



Western Cape
Government

Education

FOR YOU



2027 School Planning Calendar

2027 School Planning Calendar

1. Introduction

This calendar provides key dates for training programmes, meetings, tests and examinations, as well as important administrative deadlines to help schools plan for 2027.

2. 2027 school terms

Term	Begins	Ends	No. of weeks	No. of school days
First	11 January (educators) 13 January (learners)	19 March	10	50 (educators) 48 (learners)
Second	06 April	25 June	12	56
Third	20 July	22 September	10	46
Fourth	05 October	08 December (learners) 10 December (educators)	10	47 (learners) 49 (educators)
				197 (learners) 201 (educators)

2.1 Religious observances in 2027

Religious holiday	Day	Date
Eid ul-Fitr (date may vary)	Wednesday	10 March 2027
Passover	Wednesday Thursday	21 April 2027 29 April 2027
Ascension Day	Thursday	06 May 2027
Eid ul-Adha (date may vary)	Monday	17 May 2027

Shavuot	Thursday Saturday	10 June 2027 12 June 2027
Rosh Hashanah	Friday Sunday	01 October 2027 03 October 2027
Yom Kippur	Monday	11 October 2027
Sukkot	Friday (sunset)	15 October 2027
Shemini Atzeret Simchat Torah	Friday Sunday	22 October 2027 24 October 2027
Diwali (date may vary)	Friday	29 October 2027

3. Important dates per school term

3.1 Term 1 (11 January–19 March 2027)

No. of weeks: 10

Activity		Deadline
1.	Western Cape Education Department (WCED) Snap Survey for ordinary public and independent schools: Principals sign off.	26 January 2027
2.	Circuit managers sign off.	05 February 2027
3.	Training on service-benefit related matters (on request)	Ongoing
4.	Submit WCED 043 quarterly reports for 01 October–31 December 2026 to district offices.	29 January 2027
5.	Quality Management System (QMS): - finalise work plans for School Management Teams (SMTs) and chief education therapists /counsellors; - sign off with the relevant supervisors (supervisors on Post Level (PL) 3, PL 4), circuit managers, district-based education therapist specialists, district-based senior psychologists); and upload to CEMIS.	29 January 2027
6.	All educators, therapists, counsellors and psychologists sign their job descriptions with their relevant supervisors (supervisors on PL 2, PL 3, PL 4, circuit managers, chief education therapists/counsellors, district-based education therapist specialists, district-based senior psychologists).	29 January 2027

7.	Schools receive confirmation of approved subsidy applications for the 2027 school year. Payment of hostel boarding, private boarding and private transport subsidy advances for Term 1 (for applications received at Head Office or automated applications signed off by circuit managers on EduInfoSearch by 30 November 2026).	29 January 2027
8.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download People Management Practices System (PMPS) reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS for January 2027.	29 January 2027
9.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	29 January 2027
10.	Circuit Principals' Forum (CPF) meetings	01–12 February 2027
11.	District Principals' Forum (DPF) meetings	15–26 February 2027
12.	Provincial Principals' Forum (PPF) meeting.	05 March 2027
13.	Grade R: Upload 2027 employment contracts and job descriptions using the Google Form (underqualified/unqualified Grade R practitioners only), together with: - certified copies of identity documents; - updated curricula vitae; - certified copies of qualification certificates; and - certified copies of South African Council for Educators (SACE) registration certificates.	05 February 2027
14.	School Improvement Plan (SIP): Schools sign off on final SIPs, which must include action plans for Academic Performance Improvement Plans.	05 February 2027
15.	Circuit managers sign off.	19 February 2027
16.	Directorate: Recruitment and Selection dates: Publication of Vacancy List 1/2027 for institution-based public servants	08 February 2027
17.	Publication of Vacancy List 1/2027 for institution-based educators.	15 February 2027
18.	Leave of absence application forms: - Upload completed leave forms to the PMPS within five days of the first day of absence. - The completed leave of absence application form must be submitted within two working days of returning to school and must include –	Ongoing

	– the applicant's PERSAL number; – institution name; – home address; – period of absence; – date; and – signature.	
19.	Submit hostel boarding, private boarding and private transport subsidy applications for learners newly enrolled in January 2027 to Head Office or submit automated applications signed off by circuit managers on EduInfoSearch.	12 February 2027
20.	Schools submit requisitions (WCED 026A and 026B forms) for school furniture and equipment to district offices.	12 February 2027
21.	District offices submit prioritised lists for furniture and equipment to the Chief Directorate: Districts.	26 March 2027
22.	Grade R: • Load all registered and physically present Grade R learners onto CEMIS, link to a class educator/practitioner, ahead of the Annual Survey sign off. • In line with Circular: 0010/2025, dated 26 March 2025, the educator/practitioner to Grade R learner ratio may not exceed 1:33.	25 February 2027
23.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	28 February 2027
24.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	28 February 2027
	WCED Annual School Survey for ordinary public and independent schools:	
25.	Principals sign off.	02 March 2027
26.	Circuit managers sign off.	12 March 2027
	WCED Snap Survey for special schools:	
27.	Principals sign off.	02 March 2027
28.	Provincial programme managers (public schools)/ Institutional Management and Governance (IMG) managers (independent schools) sign off.	12 March 2027
	WCED Annual Survey for Early Childhood Development (ECD) centres:	
29.	Principals sign off.	03 March 2027

30.	ECD managers sign off.	11 March 2027
31.	School Improvement Plan–Monitoring (SIP–M) tool: System opens for schools to capture.	02 March 2027
32.	Schools sign off.	12 March 2027
33.	Circuit managers sign off.	26 March 2027
34.	Confirmation of approved subsidy applications of learners newly enrolled on 12 February 2027 sent to schools for the 2027 school year. Payment of hostel boarding, private boarding and private transport subsidy advances for Term 1 (for applications received at Head Office or automated applications signed off by circuit managers on EduInfoSearch by 12 February 2027).	12 March 2027
35.	Grade R: Submit hard copy subsidy claim reports for Term 4/2026 and Term 1/2027 to the relevant district office (Annexures A, C, C1 and D with supporting documents for October 2026–March 2027).	18 March 2027
36.	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 1.	19 March 2027
37.	Schools submit confirmation of governing body association memberships to the WCED and the relevant governing body associations.	19 March 2027
38.	Submit applications for remunerative work outside the public service.	19 March 2027
39.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	19 March 2027
40.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	19 March 2027

3.1.1 2027 governing body elections

Activity		Deadline
41.	Schools, in consultation with their circuit manager, submit their method of election, election dates and times, and their school electoral officer details to the district electoral officer for approval by the district director.	18–20 January 2027

42.	Training of school electoral officers commences.	01 February 2027
43.	Finalise 2027 voters' rolls on CEMIS in preparation for governing body elections.	12 February 2027
44.	2027 Governing body elections	01–19 March 2027

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

Activity		Deadline
45.	Schools complete and sign off on automated planned enrolment on the WCED's School Admissions Management Information (SAMI) system.	10–15 February 2027
46.	Circuit managers verify and sign off on automated planned enrolment on EduInfoSearch.	18–22 February 2027
47.	School admissions open for Grades R, 1 and 8 (all ordinary public schools).	10 March 2027

3.1.3 Curriculum, tests and examinations

Activity		Deadline
48.	Release of the 2026 National Senior Certificate (NSC) examination results	12 January 2027
49.	Submit applications for NSC examination re-marks and rechecks.	13–25 January 2027
50.	Closing date for parents/guardians/caregivers to appeal the progression/promotion results of their children/wards	15 January 2027
51.	NSC Awards Ceremony	21 January 2027
52.	Principals must communicate the outcomes of progression/promotion appeals to parents/guardians/caregivers in writing.	22 January 2027
53.	Schools provide registers of progression/promotion appeals to circuit managers and assessment and examination coordinators.	25 January 2027
54.	Submit assessment accommodation appeals for Grade 12.	25 January 2027
55.	Last day for schools to process Grade 12 subject changes on CEMIS	29 January 2027
56.	Closing date for parents/guardians/caregivers, dissatisfied with the outcome of their progression/promotion appeals, to appeal to district directors	29 January 2027

57.	Grade 12 internal and district moderation of School-based Assessment (SBA)/Practical Assessment Task (PAT)/oral marks	01 February–22 October 2027
58.	Mediation of Grade 12 PATs	01–26 February 2027
59.	Closing date for registrations for the May/June 2027 NSC/Senior Certificate (SC) examinations	05 February 2027
60.	Audit of SBA system on provincial, district and school level	08 February–19 March 2027
61.	Finalise all progression and promotion appeals (for results for Grades 1–11 of 2026).	12 February 2027
62.	Submit all district appeal reports and the complete database to Head Office.	26 February 2027
63.	Release of November 2026 NSC examinations re-mark/recheck results.	12 March 2027
64.	Capture Grade 10 subjects and eighth/ninth subjects on CEMIS.	12 March 2027
65.	Complete verification of Grade 12 full-time learners' biographical and subject details on CEMIS for NSC exam.	12 March 2027
66.	Closing date for registrations for October/November 2027 NSC examinations: full-time candidates	12 March 2027
67.	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). - Please note: No new assessment accommodation applications will be accepted in Grade 12.	12 March 2027
68.	Term 1 learner performance data upload is available.	12 March 2027
69.	School Assessment Irregularities Committee (SAIC) reports to district offices: Report on Term 1 (and irregularities not reported on in previous report).	18 March 2027
70.	Capture data for newly elected members of SAICs.	19 March 2027
71.	Circuit managers sign off.	02 April 2027
72.	Parents/guardians/caregivers of Grade 11 learners submit subject change applications (maximum two subjects).	19 March 2027

3.1.4 School enrichment and safety activities, and capacity building

Activity		Deadline
73.	Capture sporting codes and enrichment activities (intra- and interschool activities) on CEMIS.	Ongoing
74.	Safe Schools back to school drive	01–05 February 2027
75.	Elect Representative Councils of Learners (RCLs).	05 March 2027
76.	Induction of new RCLs	05–19 March 2027
77.	Elect RCL office-bearers and governing body learner representatives.	08 March 2027
78.	Submit the security compliance checklist (as per Institutional Management and Governance Planning Minute: 0016/2014, dated 02 December 2014) to ensure that safety measures are in place to prevent or reduce burglary and vandalism during the school holiday.	09 March 2027
79.	Elect District and Provincial Council of Learners Forums.	09–19 March 2027
80.	South African Schools Choral Eisteddfod (SASCE): Registration	19 March 2027
81.	Safe Schools holiday programme	23 March–02 April 2027

3.1.5 Learning and Teaching Support Material (LTSM) processes

Activity		Deadline
82.	Appoint LTSM committees in writing.	15 January 2027
83.	LTSM committees discuss LTSM progress to be reported to governing bodies and then submit to principals for approval.	Before scheduled governing body meetings
84.	Ensure that every learner has a covered textbook.	15 January 2027
85.	Schools report Mathematics and Language textbook shortages to their circuit managers in writing.	22 January 2027
86.	Send communication to parents/guardians/caregivers about their responsibility to replace lost or damaged textbooks.	22 January 2027
87.	Hold meetings with parents/guardians/caregivers where LTSM is included as an agenda item.	As per scheduled parent/guardian/caregiver meetings

88.	Remedial delivery of DBE workbooks	February 2027
89.	Schools capture textbooks issued.	08 February–05 March 2027
90.	District monitoring of textbooks issued by schools	08 February–12 March 2027
91.	Principals sign off on textbook issue rates on CEMIS.	12 March 2027
92.	Circuit managers sign off on issue rates, write comments and follow up with schools on any textbook shortages.	19 March 2027
93.	Update LTSM policies and submit to governing bodies for approval.	26 February 2027
94.	Remedial delivery of DBE workbooks to district offices	26 February 2027
95.	Conduct quarterly textbook checks to identify lost and worn-out textbooks.	16–20 March 2027
96.	Report on textbook retrieval and retention at quarterly governing body meeting.	As per scheduled quarterly governing body meetings

3.2 Term 2 (06 April–25 June 2027)

No. of weeks: 12

Activity		Deadline
97.	Online capture of information on compensation for school fee exemptions starts.	06 April 2027
98.	Grade R subsidies: Online subsidy applications (Tranche 1/2027): Principals complete and sign off on CEMIS.	06–09 April 2027
99.	CEMIS opens for the submission of claims for four days only.	08 April 2027
Term 1 quarterly absenteeism on CEMIS:		
100.	ALL principals sign off.	07 April 2027
101.	Circuit managers sign off.	12 April 2027
102.	Submit section 18A donation tax certificates to district offices.	15 April 2027
103.	CPF meetings	12–23 April 2027
104.	DPF meetings	26 April–12 May 2027
105.	PPF meeting.	21 May 2027
106.	Final norms and standards (N&S) allocations for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS.	15 April 2027

107.	Staff Performance Management and Development System (SPMDS): Conclude 2026/27 annual assessments on PERMIS.	16 April 2027
108.	Submit WCED 043 quarterly reports for 01 January–31 March 2027 to district offices.	30 April 2027
109.	Payment of hostel boarding, private boarding and private transport subsidy advances: Term 2 (if claims for Term 1 were submitted)	30 April 2027
110.	Leave of absence application forms: • Upload completed leave forms to the PMPS within five days of the first day of absence. • The completed leave of absence application form must be submitted within two working days of returning to school and must include – – the applicant's PERSAL number; – institution name; – home address; – period of absence; – date; and – signature.	Ongoing
111.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	30 April 2027
112.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	30 April 2027
113.	Each governing body member must declare any direct or indirect personal interest held by them or a family member 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
114.	Sign off on compensation for school fee exemptions on CEMIS.	30 April 2027
115.	Directorate: Recruitment and Selection dates: Submit nominations in respect of advertised institution-based public service posts in Vacancy List 1/2027.	30 April 2027
116.	Submit nominations in respect of advertised institution-based educator posts in Vacancy List 1/2027.	07 May 2027

117.	Publication of Vacancy List 2/2027 for institution-based public servants	24 May 2027
118.	Publication of Vacancy List 2/2027 for institution-based educators.	07 June 2027
119.	First N&S transfer payment for Grades 1–12 and payment of Grade R claims for the 2027/28 financial year	14 May 2027
120.	Opening of applications for the Recognition of Improved Qualifications process for officials who will study without funding from the WCED	29 May 2027
121.	SPMDS: Capture and sign off 2027/28 performance agreements on PERMIS.	28 May 2027
122.	Opening of the district-based Funza Lushaka Bursary Programme for all Grade 12 learners, Presidential Youth Employment Initiative assistants and Premier's Advancement of Youth Project interns intending to study towards a Bachelor of Education degree full time	28 May 2027
123.	Compensation for fee exemptions: Schools submit audited information to circuit managers and CEMIS closure for all schools.	31 May 2027
124.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	31 May 2027
125.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	31 May 2027
126.	SIP–M tool: System opens for schools to capture.	08 June 2027
127.	Schools sign off.	18 June 2027
128.	Circuit managers sign off.	02 July 2027
129.	Term 2 learner performance data upload is available.	11 June 2027
130.	QMS: Complete mid-year appraisals for all educators (PL 1–4) therapists and counsellors.	11 June 2027
131.	QMS: Submit mid-year monitoring certificates (E1 and A6) to district offices (schools must adhere to district office submission dates).	18 June 2027

132.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office or submit automated claims with attendance registers on CEMIS: Claims for Term 2.	25 June 2027
133.	Opening of the bursary scheme for public service employees for part-time studies	25 June 2027
134.	Submit copies of annual financial statements, audited or examined in terms of section 43 of the South African Schools Act, 1996 (Act 84 of 1996), to district offices.	25 June 2027
135.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	25 June 2027
136.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	25 June 2027
137.	Submit hostel boarding, private boarding and private transport subsidy application forms for 2028 (Grades R–11 of 2027) to Head Office or submit automated applications signed off by circuit managers on EduInfoSearch.	30 June 2027

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

Activity		Deadline
138.	School admissions close for Grades R, 1 and 8 (all ordinary public schools).	14 April 2027
139.	Schools process Grades R, 1 and 8 online admission applications.	15 April–18 May 2027
140.	Principals finalise and sign off on Grades R, 1 and 8 online admission application statuses on the SAMI system.	21 May 2027
141.	Circuit managers sign off on all online admission application statuses on EduInfoSearch.	26 May 2027
142.	SAMI system displays the outcome of Grades R, 1 and 8 online admission applications.	31 May 2027
143.	Parents/guardians/caregivers to be informed of the outcome of online admission applications per email/SMS	31 May–11 June 2027
144.	Parents/guardians/caregivers confirm acceptance of Grades R, 1 and 8 placements.	31 May–18 June 2027

145.	Schools fill available spaces.	18 June–30 July 2027
146.	Parents/guardians/caregivers informed of spaces. Parents/guardians/caregivers must accept and confirm placement within three days.	18 June 2027 until placement is concluded
147.	The WCED places unplaced learners in consultation with schools.	02 August 2027 until admissions are concluded
148.	Schools confirm enrolment on CEMIS.	From first school day for learners in January 2028

3.2.2 Curriculum, tests and examinations

Activity		Deadline
149.	Internal and district moderation and monitoring of SBA/PAT/oral marks for Grades 1–12	Ongoing
150.	Verification of Grade 12 learner details	April–June 2027
151.	Verification of examination centre audits	April–August 2027
152.	Term 1 learner performance data upload concludes.	09 April 2027
153.	Closing date for applications for marking officials (internal moderators, chief markers, deputy chief markers, senior markers and markers) for the 2027 NSC examinations	09 April 2027
154.	Process Grade 11 subject changes (maximum two subjects) on CEMIS (system closes).	16 April 2027
155.	Examination centre audits completed on CEMIS.	23 April 2027
156.	Circuit managers sign off.	28 May 2027
157.	Assessment and examination coordinators sign off.	18 June 2027
158.	Administration and conduct of Tourism Practical Assessment Task for NSC exam.	May 2027
159.	NSC and SC examinations	May and June 2027
160.	Submit applications for the extension and/or curtailment of the curriculum in 2028 to district offices.	14 May 2027
School-based internal examinations and assessment earliest start dates:		
161.	Grades 10, 11 and 12	31 May 2027
162.	Grades 7, 8 and 9	07 June 2027
163.	Grades 4, 5 and 6.	07 June 2027

164.	Provincial moderation of a sample of schools in each district (General Education and Training (GET) and Further Education and Training (FET) bands)	09–23 June 2027 (To be confirmed)
165.	SAIC reports to district offices: Report on Term 2 (and irregularities not reported on in previous report).	24 June 2027
166.	Parents/guardians/caregivers of Grade 10 learners submit subject change applications (maximum two subjects).	25 June 2027

3.2.3 School enrichment and safety activities, and capacity building

Activity		Deadline
167.	Schools Democracy Month	06–30 April 2027
168.	MOOT Court: Workshop on essay writing (online)	21 April 2027
169.	National Schools MOOT Court (Grades 9–10): Registration	23 April 2027
170.	School Safety Summit	08 May 2027
171.	Youth Citizen Action Programme (YCAP): Registration	10 May 2027
172.	YCAP: Provincial workshop (online)	17 May 2027
173.	RCL: Conference	29 May 2027
174.	SASCE: Provincial round	03–06 June 2027
175.	Submit the security compliance checklist (as per Institutional Management and Governance Planning Minute: 0016/2014, dated 02 December 2014) to ensure that safety measures are in place to prevent or reduce burglary and vandalism during the school holiday.	15 June 2027
176.	Safe Schools holiday programme	28 June–16 July 2027
177.	SASCE: National championship	29 June–02 July 2027

3.2.4 LTSM processes

Activity		Deadline
178.	Complete and submit WCED 032 budgets online via CEMIS.	15–23 April 2027

179.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval.	Before scheduled governing body meetings
180.	Report on textbook retrieval and retention at quarterly governing body meeting (including findings of annual stocktakes/audits).	As per scheduled quarterly governing body meetings
181.	Submit damaged and worn-out textbooks to disposal committees.	23 April 2027
182.	Online ordering of CAPS top-up textbooks	10–21 May 2027
183.	Online ordering of stationery and cleaning materials for non-section 21 schools	24 May–04 June 2027
184.	Monitoring of DBE's volume 1 workbooks	24–28 May 2027

3.3 Term 3 (20 July–22 September 2027)

No. of weeks: 10

Activity		Deadline
185.	Directorate: Recruitment and Selection dates: Publication of Vacancy List 3/2027 for institution-based public servants	05 July 2027
186.	Submit nominations in respect of advertised institution-based public service posts in Vacancy List 2/2027.	27 August 2027
187.	Publication of Vacancy List 4/2027 for institution-based public servants	04 September 2027
188.	Publication of Vacancy List 3/2027 for institution-based educators	06 September 2027
189.	Submit nominations in respect of advertised institution-based educator posts in Vacancy List 2/2027.	10 September 2027
190.	Submit nominations in respect of advertised institution-based public service posts in Vacancy List 3/2027.	30 September 2027
Term 2 quarterly absenteeism on CEMIS:		
191.	ALL principals sign off.	23 July 2027
192.	Circuit managers sign off.	26 July 2027
193.	Payment of hostel boarding, private boarding and private transport subsidy advances: Term 3 (if claims for Terms 1 and 2 were submitted)	30 July 2027
194.	Submit WCED 043 quarterly reports for 01 April–30 June 2027 to district offices.	30 July 2027

195.	Opening of the eDisclosure system: Designated employees on Middle Management Service and Occupation Specific Dispensation salary levels 11 and 12 must disclose their financial interests.	30 July 2027
196.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	30 July 2027
197.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	30 July 2027
198.	CPF meetings	02–13 August 2027
199.	DPF meetings	16–25 August 2027
200.	PPF meeting.	03 September 2027
201.	Leave of absence application forms: • Upload completed leave forms to the PMPS within five days of the first day of absence. • The completed leave of absence application form must be submitted within two working days of returning to school and must include – – the applicant's PERSAL number; – institution name; – home address; – period of absence; – date; and – signature.	Ongoing
202.	Submit all section 38A applications for 2028.	03 August 2027
203.	Educator establishments of ordinary public schools for 2028 are available.	27 August 2027
204.	DBE <i>Building Blocks for Effective School Management</i> tool opens on CEMIS.	13 August 2027
205.	DBE <i>School Governing Body (SGB) Functionality Tool</i> opens on CEMIS.	13 August 2027
206.	Circuit managers sign off on EduInfoSearch.	20 August 2027
207.	Educator establishments of special schools for 2028 are available.	27 August 2027
208.	Submit inventories of the furniture and equipment disposed of and disposal committee minutes to the Subdirectorate: Equipment at Head Office.	27 August 2027
209.	Customer satisfaction survey	31 August 2027

210.	Schools submit applications for new Learner Transport Scheme (LTS) routes, to commence in January 2028 , to circuit managers.	31 August 2027
211.	Schools submit LTS applications for new additional learners (in 2028) to circuit managers.	31 August 2027
212.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	31 August 2027
213.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	31 August 2027
214.	WCED Annual Survey for special schools: Principals sign off.	02 September 2027
215.	Provincial programme managers (public schools)/ IMG managers (independent schools) sign off.	10 September 2027
216.	SIP-M tool: System opens for schools to capture.	07 September 2027
217.	Schools sign off.	17 September 2027
218.	Circuit managers sign off.	30 September 2027
219.	Submit biannual section 18A donation tax certificates to district offices.	15 September 2027
220.	Grade R: Submit hard copy subsidy claim reports for Term 2/2027 and Term 3/2027 to the relevant district office (Annexures A, C, C1 and D with supporting documents for April–September 2027).	21 September 2027
221.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office or submit automated claims with attendance registers on CEMIS: Claims for Term 3.	22 September 2027
222.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	22 September 2027
223.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	22 September 2027
224.	Compensation for fee exemptions: The WCED informs schools of – amounts to be awarded; and	30 September 2027

225.	the approved learners for applications received for 2028.	30 September 2027
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3.3.1 Transfer request time frames: Hard copy applications at schools and districts (Applies to Grades 2–7 and Grades 9–12 only.)

Activity		Deadline
226.	SAMI system opens for parents/guardians/caregivers, schools and districts to capture Grades 2–7 and 9–12 transfer requests (all ordinary public schools).	02 August 2027
227.	SAMI system closes for parents/guardians/caregivers, schools and districts to capture Grades 2–7 and 9–12 transfer requests (all ordinary public schools).	16 August 2027
228.	Schools process transfer requests.	18 August–03 September 2027
229.	Principals finalise and sign off on transfer request statuses on the SAMI system.	10 September 2027
230.	Circuit managers sign off on all transfer request statuses on EduInfoSearch.	14 September 2027
231.	SAMI system displays the outcome of transfer requests.	17 September 2027
232.	Parents/guardians/caregivers to be informed of the outcome per email/SMS	17–20 September 2027
233.	Parents/guardians/caregivers confirm acceptance of transfer placements.	17–30 September 2027
234.	Schools fill available spaces.	30 September–13 October 2027
235.	Parents/guardians/caregivers informed of spaces. Parents/guardians/caregivers must accept and confirm placement within three days .	13 October 2027 until placement is concluded

3.3.2 Curriculum, tests and examinations

Activity		Deadline
236.	Internal and district moderation and monitoring of SBA/PAT/oral marks for Grades 1–12	Ongoing
237.	Term 2 learner performance data upload concludes.	23 July 2027
238.	Grade 12 oral moderation begins.	To be confirmed
239.	Deadline for invigilator applications for the October/November 2027 NSC examinations	23 July 2027

240.	WCED Systemic Testing Programme for Grades 3, 6 and 9: Sign off on learner data on CEMIS.	23 July 2027
241.	Schools process Grade 10 subject changes on CEMIS.	30 July 2027
242.	WCED Educator Invigilator Training Course (online)	August–September 2027
243.	Release of May/June 2027 NSC/SC examination results	August 2027
244.	Release of May/June 2027 NSC/SC re-mark/recheck results.	September 2027
245.	Submit Grade 12 final schedules.	August 2027
246.	Grade 12 September trial examinations earliest start date	30 August 2027
247.	Provincial moderation of a sample of schools in each district (GET and FET bands)	30 August 2027– 10 September 2027
248.	Common Assessment Task for Life Orientation and subjects with a practical component for NSC exam	September 2027
249.	Training of chief invigilators, SMT members and senior invigilators (administrative)	September 2027
250.	Training of community member invigilators	September 2027
251.	Term 3 learner performance data upload is available.	10 September 2027
252.	SAIC reports to district offices on Term 3 (and irregularities not reported on previously).	20 September 2027
253.	Grade 12 September trial examinations end date	22 September 2027

3.3.3 School enrichment and safety activities, and capacity building

Activity		Deadline
254.	INKosi Albert Luthuli: Provincial competition	07 August 2027
255.	YCAP: Provincial workshop (online)	13 August 2027
256.	School Safety Round Table: Rural	16 August 2027
257.	Heritage Education Schools Outreach Programme: Provincial competition	21 August 2027
258.	School Safety Round Table (urban)	23 August 2027
259.	National Schools MOOT Court Competition: Provincial oral round	28 August 2027

260.	Youth Citizens in Action Programme: Provincial competition	04 September 2027
261.	Submit the security compliance checklist (as per Institutional Management and Governance Planning Minute: 0016/2014, dated 02 December 2014) to ensure that safety measures are in place to prevent or reduce burglary and vandalism during the school holiday.	15 September 2027
262.	Safe Schools holiday programme	23 September– 01 October 2027

3.3.4 LTSM processes

Activity		Deadline
263.	Submit damaged and worn-out textbooks to disposal committees.	06 August 2027
264.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval.	Before scheduled governing body meetings
265.	Report on textbook retrieval and retention at quarterly governing body meeting.	As per scheduled quarterly governing body meetings
266.	Conduct quarterly textbook checks to identify lost and worn-out textbooks.	13–17 September 2027
267.	Monitor DBE's volume 2 workbooks.	13–17 September 2027
268.	Finalise formal recording of reallocation of funds on WCED 032 forms via CEMIS.	23 September 2027
269.	Delivery of DBE's volume 1 workbooks for 2028 to be finalised	30 September 2027
270.	Ensure that all newly procured textbooks are stamped and provided with unique numbers.	As ordered and received

3.4 Term 4 (05 October–10 December 2027)

No. of weeks: 10

Activity		Deadline
271.	Grade R subsidies: CEMIS opens for the submission of claims for four days only.	05 October 2027
272.	Administration of WCED Systemic Testing Programme for Grades 3, 6 and 9	06–21 October 2027
273.	Term 3 quarterly absenteeism on CEMIS: ALL principals sign off.	07 October 2027

274.	Circuit managers sign off.	11 October 2027
275.	Grade R subsidies: Online subsidy applications (Tranche 2/2027): Principals complete and sign off on CEMIS.	05–08 October 2027
276.	CPF meetings	18–29 October 2027
277.	DPF meetings	01–10 November 2027
278.	PPF meeting.	19 November 2027
279.	Leave of absence application forms: • Upload completed leave forms to the PMPS within five days of the first day of absence. • The completed leave of absence application form must be submitted within two working days of returning to school and must include – – the applicant's PERSAL number; – institution name; – home address; – period of absence; – date; and – signature.	Ongoing
280.	QMS: Complete annual appraisals for all educators (PL 1–4) and therapists and counsellors.	29 October 2027
281.	Payment of hostel boarding, private boarding and private transport subsidy advances: Term 4 (if claims for Terms 1, 2 and 3 were completed and submitted)	29 October 2027
282.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	30 October 2027
283.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	29 October 2027
284.	SPMDS: Complete mid-year appraisals for all public service staff on salary levels 1–12.	29 October 2027
285.	Submit WCED 043 quarterly reports for 01 July–30 September 2027 to district offices.	29 October 2027
286.	QMS: Submit annual appraisal E1 and A6 scoresheets (schools to adhere to district office submission dates).	01–12 November 2027
287.	SIP–M tool: System opens for schools to capture.	02 November 2027

288.	Schools sign off.	15 November 2027
289.	Circuit managers sign off.	29 November 2027
290.	Second N&S transfer payment for Grades 1–12, payment of Grade R claims for the 2027/28 financial year and payment of compensation for fee exemptions	15 November 2027
291.	QMS: SMTs and chief education therapists/counsellors draft work plans and upload to CEMIS.	26 November 2027
292.	Directorate: Recruitment and Selection dates: eRecruitment System closing date for loading of nominations in respect of institution-based public servants	30 November 2027
293.	eRecruitment System closing date for loading of nominations in respect of institution-based educators	30 November 2027
294.	Submit nominations in respect of advertised institution-based public service posts in Vacancy List 4/2027.	30 November 2027
295.	Submit nominations in respect of advertised institution-based educator posts in Vacancy List 3/2027.	30 November 2027
296.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	30 November 2027
297.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	30 November 2027
298.	Submit copies of approved 2028 school budgets to district offices.	01 December 2027
299.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office or submit automated claims with attendance registers on CEMIS: Claims for Term 4.	08 December 2027
300.	Principals must ensure that all leave forms are uploaded with supporting documents. Circuit managers must download PMPS reports and confirm that all leave forms and supporting documents have been uploaded to the PMPS.	10 December 2027
301.	Principals must submit annual leave forms for all institution-based public service staff as per the agreed programme.	10 December 2027

Term 4 quarterly absenteeism on CEMIS:	
302.	ALL principals sign off.
303.	Circuit managers sign off.
	08 December 2027
	14 December 2027

3.4.1 Online admission application time frames for late applications and unplaced learners

Activity		Deadline
304.	The WCED places unplaced learners in consultation with schools.	13 October 2027 until admissions are concluded
305.	Schools confirm enrolment on CEMIS.	From first school day for learners in January 2028

3.4.2 Curriculum, tests and examinations

Activity		Deadline
306.	NSC practical examinations (Computer Applications Technology Paper 1 and Information Technology Paper 1)	October 2027 (To be confirmed)
307.	NSC examinations	October and November 2027
308.	Return of unclaimed NSC/SC certificates of previous years	October 2027
309.	Sign off on Grade 12 SBA marks uploaded via electronic record sheets after completion of moderation.	October 2027 (To be confirmed)
310.	Term 3 learner performance data upload concludes.	08 October 2027
311.	Final district moderation and verification of Grade 12 record sheets	22 October 2027
312.	Applications for assessment accommodations for Grades R–11 close.	29 October 2027
313.	NSC practical examinations	To be confirmed
314.	Submit assessment accommodation appeals for Grades 10–11.	05 November 2027
School-based internal examinations and assessment earliest start dates:		
315.	Grades 10 and 11	09 November 2027
316.	Grades 7, 8 and 9	16 November 2027
317.	Grades 4, 5 and 6.	18 November 2027
318.	Progression and promotion 2027: Pre-promotion data snapshot on CEMIS	16 November 2027

319.	Capture screens for progression and promotion open.	17 November 2027
320.	Term 4 learner performance data upload is available.	19 November 2027
321.	Marking of the 2027 NSC examinations	December 2027
322.	SAIC reports to district offices: Report on Term 4 (and irregularities not reported on in previous report).	03 December 2027
323.	Parents/guardians/caregivers of Grade 11 learners submit subject change applications for Grade 12.	10 December 2027
324.	Capture screens for progression and promotion close.	10 December 2027
325.	Term 4 learner performance data upload concludes.	10 December 2027
326.	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		Deadline
327.	Applications for Grades R–9: At school and district level	Ongoing
328.	Applications 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.	29 October 2027
329.	Submit appeals for Grades 10–11.	05 November 2027

3.4.4 School enrichment and safety activities, and capacity building

Activity		Deadline
330.	Elect RCLs.	October 2027
331.	Last day to elect educator liaison officers.	29 October 2027
332.	Submit the security compliance checklist (as per Institutional Management and Governance Planning Minute: 0016/2014, dated 02 December 2014) to ensure that safety measures are in place to	29 November 2027

	prevent or reduce burglary and vandalism during the school holiday.	
333.	Safe Schools holiday programme	09–15 December 2027

3.4.5 LTSM processes

	Activity	Deadline
334.	Ensure that all newly procured textbooks are stamped and provided with unique numbers.	As ordered and received
335.	Submit damaged and worn-out textbooks to disposal committees.	29 October 2027
336.	Educators/schools capture textbook retrieval rates on CEMIS (educators must provide reasons for any deviations on the system).	15 November– 03 December 2027
337.	Retrieve textbooks from learners and conduct textbook checks to identify lost and worn-out textbooks.	15 November– 03 December 2027
338.	Report on textbook retrieval and retention at quarterly governing body meeting.	As per scheduled quarterly governing body meetings
339.	Delivery of DBE's volume 2 workbooks for 2028 to be finalised	30 November 2027
340.	Disposal process of unwanted and damaged books	03 December 2027
341.	Submit reports on textbook retrieval (including recommendations on improvement strategies) to principals.	07 December 2027
342.	Principals sign off on textbook retrieval rates on CEMIS.	09 December 2027
343.	Circuit managers sign off on textbook retrieval rates online.	15 December 2027