. Further information and queries can be directed to the district EMIS coordinators or Head Office EMIS coordinators. The contact details of the officials are attached.

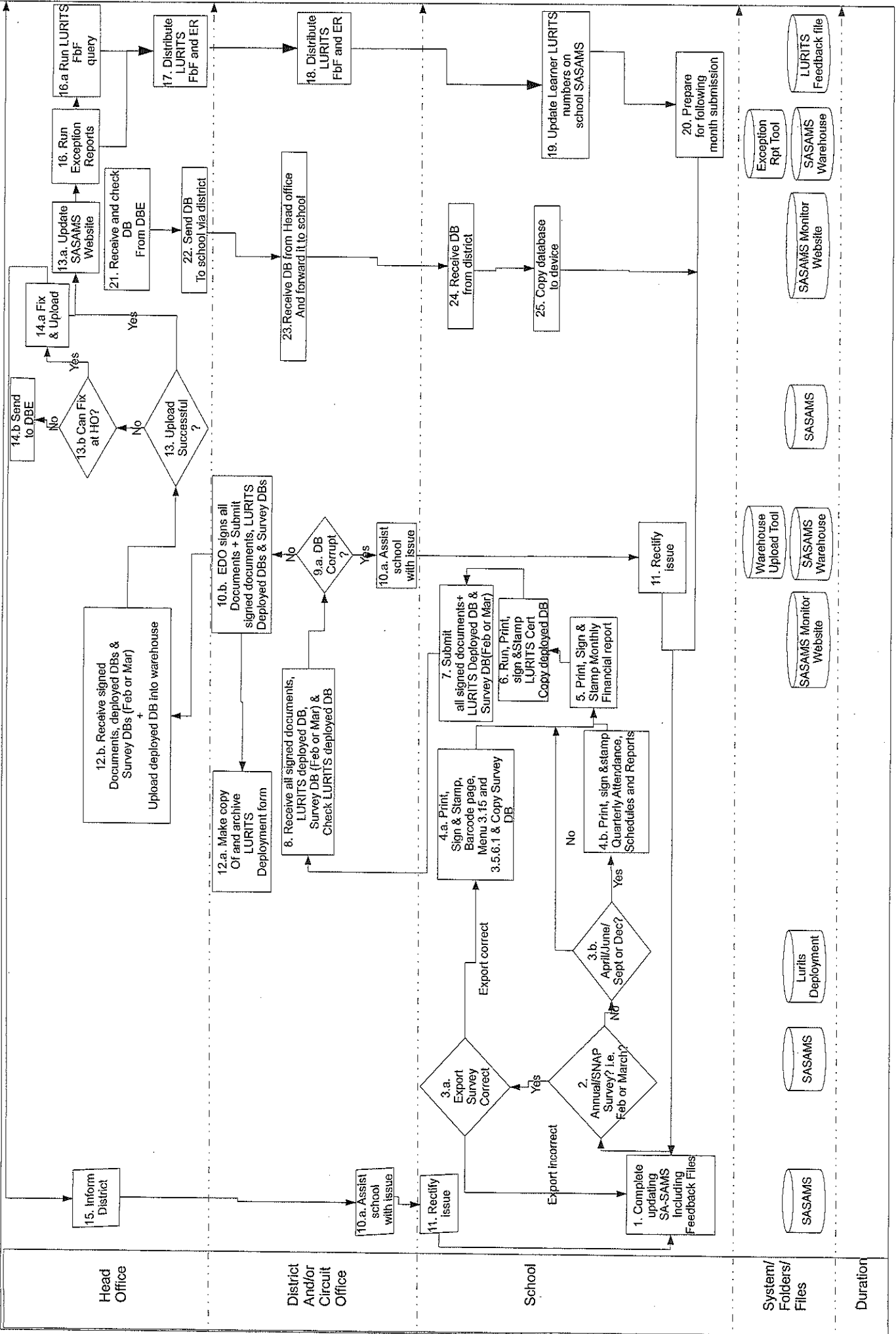
  
R TYWAKADI

20/11/2014

ACTING SUPERINTENDENT GENERAL - EDUCATION

# Eastern Cape Education Dept: SA-SAMS Collection, Upload & Reporting procedures

November 2014



Head Office

District And/or Circuit Office

School

System/ Folders/ Files

Duration