

SCHOOL QUARTERLY LEARNER ATTENDANCE RETURN

DISTRICT	
EMIS NUMBER	
NAME OF SCHOOL	
NAME OF PRINCIPAL	
SIGNATURE OF PRINCIPAL	
ACTUAL NUMBER OF SCHOOL DAYS FOR THE QUARTER	
QUARTER ENDING	
DATE	

GRADE	NUMBER OF LEARNER ABSENTEE DAYS			ENROLMENT ON LAST DAY OF THE QUARTER		
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL
R						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
TOTAL						

Calculation of learner absentee rate and learner attendance rates are as follows:

$$\text{Learner absentee rate} = \frac{\text{Total number of absentee days} \times 100}{\text{Total enrolment} \times \text{actual number of school days for the quarter}} \%$$

$$\text{Learner attendance rate} = 100 - \text{Learner absentee rate} \%$$

Learner absentee rate	
Learner attendance rate	

PROVINCIAL LOGO

**ORIGINAL DOCUMENT
RECOMMENDED BY DDG**

This is a sample template and can be modified by the province - 06-2-1

Schedule 5:
School Quarterly Return of
other School-wide
Educational Activity and
School Closure

ORIGINAL DOCUMENT
RECOMMENDED BY DDG

2009 -06- 27

SCHOOL QUARTERLY RETURN OF OTHER SCHOOL-WIDE EDUCATIONAL ACTIVITY AND SCHOOL CLOSURE

DISTRICT	
EMIS NUMBER	
NAME OF SCHOOL	
NAME OF PRINCIPAL	
SIGNATURE OF PRINCIPAL	
QUARTER ENDING	
DATE	

A. OTHER SCHOOL-WIDE EDUCATIONAL ACTIVITY DAYS

ACTIVITY	NO. OTHER SCHOOL-WIDE EDUCATIONAL ACTIVITY DAYS
School excursion	
Music festival	
Sports	
Examinations	
Other (specify)	
Total	

Note: 'Other school-wide educational activity' means an educational activity involving the whole school other than regular teaching.

B. SCHOOL CLOSURE DAYS

REASON	NO. SCHOOL CLOSURE DAYS
Inclement weather	
Natural disaster	
Religious holiday	
Transport problem	
Industrial action	
Other (specify)	
Total	

Note: 'School closure' means closure of a school during the school year for a specified period of time by direction of the HoD.

No. of official school days in quarter (as per school calendar)

Less total no. school closure days in quarter

No. actual school days in quarter

**ORIGINAL DOCUMENT
RECOMMENDED BY DDG**

2009 -06- 27

PROVINCIAL LOGO

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

Schedule 6:

District Quarterly Learner Attendance Return

**ORIGINAL DOCUMENT
RECOMMENDED BY DDG**

2009 -06- 2 7

DISTRICT QUARTERLY LEARNER ATTENDANCE RETURN

DISTRICT: _____
TOTAL NUMBER OF SCHOOLS: _____
NAME OF CIRCUIT MANAGER: _____
SIGNATURE OF CIRCUIT MANAGER: _____
QUARTER ENDING: _____
DATE: _____

PROVINCIAL LOGO

ORIGINAL DOCUMENT
RECOMMENDED BY DDG
2009-06-27

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

NO.	NAME OF SCHOOL	EMIS NUMBER	ACTUAL NUMBER OF SCHOOL DAYS	NUMBER OF LEARNER ABSENTEE DAYS			ENROLMENT ON THE LAST DAY OF THE QUARTER		
				BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL
				TOTAL					
AVERAGE NUMBER OF SCHOOL DAYS									

Calculation of learner absentee rate and learner attendance rates are as follows:

Learner absentee rate = $\frac{\text{Total number of learner absentee days X 100}}{\text{Total enrolment X average number of school days}}$ %

Learner attendance rate = 100 - Learner absentee rate %

Learner absentee rate	
Learner attendance rate	

ORIGINAL DOCUMENT
RECOMMENDED BY DDG
2009-00-27

Schedule 7:
Provincial Annual Learner
Attendance Return

**ORIGINAL DOCUMENT
RECOMMENDED BY DDG**

2009 -08- 27

**PROVINCIAL ANNUAL LEARNER
ATTENDANCE RETURN**

NAME OF COMPILER: _____
DESIGNATION OF COMPILER: _____
SIGNATURE: _____

PROVINCIAL LOGO

ORIGINAL DOCUMENT
RECOMMENDED BY DDG
2009 -06- 27

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

ANNUAL RETURN							
Year: _____							
QUARTER	NUMBER OF SCHOOL DAYS	ENROLMENT ON LAST DAY OF QUARTER			NUMBER OF LEARNER ABSENTEE DAYS		
		BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL
ONE							
TWO							
THREE							
FOUR							
	TOTAL						

Calculation of learner absentee rate and learner attendance rates are as follows:

Learner absentee rate = $\frac{\text{Number of absentee days} \times 100}{\text{Enrolment} \times \text{number of school days}}$ %

Learner attendance rate = $100 - \text{Learner absentee rate} \%$

Learner absentee rate	
Learner attendance rate	

ORIGINAL DOCUMENT
RECOMMENDED BY DDG
2009 -06- 2 7

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737
Kaapstad-tak: Tel: (021) 465-7531