



Province of the
EASTERN CAPE
EDUCATION

INCLUSIVE EDUCATION DIRECTORATE

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TO : CLUSTER CHIEF DIRECTORS
: DISTRICT DIRECTORS
: CES: ESSS AND SAPS
: SPECIAL SCHOOL PRINCIPALS
FROM : CHAIRPERSON OF PROVINCIAL PLACEMENT COMMITTEE
SUBJECT : PROVINCIAL PLACEMENT COMMITTEE DIRECTIVES TO
DISTRICTS TO ENABLE SMOOTH PLACEMENT OF
LEARNERS IN HIGH-LEVEL SUPPORT PROGRAMMES IN 2021
DATE : 12 AUGUST 2020

The above bears reference:

1. The Provincial Placement Committee (PPC) conducted face-to-face visits to each district to orientate all districts in October and November 2020. The opportunity to meet with District Based Support team officials served to inform the processes going forward, to ***initiate the establishment of District Placement Screening Committees***. During these meetings the issues of roles and responsibilities of the structures for placement of learners with high level needs in high-level need programmes and Special Schools across the province were clarified.
2. Please refer to the draft ***Standard Operating Procedure (SOP) on admission process to Special Schools and High-Level support programmes***. This is ready for a first round of consultation. We request all members of the Senior Managers and DBST members to make their inputs/suggestions/corrections and for these to be discussed in a CES/DCES Meeting with the Provincial Placement Team on Microsoft Team at the end of August 2020.
3. By 20 August 2020, please inform Inclusive Education Directorate Office of the ***members of the constitution of the Provincial Placement Committee*** (as per

guidelines in letter dated 9 September 2019) who will be invited to a Placement preparation meeting in early September 2020

4. The Directorate wishes to emphasize a few points ***regarding the directives and timeline for placements in 2021*** due to the Covid-19 pandemic:

- a. For DBST and Placement Screening Committees to continue with Inclusive Education core business and processes (Including following up of SIAS referrals from mainstream schools and arranging psychological and other standardized assessments) to place learners appropriately for the 2021 academic year without delay;
- b. The ***month of September 2020*** should be dedicated on the Inclusive Education calendar in every ***district to placement processes of learners in high-level support programmes as the deadline for all referrals by all schools is 30 September 2020, and this includes referrals for Special Schools and Schools of Skills.***
- c. Please inform all Circuit Managers that schools need to be willing to ***transport learners to an identified venue at District offices or within a Special School for assessment.*** Special School Principals are instructed to make available appropriate rooms where assessment of learners can take place, including a waiting area for parents/guardians, which adheres strictly to COVID-19 regulations, including screening of all visitors and officials;
- d. Alternatively Circuit Managers are to ensure provision of safe and confidential assessment rooms in the school for standardised assessment, ensuring all COVID-19 hygiene protocols are strictly observed, including screening of all visitors and officials, In both instances District Directors are requested to approve of visits by DBSTs to schools for the purpose of assessment of learners for high-level programmes;
- e. To ensure all DBE 123a forms are signed by Parents/Guardians and that DBE 123b forms are signed by the District Director by 30 September 2020 for each child screened, whether placed or not. In the section where District Director does not recommend a placement, the alternative recommendation needs to be outlined.



The PPC recommends that **each district plan carefully with a timeline**, in order to implement an effective service for learner placement in high-level programmes in 2020-21.

The remote meetings with each ***District Placement Screening Committees, for approval by the Provincial Placement Committees will start in the 2nd week of October 2020*** and will be complete by 1 November 2020, to allow the necessary administrative tasks and letters to be prepared by DBSTs to inform schools and parents of the outcome by District Placement Screening Committees (with approval from PPC).

Please utilize the Excel Spreadsheet (attached) to be used which will serve as the District's official database or all applicants, in date order. There should only be ***one master document from this year (2020) to which all changes should be made***, to allow the Directorate to access accurate numbers of learners on waiting lists in every District should this data be required.

District Managers, Circuit Managers and DBSTs are to also familiarize themselves with the contents of Circular 4 of 2018: Guidelines on the Placement of Learners at Special Schools and Circular 20 of 2018: Admission Guidelines to School of Skills, as well as Circular 5 of 2019: Administration of 2020 learner admissions in public ordinary schools – Section 5 of SASA (1996).

Kind regards,



L PUTTER
CHAIRPERSON OF THE PROVINCIAL PLACEMENT COMMITTEE

12/8/2020

DATE

APPENDIX 1: PLACEMENT OF LEARNERS IN HIGH-LEVEL PROGRAMMES AND SPECIAL SCHOOLS

RECOMMENDED FOCUS AREAS, SUGGESTED DEADLINES AND TIMELINE ADMISSION OF LEARNERS TO SPECIAL SCHOOLS AND HIGH-LEVEL PROGRAMMES FOR 2020¹

TERM 1

- a.) In the first two weeks of the new academic year the DBST is responsible for follow-up of all placements of learners at Special Schools, to ensure that learners arrive timeously at their Special School. Special Schools should be provided with relevant reports and assessment results by the DBSTs, to assist the Schools in developing sound ***Individual Support Plans (ISP) with learners*** (and to prevent unnecessary repetition of formal assessments, to ensure that risk factors are mitigated and to ensure that a learners' "individual differences" are acknowledged).
- b.) Learners that do not arrive should be **followed up by the school within 2 weeks of the start of term**. Reasons for non-attendance should be explored robustly with the aim to support the family. All non-acceptance of placements should be captured in writing on the relevant forms, ensuring that the parent/guardian is offered a reasonable alternative for support of the learners with high-level needs.
- c.) In identified cases, Case Managers and DBST members should meet with Schools to ensure that an ISP is developed, taking into account the "individual differences" of the child and the family circumstances, including additional referrals to sister Departments.

TERM 1 & 2

- d.) All referrals for Special School/High-level programmes be completed in the first 2 terms of the year (including completion of SNA 1 & 2) and applications received by District offices and captured in date order. Ensure that the **deadline for all applications to Special School is 24 July 2020 across all districts and schools** (including the applications made directly at Special Schools and School of Skills, and in that case the School should advertise the deadline in their administration offices and/or website);

¹ In line with Circular 6 of 2019, the application of learners closes at the end of the 3rd term in September to ensure all administrative processes can be completed. In Public Ordinary schools, placements are finalized by mid-October, but in the case of Special School Admissions, because of the complexity of cases, this deadline is end of November each year.



- e.) Outstanding Psychological and other specialist assessments required for placement need to be prioritized in Terms 1 and 2, to ensure all relevant information is available for placement meetings;
- f.) ***All across-district referrals are made by 31 July 2020***, so they are captured on the 'new' District database in time for the deadline for meeting of District Placement Screening Committees in the week after 31 July 2020;
- g.) By 31 July 2020 all referrals are screened for completeness and a ***first meeting of the District Screening Committee takes place in the first week of August 2020*** to consider cases and placements, with relevant case managers allocated to cases; District Placement committee member/s from one district may sit with another District at this time to present their referrals/cases;
- h.) By ***1 September 2020 all applications for Schools of Skills are received, captured and screened at the relevant District.*** District Screening Committee to sit this week and made initial round of decisions for placement according to criteria set out in Circular 4 of 2018;
- i.) By ***6 October 2020 all other Special Schools admissions are received, captured and screened at the relevant District.*** District Screening Committee to sit this week and made initial rounds of decisions according to domain required;
- j.) Ensure all DBE 123b forms are prepared and supplementary letter to support her placement are prepared ahead of the ***meetings with the PPC in the month of October and November 2020.*** Complex cases requiring consultation with the Provincial Placement Committee are prepared for meetings with provincial officials. All cases available for random auditing to ensure correct processes have been followed.
- k.) By ***27 November 2020 all placements to Special Schools are complete*** i.e. DBE 123B signed with supplementary letters prepared; and parents and schools informed telephonically and in writing.

- I.) Throughout the year, applications are received and captured for Special Schools at District level and learners placed on the waiting list for a certain domain of high-level programme. Throughout the year, as vacancies arise at Special Schools, that these places are filled by learners on the waiting list in strict priority order.

SUMMARY OF DEADLINES:

DATE/PERIOD	ACTIVITY
Term 1: Weeks 1 & 2	DBST follows up all learners placed at Special Schools and 'no-shows' to support placements. Relevant reports given to Special Schools on learner to support the placement. Risk factors are addressed as per Supplementary Letters with DBE 123b.
TERMS 1 & 2	Advocacy to all schools to apply for Special Schools by end of 2 nd term. Support for completion of SNA 1 & 2. Start of SNA3 and Assessments by DBST.
24 July 2019	Deadline for all applications to Special School across all districts and Special Schools. Applications be delivered to District offices.
31 July 2020	All across-district referrals are made by 31 July 2020 i.e. are received by new district and meetings re learners have taken place.
1st week of August 2020	PREPARATION ROUND OF MEETINGS: Meeting of the District Screening Committees to discuss learner placements across all domains, with targeted follow-up strategies. Focus on schools of Skills for BCM & NMB.
1 September 2019	All <i>applications for Schools of Skills</i> are received, captured and screened at the relevant District.



1st and 2nd week September 2020	<p>ROUND 1: Meetings of the District Screening Committee to discuss learner placements across all domains. First round of placements to School of Skills are completed, including all admin to schools and parents. Form DBE123 b prepared for PPC.</p> <p>Provincial office to visit BCM and NMB for Schools of Skills placements.</p>
6 October 2019	All <i>other Special Schools admissions</i> are received, captured and screened at the relevant District.
2nd and 3rd week October 2020	ROUND 2: Meetings of the District Screening Committee to discuss learner placements across all domains.
October & November 2020	FINAL ROUND OF PLACEMENT: Meetings with the PPC in the months of October and November 2020. Only complicated cases are presented and deliberated at meetings with Provincial Office.
27 November 2020	<i>All placements to Special Schools are complete</i> i.e. school and parents informed telephonically and in writing by DBSTs.