



File no.: 14/2/4/ASS Survey  
Reference: 20241118-8529

Knowledge and Information Management Minute: 0002/2025

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers and Principals of ordinary public and independent schools

**Subject: 2025 Western Cape Education Department (WCED) Annual School Survey (ASS) for ordinary public and independent schools**

1. The ASS for ordinary public and independent schools will be used for the administration and governance of schools, as well as the supply of resources for 2025.
2. The ASS must be completed and signed off by the principal on CEMIS on **04 March 2025**.
3. Before the sign-off on CEMIS, the principal must ensure the following:
  - (a) All learners that are registered and attending school for 2025 must appear in their correct grade and class on CEMIS.
  - (b) Any learners who were expected to return but did not arrive at the school to take up enrolment by 04 March 2025, are deregistered as per the learner attendance policy. These learners may be reregistered on CEMIS should they report for admission after 04 March 2025.
  - (c) Deceased learners are deregistered and the "date deceased" recorded as indicated on the death certificate.
  - (d) All Grade 10–12 learners have subjects and that subject changes have been completed.
  - (e) The principal must also ensure that the list of educators on CEMIS is updated and verified, as well as the years of experience, grades and subjects taught during 2025. Remove grades and subjects taught in previous years if not applicable to the educator's 2025 workload.
  - (f) The sign-off section of the survey must be completed as acknowledgement of the verification of the data as an accurate reflection of the learner enrolment and number of staff, as on 04 March 2025.

- (g) Principals are reminded of their role as institutional Education Management Information Services (EMIS) officers and must ensure that the information captured during the ASS is an accurate reflection of the numbers of learners and staff, at the school, on the day.
- (h) Principals must further ensure that the learner numbers captured for the ASS are accurate, as misrepresentation of learner numbers is considered a fraudulent activity.
4. To assist with the verification of schools' learner and educator data, several error reports are available which serve as guides to the correctness of the existing data captured on CEMIS.
  5. Kindly ensure that all errors as displayed by these reports are resolved prior to sign-off.
  6. The due date for the circuit managers to sign off the ASS data is **11 March 2025**. The circuit managers will be required to monitor the progress and will not be able to sign off on the survey datasets if there are grade change applications which were not processed, errors have remained, and principals have not signed off their surveys.
  7. A CEMIS report is available to identify learners without identity document (ID) numbers and to facilitate the capturing of missing ID numbers. Should a learner not be in possession of a valid ID number, please advise the parent/guardian of the process of applying for an ID at the Department of Home Affairs (DHA). Principals are reminded of Circular 0053/2021, originally dated 31 August 2021 and reissued on 09 March 2022, on the admission of undocumented South African or foreign learners and are requested to assist parents and where possible, to facilitate the process through the DHA.
  8. Should there be any difficulties in completing the survey, kindly liaise with the relevant circuit manager or district official listed below:

District	District official	Telephone no.	Email
Metro North	Siviwe Mdelo	021 938 3052	<a href="mailto:Siviwe.Mdelo@westerncape.gov.za">Siviwe.Mdelo@westerncape.gov.za</a>
Metro Central	Anita McGrath Tercia Southgate	021 514 6751 021 514 6737	<a href="mailto:Anita.Mcgrath@westerncape.gov.za">Anita.Mcgrath@westerncape.gov.za</a> <a href="mailto:Tercia.Southgate@westerncape.gov.za">Tercia.Southgate@westerncape.gov.za</a>
Metro South	Anastasia Kinnear Masixole Stofile	021 370 2120 021 370 2106	<a href="mailto:Anastasia.Kinnear@westerncape.gov.za">Anastasia.Kinnear@westerncape.gov.za</a> <a href="mailto:Masixole.Stofile@westerncape.gov.za">Masixole.Stofile@westerncape.gov.za</a>
Metro East	Buseka Ndinisa Thembeke Dlamini	021 900 7305 021 900 7011	<a href="mailto:Buseka.Ndinisa@westerncape.gov.za">Buseka.Ndinisa@westerncape.gov.za</a> <a href="mailto:Thembeke.Dlamini@westerncape.gov.za">Thembeke.Dlamini@westerncape.gov.za</a>
West Coast	Kurt Lewis	021 860 1596	<a href="mailto:Kurt.Lewis@westerncape.gov.za">Kurt.Lewis@westerncape.gov.za</a>
Cape Winelands	Kevin van Eeden Ferrin Stellenboom	023 348 0635 023 348 0661	<a href="mailto:Kevin.vanEeden@westerncape.gov.za">Kevin.vanEeden@westerncape.gov.za</a> <a href="mailto:Ferrin.Stellenboom@westerncape.gov.za">Ferrin.Stellenboom@westerncape.gov.za</a>
Overberg	Suzanne Braaf	028 214 7411	<a href="mailto:Suzanne.Braaf@westerncape.gov.za">Suzanne.Braaf@westerncape.gov.za</a>

Eden and Central Karoo	Romelda America Keith Zibi	044 803 8367 044 803 8346	<a href="mailto:Romelda.America@westerncape.gov.za">Romelda.America@westerncape.gov.za</a> <a href="mailto:Keith.Zibi@westerncape.gov.za">Keith.Zibi@westerncape.gov.za</a>
------------------------------	-------------------------------	------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

9. The quality of the EMIS data will be linked to norms and standards transfer payments. EMIS data compliance reports will be available to principals via CEMIS. Principals should coordinate the ASS processes to ensure the accuracy of data captured, its timeous completion and then sign off accordingly.
10. The Directorate: Knowledge and Information Management will be monitoring the compliance, data quality and the sign-off of your survey submissions and will report all non-compliance, discrepancies and data deficiencies to the Head of Education.
11. Should you experience technical difficulties while completing the ASS, please contact the Schools IT Services Desk at **021 834 4690** or [SchoolsIT.Servicedesk@westerncape.gov.za](mailto:SchoolsIT.Servicedesk@westerncape.gov.za)
12. Independent schools are reminded to acquaint themselves with their conditions of registration. Note that adhering to the WCED's data requirements is part of these conditions and non-compliance may lead to deregistration.
13. Please bring the content of this minute to the attention of all relevant staff.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2024-12-13