



Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE : LEGAL SERVICES

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INTERNAL MEMORANDUM

TO : ALL DISTRICT DIRECTORS
ALL PRINCIPALS
ALL SGB'S

FROM : DIRECTOR LEGAL SERVICES

DATE : 02 June 2020

SUBJECT : GUIDELINE FR COMPLETION OF APPLICATION FOR EXEMPTION FROM SCHOOL ATTENDANCE.

Instruction note 20 refers.

The following guidelines must be noted when application is made for exemption from school attendance:

1. The attached document must be used to guide the principal and SGB when they interview the parent/s.
2. The completed attached document must accompany the application for exemption.
3. Where relevant, the application must be accompanied by supporting documents such as medical certificates.
4. All documentation must be handled in confidentiality.
5. The complete application for exemption must be emailed **BY THE SCHOOL** to info2020@ecdoe.gov.za.

Mr E Scheun
Director: Legal Services

2/6/2020
Date



Ikamva eliqaqambileyo!

**APPLICATION FOR EXEMPTION FROM SCHOOL ATTENDANCE IN
TERMS OF SECTION 4 OF THE SOUTH AFRICAN SCHOOLS ACT**

1. Details of parent/guardian/caregiver

I, the undersigned:

Name: _____ (of parent/guardian/caregiver)

ID number: _____ (of parent/guardian/caregiver)

Residential address (parent): _____

Telephone/Cell phone number: _____

E-mail: _____

wish to make application that:

2. Details of learner

Name: _____ (of learner)

ID number: _____ (of learner)

Residential address (learner): _____

School: _____

School district: _____

Grade: _____

be exempted or partially exempted from school attendance for the following
period (may not go beyond the end of the 2020 academic year):

_____ (period applying for)

3. Application explained

It has been explained to me that:

- 3.1 In terms of Section 4 of the South African Schools Act No. 84 of 1996 the Head of the Department may exempt a learner entirely or partially from school attendance.
- 3.2 Such exemption will be granted if it is in the best interests of the learner.
- 3.3 Certain conditions may be imposed by the Head of Department if exemption is granted.

4. Reasons/Motivation

I am applying for the exemption based on the best interests of the learner due to the following reason/s (tick the box/es which are applicable):

- ☐ Medical reason/s attaching to the learner
- ☐ The home/physical environment of the learner
- ☐ Transport
- ☐ School environment
- ☐ Other (please specify)

SIGNATURE OF PARENT/GUARDIAN/CAREGIVER

DATE

Recommended/not recommended

SIGNATURE OF PRINCIPAL/DEPUTY PRINCIPAL **DATE**

Approved/not approved

T.S. KOJANA **DATE**
SUPERINTENDENT-GENERAL
DEPARTMENT OF EDUCATION:
EASTERN CAPE

MINUTES OF MEETING BETWEEN PRINCIPAL, SGB REPRESENTATIVE AND PARENTS REGARDING APPLICATION FOR EXEMPTION

(This document must accompany the application for exemption)

Name of school: Date:

Name of learner:

Particulars of participants	Name and surname	Signature
Name of principal		
Name of SGB representative		
Name of parent		

1. If the application is successful, is the school able to assist the learner by providing class work, mark homework, mark completed tasks and allow the learner to participate in assessments during the academic year.

☐ YES ☐ NO
2. If the answer to 1 is yes, what is the agreement between the school and the parent.
.....
.....
.....
3. If the answer to 1 is no, did you inform the parent that he/she is solely responsible to ensure that the learner is kept up to date with his/her academic work, and that the learner must be registered for home schooling.

☐ YES ☐ NO
4. Will the learner remain registered at the school for the period of exemption.

☐ YES ☐ NO
5. Has any agreement being reached regarding the continued payment of school fees during the period of exemption.

☐ YES ☐ NO
6. If the answer to 5 is yes, how much will the school fees be per month during the time of exemption
.....
.....
7. Will the learner be registered and will the learner participate in the final end of the year promotion requirements.

☐ YES ☐ NO
8. Is the parent aware that he/she shall have to follow formal admissions processes to have his/her child admitted for the next academic year.

☐ YES ☐ NO
9. Did you make the parent aware that if the circumstances on which the application is based, changes, that the exemption may be withdrawn.

☐ YES ☐ NO