

Schedule 1:

Class Register

ORIGINAL DOCUMENT
RECOMMENDED BY DDG

2009 -06- 27

CLASS REGISTER

NAME OF SCHOOL: _____
NAME OF CLASS TEACHER: _____
GRADE & CLASS: _____
ROOM NUMBER: _____
YEAR: _____

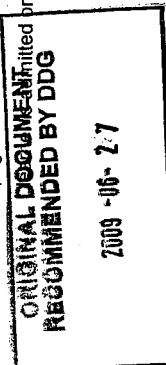
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INSTRUCTIONS

1. **Responsibility.** The register is an official document which may be used in legal proceedings. The principal of the school is responsible for its safety. The register must be managed as follows:
 - 1.1 **Daily management.** The register must be kept safely by the class teacher and locked up by the principal at the end of each school day.
 - 1.2 **Archiving.** The principal must keep the register securely for at least three years after the last entry has been made.
 - 1.3 **Inspection.** The principal must produce the register for inspection if requested by a duly authorised official of the Provincial Education Department or the national Department of Education, or by a duly authorised judicial officer.
 - 1.4 **Compilation and marking.** The class teacher is responsible for compiling and marking the register in a professional manner. The class teacher must mark the register during the designated class registration period (or periods) each school day. A learner may not mark the register.
 - 1.5 **Additions and alterations.** Additions and alterations must be made only by the class teacher. An error must be crossed out neatly so that the underlying text is legible and an alteration must be written clearly and initialled and dated. Correcting fluid may not be used.
2. **Compiling the register.** The register must be compiled as follows:
 - 2.1 **Gender.** In a co-educational school, list boys and girls on separate pages, first boys then girls. Write 'Boys' or 'Girls' in the space provided at the top of the page.
 - 2.2 **Multi-grade class.** In a class with more than one grade, a separate class register may be used for each grade.
 - 2.3 **Grade & Class.** Example: 'Grade 6B'.
 - 2.4 **Quarter ending.** Insert date of last day of current quarter.
 - 2.5 **No.** Give each learner a number starting with 1.
 - 2.6 **Surname/First name.** List the learners' names in alphabetical order by surname.
NB: If a class teacher cannot accommodate the names of all learners on the register, a second register may be used.
 - 2.7 **Admission No.** Insert the admission number.
 - 2.8 **Week ending.** Insert the date of the last school day of the week.
- 2.9 **Learners' biographical details.** This section is optional and is for use by the school for administrative and management purposes. Schools are free to add additional columns.
- 2.10 **New learner.** The name of a learner who is admitted after the register has been compiled must be entered at the end of the class list. Rule a horizontal line in the row across the days that the learner has not attended. Write **N** in the square for the learner's first day of attendance.
 - 2.11 **De-registered learner.** Write **D** in the square for the day that a learner is de-registered. Rule a horizontal line in the row from the following school day until the end of the quarter. A de-registered learner who is re-admitted during the same school term must be treated as a new learner and the class teacher must make a note to that effect against the original entry.
3. **Marking the register.** The register must be marked as follows:
 - 3.1 **Mark only learners who are absent.** A blank square indicates 'Present', except on a new learner's first day, when **N** must be written in the square.
 - 3.2 **Absent code.** If the register is marked once a day, write a single **a** in the centre of the square. If the register is marked twice a day, write a morning **a** in the top left corner and an afternoon **a** in the bottom right corner.
 - 3.3 **Closure of school.** If the school is officially closed on a school day, write the reason in bold capital letters in the column for the day (for example, **Public holiday, religious holiday**).
4. **Daily summary.** The class teacher must each day compile a daily summary at the bottom of the page as follows:
 - 4.1 **Number of learners absent.** Add the column for the number of learners absent on that day and insert the sum in the correct square. If the register is marked twice a day, add only whole day absences.
 - 4.2 **Number of learners enrolled.** Insert the number of enrolled learners listed on the page. This number will remain the same from day to day except when a new learner is de-registered.



5. Quarterly summary. At the end of each quarter the class teacher must compile a quarterly summary by filling in the last column of the register as follows:

5.1 Days absent per learner. For each learner add horizontally the number of days absent in the term and insert the sum in the correct square in the last column. If the register is marked twice a day, add only whole day absences.

5.2 Total number of learner absentee days. Insert the total of all the figures in correct square in the last column.

5.3 Class teacher's signature. When the quarterly summary has been completed the class teacher must sign the register.

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Boys or Girls: _____		Grade & Class: _____																					
		ADMISSION NUMBER	SURNAME	FIRST NAME	WEEK ENDING:		WEEK ENDING:		WEEK ENDING:		WEEK ENDING:		WEEK ENDING:		WEEK ENDING:								
NO		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
1																							
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39																							
40																							
		Number of learners absent		Number of learners enrolled																			

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NO	WEEK ENDING:							WEEK ENDING:							WEEK ENDING:							WEEK ENDING:							DAYS ABSENT PER LEARNER	NO
	M	T	W	T	F	M	T	M	T	W	T	F	M	T	M	T	W	T	F	M	T	M	T	W	T	F	M	T		
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39																														
40																														
														TOTAL NUMBER OF LEARNER ABSENTEE DAYS																

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CLASS TEACHER'S SIGNATURE: _____

LEARNERS' BIOGRAPHICAL DETAILS

NO	SURNAME	FIRST NAME	DOB (YY-MM-DD)	CONTACT NUMBER	
				Tel	Cell
1					
2					
3					
4					
5					
6					
7					
8					
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NO	MOTHER DECEASED*	FATHER DECEASED*	BOTH PARENTS DECEASED*	REPEATER	SOCIAL GRANT RECIPIENT*	HOME LANGUAGE 1**	HOME LANGUAGE 2**			NO
1										1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
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* If applicable, insert Y
 Social Grant: Means a child support grant, a care dependency grant, a foster child grant, a disability grant, an older person's grant, a war veteran's grant and a grant-in aid.
 **insert code: [1] Afrikaans, [2] English, [3] IsiNdebele, [4] Sepedi, [5] Swati, [6] Xhosa, [7] Zulu, [8] Setswana, [9] IsiXhosa, [10] Isizulu, [11] Sesotho, [12] South African Sign Language

Schedule 2: Period Register

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PERIOD REGISTER

NAME OF SCHOOL: _____
NAME OF TEACHER: _____
YEAR: _____

PROVINCIAL LOGO

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This is a sample template and can be modified by the province

DATE: _____
 SIGNATURE OF TEACHER: _____
 SIGNATURE OF PRINCIPAL: _____

Period			2	3	4	5	6	7	8	9	10
Subject											
Grade & Class	Number of Learners Absent	Boys									
		Girls									
		Total									
Number of Learners Enrolled	Boys										
	Girls										
	Total										
Names of Absent Learners											

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DATE: _____
 SIGNATURE OF TEACHER: _____
 SIGNATURE OF PRINCIPAL: _____

Period	Subject	Grade & Class	Number of Learners Absent			Number of Learners Enrolled			Names of Absent Learners	1	2	3	4	5	6	7	8	9	10	
			Boys	Girls	Total	Boys	Girls	Total												

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Schedule 3:

Summary Register by Grade

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**SUMMARY REGISTER BY
GRADE: _____**

Working document for school use only

CLASS	NUMBER OF LEARNER ABSENTEE DAYS <i>(taken from the class register)</i>			ENROLMENT ON LAST DAY OF THE QUARTER		
	Boys	Girls	Total	Boys	Girls	Total
TOTAL FOR THE GRADE						

NAME OF COMPILER: _____

SIGNATURE: _____

DATE: _____

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Schedule 4:

School Quarterly Learner Attendance Return

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