



Western Cape  
Government

Education

FOR YOU



# 2025 School Planning Calendar

# 2025 PLANNING CALENDAR FOR SCHOOLS

## 1. Introduction

This schedule of dates for training programmes, meetings, tests and examinations, and important administrative deadlines is provided to aid schools' planning for 2025.

## 2. 2025 school terms

Term	Begins	Ends	No. of weeks	No. of school days
<b>First</b>	13 January (educators) 15 January (learners)	28 March	11	54 (educators) 52 (learners)
<b>Second</b>	08 April	27 June	12	51
<b>Third</b>	22 July	03 October	11	53
<b>Fourth</b>	13 October	10 December (learners) 12 December (educators)	9	45 (educators) 43 (learners)
				<b>203 (educators) 199 (learners)</b>

### 2.1 Religious observances in 2025

Religious holiday	Day	Date
Eid ul Fitr (date may vary)	Monday	31 March 2025
Ascension Day	Thursday	29 May 2025
Shavuot	Monday Tuesday	02 June 2025 03 June 2025
Eid ul Adha (date may vary)	Saturday	07 June 2025
Rosh Hashana	Tuesday Wednesday	23 September 2025 24 September 2025
Yom Kippur	Thursday	02 October 2025
Sukkot	Tuesday Wednesday	07 October 2025 08 October 2025
Shemini Atzeret	Tuesday	14 October 2025
Simchat Torah	Wednesday	15 October 2025
Diwali	Monday	20 October 2025

### 3. Important dates per school term

#### 3.1 Term 1 (13 January to 28 March 2025)

No. of weeks: 11

Activity	Due date
1. Confirmation of assumption of duty of contract employees. Names of contract employees who were programmatically extended and DID NOT assume duty submitted to the relevant deputy director.	17 January 2025
2. Last day for governing body to meet to approve the Annual Academic Performance Report (AAPR)	28 January 2025
WCED Snap Survey for ordinary public and independent schools	
3. Principals sign off	28 January 2025
4. Circuit managers sign off	04 February 2025
5. Principals sign off on AAPR	31 January 2025
6. Last day for governing body to elect its new office-bearers for 2025	31 January 2025
7. Submit WCED 043 semester reports for period 01 July to 31 December 2024 to district offices	31 January 2025
8. Quality Management System (QMS): Finalise work plans for School Management Teams (SMTs) and chief education therapists/counsellors, sign off with the relevant supervisors and upload to CEMIS (supervisors: Post Level (PL) 3, PL 4, circuit managers, district-based education therapist specialists, district-based senior psychologists)	31 January 2025
9. Signing of job descriptions by all educators, therapists, counsellors and psychologists with their relevant supervisors (supervisors: PL 2, PL 3, PL 4, circuit managers, chief education therapists/counsellors, district-based education therapist specialists, district-based senior psychologists)	31 January 2025
10. Confirmation of approved applications sent to schools for the 2025 school year. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 1 (for applications received at Head Office or automated applications signed off by circuit managers on EduInfoSearch by 30 November 2024)	31 January 2025
Recruitment and Selection publication dates:	
11. Bulletin 1 for institution-based public servants	03 February 2025
12. Bulletin 1 for institution-based educators	17 February 2025
13. Circuit Principals' Forum (CPF) meetings	03 to 14 February 2025
14. Full-service provincial school principals' meeting	05 February 2025
15. Provincial special school principals' meeting	06 February 2025
16. District Principals' Forum (DPF) meetings	17 to 27 February 2025
17. Provincial Principals' Forum (PPF) meeting	07 March 2025
18. Leave of Absence Application Forms	Ongoing

	Completed leave forms must be uploaded onto the People Management Practices System (PMPS) within 10 days of the first day of absence. The completed <b>Leave of Absence Application Form</b> must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	
19.	Schools update governing body member details on CEMIS, including new office-bearer details, dates of various governing body and finance committee meetings, and the names of the governing body associations the schools belong to	07 February 2025
20.	Due date for sign off on final School Improvement Plan (SIP) which must include the action plan for Academic Performance Improvement Plans	07 February 2025
21.	Circuit managers sign off	21 February 2025
22.	Submit hostel boarding, private boarding and private transport subsidy applications for learners newly enrolled during January 2025 to Head Office or automated applications signed off by circuit managers on EduInfoSearch	07 February 2025
23.	All schools to have their voters' roll for parents updated	14 February 2025
24.	Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district offices	14 February 2025
	WCED Annual School Survey for ordinary public and independent schools	
25.	Principals sign off	04 March 2025
26.	Circuit managers sign off	11 March 2025
	WCED Annual Survey for Early Childhood Development (ECD) centres	
27.	Principals sign off	04 March 2025
28.	ECD managers sign off	11 March 2025
	WCED Snap Survey for special public schools	
29.	Principals sign off	04 March 2025
30.	Provincial programme managers sign off	11 March 2025
	WCED Snap Survey for special independent schools	
31.	Principals sign off	04 March 2025
32.	Institutional Management and Governance (IMG) managers sign off	11 March 2025
33.	District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts	14 March 2025
34.	Confirmation of approved applications of learners newly enrolled on 07 February 2025 sent to the school for the 2025 school year. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 1 (for applications received at Head Office or automated applications signed off by circuit managers on EduInfoSearch by 07 February 2025).	15 March 2025
35.	Submit hostel boarding, private boarding and private transport subsidy claim forms with attendance registers to Head Office or	28 March 2025

	submit automated claims with attendance registers on CEMIS: Claims for Term 1	
	School Improvement Monitoring (SIM)	
36.	Schools sign off	28 March 2025
37.	Circuit managers sign off	11 April 2025
38.	Submission of applications for remunerative work outside the public service	31 March 2025

### 3.1.1 Online admission application time frames for Grades R, 1 and 8 only

	Activity	Due date
39.	Schools complete and sign off automated planned enrolment on the WCED's School Admissions Management Information (SAMI) system	12 to 14 February 2025
40.	Circuit managers verify and sign off automated planned enrolment on EduInfoSearch	19 to 21 February 2025
41.	School admissions open for Grades R, 1 and 8 (all ordinary public schools)	11 March 2025

### 3.1.2 Curriculum, tests and examinations

	Activity	Due date
42.	Release of the 2024 National Senior Certificate (NSC) examination results	16 January 2025
43.	Closing date for parents to appeal the progression/promotion results of their children	17 January 2025
44.	Principals communicate outcomes of progression/promotion appeals to parents in writing	24 January 2025
45.	Grade 12 subject changes processed on CEMIS	24 January 2025
46.	Schools provide registers of progression/promotion appeals to circuit managers and assessment and examination coordinators	27 January 2025
47.	Submit assessment accommodation appeals for Grade 12	27 January 2025
48.	Submit applications for NSC examination re-marks and rechecks	29 January 2025
49.	NSC Awards Ceremony	30 January 2025 (To be confirmed)
50.	Closing date for parents dissatisfied with the outcome of their progression/promotion appeals, to appeal to district directors	31 January 2025
51.	Grade 12 internal and district moderation of School-based Assessment (SBA)/Practical Assessment Task (PAT)/Oral marks	01 February to 25 October 2025
52.	Closing date for registrations for May/June 2025 NSC/Senior Certificate (SC) examinations	07 February 2025
53.	All appeals (for progression and promotion results for Grades 1–11 of 2024) finalised	14 February 2025

54.	All district appeal reports submitted to Head Office along with complete database	28 February 2025
55.	Release of November 2024 re-mark/recheck results	March 2025 (to be confirmed)
56.	Capture Grade 10 subjects + 8 <sup>th</sup> /9 <sup>th</sup> subjects on CEMIS	14 March 2025
57.	Verification of NSC Grade 12 full-time learners' biographical and subject details on CEMIS completed	14 March 2025
58.	Closing date for registrations for November 2025 NSC examinations – full-time candidates	14 March 2025
59.	Grade 12: Schools (including special schools) confirm all adaptation needs in cases of adapted papers and assistive devices (e.g. braille, large font, audio files etc.) for learners with special needs, which must be specially ordered by the Department of Basic Education (DBE). Note: No new Grade 12 accommodations.	14 March 2025
60.	Term 1 learner performance data upload becomes available	21 March 2025
61.	School Assessment Irregularities Committee (SAIC) reports to district offices – report on Term 1 (and irregularities not reported in previous report)	24 March 2025
62.	Capture data for newly elected members of SAICs	28 March 2025
63.	Circuit managers sign off	10 April 2025
64.	Grade 11 subject change applications by parents (maximum two subjects)	28 March 2025
65.	Submit applications for assessment accommodations – Grades R–11	Ongoing
66.	Closing date for applications for marking officials (internal moderators, chief markers, deputy chief markers, senior markers and markers) for the 2025 NSC examinations	28 March 2025
67.	Address 2024 examination centre audit findings	29 March 2025
68.	Internal moderation of all SBA for Grades 1–11	Ongoing

### 3.1.3 School enrichment activities and capacity building

	Activity	Due date
69.	Capture sporting codes and enrichment activities (intra- and interschool activities) on CEMIS	15 January to 28 March 2025
70.	Safe Schools back to school drive	03 to 07 February 2025
71.	Teen Suicide Prevention Week	11 to 18 February 2025
72.	Election of Representative Councils of Learners (RCLs)	28 February 2025
73.	Election of RCL office-bearers and governing body learner representatives	07 March 2025

74.	Election of District and Provincial Council of Learners Forums	10 to 20 March 2025
75.	Induction of new RCLs	10 to 20 March 2025
76.	Safe Schools Holiday Programme	29 March to 03 April 2025

### 3.1.4 Learning and teaching support material (LTSM) processes

Activity		Due date
77.	LTSM committees appointed in writing	13 January 2025
78.	LTSM committees discuss LTSM progress to be reported to governing bodies and then submitted to principals for approval	Before scheduled governing body meetings
79.	Ensure that every learner has a covered textbook	17 January 2025
80.	Communication sent to parents about their responsibility to replace lost or damaged textbooks	24 January 2025
81.	Parent meetings held where LTSM is included as an agenda item	As per scheduled parent meetings
82.	Remedial delivery of workbooks	February 2025
83.	Schools capture textbook issue rates	10 February to 07 March 2025
84.	District monitoring of textbooks issued by schools	10 February to 14 March 2025
85.	Principals sign off textbook issue rates on CEMIS	14 March 2025
86.	Circuit managers sign off on issue rates, write comments and follow up on any textbook shortages with schools	21 March 2025
87.	LTSM policies updated and submitted to governing bodies for approval	28 February 2025
88.	Remedial delivery of workbooks to district offices	28 February 2025
89.	Conduct quarterly textbook check to identify lost and worn-out textbooks	17 March 2025
90.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings

### 3.2 Term 2 (08 April to 27 June 2025)

No. of weeks: 12

Activity	Due date
91. Online capturing of information on compensation for school fee exemptions starts	08 April 2025
92. Grade R subsidy: CEMIS opens for the submission of claims for four days only	08 April 2025
Term 1 quarterly absenteeism on CEMIS	
93. ALL principals sign off	09 April 2025
94. Circuit managers sign off	14 April 2025
95. Submit section 18A donation tax certificates to district offices	11 April 2025
96. Final norms and standards (N&S) allocations for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	15 April 2025
97. CPF meetings	16 to 25 April 2025
98. DPF meetings	29 April to 09 May 2025
99. PPF meeting	23 May 2025
100. Staff Performance Management and Development System (SPMDS): Conclude the 2024/25 annual assessments on PERMIS	18 April 2025
101. Submit applications for the extension and/or curtailment of the curriculum in <u>2025</u> to district offices	25 April 2025
102. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 2 (if claims for Term 1 were submitted)	30 April 2025
103. Leave of Absence Application Forms Completed leave forms must be uploaded onto the PMPS within 10 days of the first day of absence. The completed <b>Leave of Absence Application Form</b> must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
104. Each governing body member must declare a direct or indirect personal interest that they or any of their family members have in the procurement of goods or services for the school. This completed declaration must be provided to the chairperson of the governing body.	Before 30 April of each year
105. Sign off on compensation for school fee exemptions on CEMIS	30 April 2025
106. School Safety Summit	10 May 2025
107. First N&S transfer payment for Grades 1–12 and payment of Grade R claims for the 2025/26 financial year	15 May 2025
Recruitment and Selection publication dates:	
108. Bulletin 2 for institution-based public servants	26 May 2025
109. Bulletin 2 for institution-based educators	09 June 2025

110.	Compensation for fee exemptions: Schools submit audited information to the relevant circuit managers at district offices and closure of CEMIS for all schools	30 May 2025
111.	SPMDS: Capturing and signing off of the 2025/26 performance agreements on PERMIS	31 May 2025
112.	Opening of the eDisclosure system: designated employees on Middle Management Service and Occupation Specific Dispensation levels 11 & 12 required to disclose their financial interests	01 June 2025
113.	QMS: Completion of mid-year appraisal for all educators (PL 1–4) and therapists, counsellors and psychologists	20 June 2025
114.	QMS: Submission of mid-year monitoring certificates (E1a & A6a) to district offices (schools to adhere to district office submission dates)	25 June 2025
115.	Submit hostel boarding, private boarding and private transport subsidy claim forms with attendance registers to Head Office or submit automated claims with attendance registers on CEMIS: Claims for Term 2	27 June 2025
116.	Update SIP Action Plans on CEMIS	27 June 2025
SIM		
117.	Schools sign off	27 June 2025
118.	Circuit managers sign off	04 July 2025
119.	Copies of annual financial statements, audited or examined in terms of section 43 of the South African Schools Act, 1996 (Act 84 of 1996), submitted to district offices	30 June 2025

### 3.2.1 Online admission application time frames for Grades R, 1 and 8 only

	Activity	Due date
120.	School admissions close for Grades R, 1 and 8 (all ordinary public schools)	15 April 2025
121.	Schools process Grades R, 1 and 8 online admission applications	16 April to 19 May 2025
122.	Principals finalise and sign off Grades R, 1 and 8 online admission application statuses on the SAMI system	23 May 2025
123.	Circuit managers sign off all online admission application statuses on EduInfoSearch	28 May 2025
124.	System displays the outcome of Grades R, 1 and 8 online admission applications	30 May 2025
125.	Parents informed of the outcome of online admission applications per email/SMS	30 May to 10 June 2025
126.	Parents confirm acceptance of Grades R, 1 and 8 placements	30 May to 17 June 2025
127.	Schools fill available spaces	17 June to 31 July 2025

128.	Parents informed of spaces. Parents must accept and confirm placement within three days.	17 June until placement is concluded
129.	WCED resolves and places unplaced learners in consultation with schools	01 August 2025 – admissions conclusion
130.	Schools confirm enrolment on CEMIS	1 <sup>st</sup> day of school for learners

### 3.2.2 Curriculum, tests and examinations

Activity		Due date
131.	Submission of Grade 12 preliminary schedules	April to May 2025
132.	Verification of audit of examination centres	April to September 2025
133.	Term 1 learner performance data upload concludes	11 April 2025
134.	Grade 11 subject changes (maximum two subjects) processed on CEMIS	17 April 2025
135.	Audit of examination centres completed on CEMIS	30 April 2025
136.	Sign off by circuit managers	30 May 2025
137.	Sign off by assessment and examination coordinators	27 June 2025
138.	May/June NSC and SC examinations	May and June 2025
139.	Competency tests for markers	06 to 08 May 2025
School-based internal examinations and assessment earliest start dates:		
140.	Grades 10, 11 and 12	30 May 2025
141.	Grades 7, 8 and 9	06 June 2025
142.	Grades 4, 5 and 6	09 June 2025
143.	Term 2 learner performance data upload becomes available	20 June 2025
144.	Provincial Grade 12 SBA moderation of a sample of high schools in each district	24 to 27 June 2025 (To be confirmed)
145.	Grade 10 subject change applications by parents (maximum two subjects)	27 June 2025
146.	Closing date for applications for the Provincial Skills competition	30 June 2025
147.	Internal moderation of all SBA for Grades 1–11	Ongoing

### 3.2.3 School enrichment activities and capacity building

	Activity	Due date
148.	Schools Democracy Month	03 to 30 April 2025
149.	South African Schools Choral Eisteddfod (SASCE): Registration	11 April 2025
150.	National Schools MOOT Court (Grades 9–10): Registration	17 April 2025
151.	Change Mindset orientation for principals and school champions	21 April to 06 June 2025
152.	MOOT Court: Workshop on essay writing (virtual)	25 April 2025
153.	Youth Citizen Action Programme (YCAP): Registration	05 May 2025
154.	Positive Behaviour Day	12 May 2025
155.	YCAP: Provincial workshop (virtual)	15 to 16 May 2025
156.	SASCE: Provincial Round	19 May to 01 June 2025
157.	National Child Protection Week	28 May to 02 June 2025
158.	International Children's Day	01 June 2025
159.	Techno Girl Job Shadowing Programme: 2 <sup>nd</sup> Term intake	23 to 27 June 2025
160.	Safe Schools Holiday Programme	28 June to 18 July 2025
161.	RCL: Conference	28 June 2025
162.	SASCE: National Championship	01 to 04 July 2025

### 3.2.4 LTSM processes

	Activity	Due date
163.	Conduct annual LTSM audits in preparation for the ordering of top-up textbooks in May/June	16 April 2025
164.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
165.	Report on textbook retrieval and retention tabled at quarterly governing body meetings (includes the findings of annual stocktakes/audits)	As per scheduled quarterly governing body meetings
166.	Submit damaged and worn-out textbooks to disposal committees	25 April 2025
167.	Submit WCED 032 (LTSM allocation) forms electronically via CEMIS	30 April 2025
168.	Online ordering of CAPS top-up textbooks	12 to 23 May 2025
169.	Online ordering of stationery and cleaning materials for non-section 21 schools	19 to 31 May 2025
170.	Monitoring of DBE's volume 1 workbooks	26 to 30 May 2025

### 3.3 Term 3 (22 July to 03 October 2025)

No. of weeks: 11

Activity	Due date
Recruitment and Selection publication dates: 171. Bulletin 3 for institution-based public servants 172. Bulletin 4 for institution-based public servants 173. Bulletin 3 for institution-based educators	07 July 2025 01 September 2025 08 September 2025
<u>Term 2</u> quarterly absenteeism on CEMIS 174. ALL principals sign off 175. Circuit managers sign off	23 July 2025 28 July 2025
176. Submit WCED 043 semester reports for period 01 January to 30 June to district offices	31 July 2025
177. CPF meetings 178. DPF meetings 179. PPF meeting	04 to 14 August 2025 15 to 27 August 2025 05 September 2025
180. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 3 (if claims for Terms 1 and 2 were submitted)	13 August 2025
181. Leave of Absence Application Forms Completed leave forms must be uploaded onto the PMPS within 10 days of the first day of absence. The completed <b>Leave of Absence Application Form</b> must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
182. Educator establishments of ordinary public schools for 2026 made available	29 August 2025
183. Educator establishments of special public schools for 2026 made available	29 August 2025
184. Schools submit applications for new LTS routes, to commence in <u>January 2026</u> , to circuit managers	29 August 2025
185. Schools submit LTS applications for new additional learners (2026) to circuit managers	29 August 2025
186. Submit inventories of the furniture and equipment disposed of and disposal committees' minutes to the Subdirectorate: Equipment at Head Office	29 August 2025
187. Customer Satisfaction Survey	29 August 2025
WCED Annual Survey for special public schools 188. Principals sign off 189. Provincial programme managers sign off	04 September 2025 11 September 2025
WCED Annual Survey for special independent schools 190. Principals sign off 191. IMG managers sign off	04 September 2025 11 September 2025

192.	Update the completion of SIP Action Plans on CEMIS	20 September 2025
193.	Compensation for fee exemptions: WCED informs schools of amounts to be awarded	30 September 2025
<u>SIM</u>		
194.	Schools sign off	03 October 2025
195.	Circuit managers sign off	10 October 2025
196.	Submit hostel boarding, private boarding and private transport subsidy claim forms with attendance registers to Head Office or submit automated claims with attendance registers on CEMIS: Claims for Term 3	03 October 2025

**3.3.1 Transfer request time frames: hard copy applications at schools and districts  
(This applies to Grades 2 to 7 and Grades 9 to 12 only)**

Activity		Due date
197.	School admissions open for transfer requests (all ordinary public schools)	04 August 2025
198.	School admissions close for transfer requests (all ordinary public schools)	18 August 2025
199.	Schools process transfer requests	19 August to 05 September 2025
200.	Principals finalise and sign off transfer request statuses on the SAMI system	08 September 2025
201.	Circuit managers sign off all transfer request statuses on EduInfoSearch	11 September 2025
202.	System displays the outcome of transfer requests	17 September 2025
203.	Parents are informed of the outcome per email/SMS	17 to 19 September 2025
204.	Parents confirm acceptance of transfer placements	17 to 30 September 2025
205.	Schools fill available spaces	30 September to 13 October 2025
206.	Parents informed of spaces. Parents must accept and confirm placement within three days.	13 October 2025 until placement is concluded

### 3.3.2 Curriculum, tests and examinations

Activity	Due date
207. Term 2 learner performance data upload concludes	25 July 2025
208. SAIC reports to district offices – report on Term 2 (and irregularities not reported in previous report)	23 July 2025
209. Grade 12 oral moderation begins	To be confirmed
210. Due date for invigilator applications for the November 2025 NSC examinations	25 July 2025
211. WCED Systemic Tests for Grades 3, 6 and 9: Sign off learner data on CEMIS	25 July 2025
212. Release of May/June NSC/SC examination results	August 2025
213. Release of May/June NSC/SC re-mark/recheck results	September 2025
214. Submission of Grade 12 final schedules	August 2025
215. Grade 10 subject changes processed on CEMIS by schools	01 August 2025
216. Common Assessment Task for Life Orientation, Tourism and subjects with a practical component	September 2025
217. Training of invigilators	September 2025
218. Grade 12 September trial examinations earliest start date	05 September 2025
219. Provincial Grade 12 SBA moderation of a sample of high schools in each district	16 to 19 September 2025
220. Term 3 learner performance data upload becomes available	26 September 2025
221. Grade 12 September trial examinations end date	26 September 2025
222. SAIC reports to district offices – report on Term 3 (and irregularities not reported in previous report)	03 October 2025
223. Internal moderation of all SBA for Grades 1–11	Ongoing

### 3.3.3 School enrichment activities and capacity building

Activity	Due date
224. Female Principals' Conference	09 August 2025
225. Provincial schools of skills annual hair and beauty competition	14 August 2025
226. YCAP: Provincial workshop (virtual)	15 to 16 August 2025
227. YCAP: Provincial competition	16 August 2025
228. National Schools MOOT Court Competition: Provincial oral round	30 August 2025
229. Project Citizen: Provincial competition	20 September 2025
230. Last day to elect educator liaison officers	26 September 2025

231. Safe Schools Holiday Programme	04 to 10 October 2025
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### 3.3.4 LTSM processes

Activity	Due date
232. Submit damaged and worn-out textbooks to disposal committees	08 August 2025
233. Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
234. Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
235. Conduct quarterly textbook checks to identify lost and worn-out textbooks	19 September 2025
236. Delivery of volume 1 workbooks for 2026 to be finalised	30 September 2025
237. Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received

### 3.4 Term 4 (13 October to 12 December 2025)

No. of weeks: 9

Activity	Due date
238. Grade R subsidy: CEMIS opens for the submission of claims for four days only	13 October 2025
239. Administration of WCED Systemic Tests for Grades 3, 6 and 9	15 to 29 October 2025
Term 3 quarterly absenteeism on CEMIS	
240. ALL principals sign off	16 October 2025
241. Circuit managers sign off	21 October 2025
242. CPF meetings	20 to 31 October 2025
243. DPF meetings	03 to 13 November 2025
244. Provincial special school principals' meeting	06 November 2025
245. PPF meeting	21 November 2025
246. Leave of Absence Application Forms Completed leave forms must be uploaded onto the PMPS within 10 days of the first day of absence. The completed <b>Leave of Absence Application Form</b> must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
247. Second N&S transfer payment to special public schools	31 October 2025
248. SPMDS: Completion of mid-year appraisals for all public service staff on salary levels 1 to 12	31 October 2025
249. QMS: Completion of annual appraisals for all educators (PL 1–4) and therapists, counsellors and psychologists	31 October 2025
250. Programmatic contract extensions. All contracts NOT BEING extended completed on the Google Form via the link provided	31 October 2025
251. QMS: Submission of annual appraisal E1 and A6 score sheets (schools to adhere to district office submission dates)	03 to 15 November 2025
252. Payment of hostel boarding, private boarding and private transport subsidy advances: Term 4 (if claims for Terms 1, 2 and 3 were complete and submitted)	05 November 2025
253. Second N&S transfer payment for Grades 1–12 and payment of Grade R claims for the 2025/26 financial year and compensation for fee exemptions	14 November 2025
SIM	
254. Schools sign off	21 November 2025
255. Circuit managers sign off	28 November 2025
256. Submit hostel boarding, private boarding and private transport subsidy application forms for 2026 (Grades R–11 of	28 November 2025

	2026) to Head Office or automated applications signed off by circuit managers on EduInfoSearch	
257.	SMTs and chief education therapists draft work plans and upload to CEMIS	28 November 2025
258.	Submit copies of approved 2026 school budgets to district offices	01 December 2025
259.	International Day of Persons with Disabilities – special schools programme	03 December 2025
260.	Submit hostel boarding, private boarding and private transport subsidy claim forms with attendance registers to Head Office or submit automated claims with attendance registers on CEMIS: Claims for Term 4	10 December 2025
	Term 4 quarterly absenteeism on CEMIS	
261.	ALL principals sign off	12 December 2025
262.	Circuit managers sign off	14 December 2025
263.	All section 38A applications for 2026 submitted	12 December 2025

#### 3.4.1 Online admission application time frames

	Activity	Due date
264.	WCED resolves and places unplaced learners in consultation with schools	14 October 2025 – admissions conclusion
265.	Schools confirm enrolment on CEMIS	From 1 <sup>st</sup> day of school for learners – January 2026

#### 3.4.2 Curriculum, tests and examinations

	Activity	Due date
266.	NSC practical examinations (Computer Applications Technology & Information Technology Paper 1)	October 2025 (to be confirmed)
267.	2025 NSC examinations	October / November 2025
268.	Return of unclaimed certificates of previous years	October 2025
269.	Sign off on Grade 12 SBA marks uploaded via electronic record sheets	03 October 2025
270.	Term 3 learner performance data upload concludes	17 October 2025
271.	Final district moderation of Grade 12 record sheets	24 October 2025
272.	Applications for assessment accommodations for Grades R–11 closes	31 October 2025
273.	NSC practical examinations	To be confirmed
274.	Submit assessment accommodations appeals for Grades 10–11	07 November 2025

School-based internal examinations and assessment earliest start dates:	
275. Grades 10 and 11	12 November 2025
276. Grades 7, 8 and 9	19 November 2025
277. Grades 4, 5 and 6	21 November 2025
278. Progression and promotion 2025: Pre-promotion data snapshot on CEMIS	17 November 2025
279. Capture screens for progression and promotion open	18 November 2025
280. Term 4 learner performance data upload becomes available	21 November 2025
281. Marking of the 2025 NSC examinations	December 2025
282. SAIC reports to district offices – report on Term 4 (and irregularities not reported in previous report)	05 December 2025
283. Subject change application by parents of Grade 11 learners – for Grade 12 year	10 December 2025
284. Capture screens for progression and promotion close	11 December 2025
285. Term 4 learner performance data upload concludes	12 December 2025
286. Internal moderation of all SBA for Grades 1–11	Ongoing

### 3.4.3 Applications for assessment accommodations and immigrant status, as well as requests for adapted papers and assistive devices (e.g. braille, large font, audio tapes) for learners with special needs

Activity	Due date
287. For Grades R–9: Ongoing at school and district level	Ongoing
288. For Grades 10–11: Must be recorded on CEMIS by the end of October in the learner's Grade 10/11 year. No new applications will be accepted in Grade 12.	31 October 2025
289. Appeals for Grades 10–11	07 November 2025

### 3.4.4 School enrichment activities and capacity building

Activity	Due date
290. Election of RCLs	October 2025

### 3.4.5 LTSM processes

Activity	Due date
291. Monitoring of DBE's volume 2 workbooks	13 to 17 October 2025
292. Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received

293.	Submit damaged and worn-out textbooks to disposal committees	24 October 2025
294.	Educators/schools capture textbook retrieval rates on CEMIS (educators must provide reasons for any deviations on the system)	17 November to 05 December 2025
295.	Retrieve textbooks from learners and conduct textbook checks to identify lost and worn-out textbooks	17 November to 05 December 2025
296.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
297.	Delivery of volume 2 workbooks for 2026 to be finalised	30 November 2025
298.	Disposal process of unwanted and damaged books	09 December 2025
299.	Submit reports on textbook retrieval (including recommendations on improvement strategies) to principals	09 December 2025
300.	Principals sign off textbook retrieval rates on CEMIS	11 December 2025
301.	Circuit managers sign off textbook retrieval rates online	19 December 2025