



Province of the
EASTERN CAPE
EDUCATION

INCLUSIVE EDUCATION

Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape
Private Bag X0032 • Bisho • 5605 • REPUBLIC OF SOUTH AFRICA
Tel: +27 (0)40 608 4219 • Fax: +27 (0)40 608 4276 • Website: www.ecdoe.gov.za
Enquiries: L Putter, Email: lourens.puttter@ecdoe.gov.za

DEPARTMENTAL CIRCULAR NO 4 OF 2018

TO	DEPUTY DIRECTOR GENERALS CHIEF DIRECTORS HEAD OFFICE DIRECTORS DISTRICT DIRECTORS CHIEF EDUCATION SPECIALISTS EDUCATION DEVELOPMENT OFFICERS (EDO'S) SPECIAL SCHOOLS AND FULL SERVICE SCHOOLS
FROM	SUPERINTENDENT-GENERAL
SUBJECT	GUIDELINES ON THE PLACEMENT OF LEARNERS AT SPECIAL SCHOOLS AND FULL SERVICE SCHOOLS
DATE	25 JANUARY 2018

INTRODUCTION

A major systemic barrier, that negatively impacts on the quality of service delivery to learners who experience barriers to learning, is the lack of minimum standards on the placement procedures at Special and Full Service Schools. The result is that not all learners who are referred are treated within the same procedural protocol that can result in unfair discrimination.



According to Policy, White Paper No 6, "Building an Inclusive Education System" (2001) and the Screening, Identification, Assessment and Support Policy (SIAS) (2014), all Special Schools and Full Service Schools must follow the correct procedures when a learner is placed in a high-level support programme.

PURPOSE OF THE CIRCULAR

The purpose of this circular is to establish District Screening and Provincial Placement Committees to facilitate the placement of learners at Special Schools and at high level support programmes at Full Service Schools.

In addition to the circular is the newly developed forms that will assist the process.

SCREENING AND PLACEMENT COMMITTEES

DISTRICT SCREENING COMMITTEE

The District Screening Committee's main purpose is to screen all applications to the Special or Full-Service School (LSEN learners) and make recommendations on the appropriate placement of learners at Special and Full-Service Schools to the Provincial Placement Committee.

MEMBERS OF THE COMMITTEE

The following officials are expected to serve on the District Screening Committee:

District Office

1. District Senior Psychologist, Senior Social Worker and Senior Therapists;
2. DCES: Learning Support;
3. Representative from CBST;



MINIMUM STANDARDS ON OPERATIONS OF PROVINCIAL PLACEMENT COMMITTEE

The following standard operations will apply for the Provincial Placement Committee (PPC):

1. All applications to Special Schools and Full-Service Schools will be considered for approval at this meeting;
2. The meeting will be held once a term to consider all applications to a Special School and Full-Service Schools;
3. The Provincial Department is expected to arrange for the meeting with all relevant stakeholders;
5. The PPC may simultaneously address various district applications;
6. The meeting will be facilitated by the Senior Psychosocial from HO: Inclusive Education;
7. The DBE 123b Form must be submitted and signed by the *Senior Psychologist for approval* delegated by the Director: Inclusive Education;
8. Minutes must be kept of the deliberations during the meeting;
9. The PCC will decide on disputes and make decisions accordingly;
10. The Authority of the PPC meeting may be delegated to the District Office for approval;
11. Appeals on decisions may be forwarded to the Director: Inclusive Education. His / her decision will be final;
12. The following lists must be completed at this meeting:

Forms (PPC) - response to DPC: ECDoE/SIAS/DBST list of PPC responses/P7/019


TS KOJANA
SUPERINTENDENT-GENERAL
EASTERN CAPE DEPARTMENT OF EDUCATION

15/03/2018
DATE

