



SNAP SURVEY

Ordinary Schools

2009

SCHOOL NAME

[illegible]

**ONLY TO BE COMPLETED BY ALL PUBLIC AND INDEPENDENT ORDINARY SCHOOLS
(EXCLUDING PRE-PRIMARY SCHOOLS)**

27 January 2009 (Inland Schools)
03 February 2009 (Coastal Schools)

Please read the headings and instructions carefully when completing the survey.

I,....., Principal of.....
fully understand the provision made in the South African Schools Act No. 84 of 1996 (Section 59 (1) and (2) and Section 16A (2)(g)),
regarding the duty of schools to provide information.
This Act provides that every school **must** supply such information about the school as is reasonably required by the Head of
Education.

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

Principal:
Please print surname and initials Signature Date

Checked by the Provincial Education Manager:
Education Manager means an official who functions at the level of administration between the institutions and the province. This manager may function at regional, district, circuit or ward level.

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

..... Please print surname and initials Signature Date
..... Designation		

Please use the following table when completing the survey form.

Provincial codes:

*NEMIS004B ORD SNAP09-
1*

EMIS NUMBER

Code

Province Name

1	=	Western Cape
2	=	Eastern Cape
3	=	Northern Cape
4	=	Free State
5	=	KwaZulu-Natal
6	=	North West
7	=	Gauteng
8	=	Mpumalanga
9	=	Limpopo

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Introduction

The purpose of this clearance document is for the verification and authentication of the information declared by the school on the annual survey form.

The form is to be completed in full and verified by the Principal or Deputy Principal (or another designated person) at the school. The principal must sign and stamp the provided space at the bottom of the verification list to confirm that the checking of the survey data has taken place and that all mistakes have been rectified per item on the list. This verification list should be submitted to the district/ regional offices and a copy should be filed at the school for audit purposes.

Once the form is received from a school at the district or regional office, the designated Provincial Education Manager must verify the data in each item in the list. The Provincial Education Manager must sign and stamp the provided space at the bottom of the verification list to confirm that the checking of the survey data has taken place and that all mistakes have been rectified.

1	SCHOOL LEARNER SECTION	Checked and confirmed? Yes / No		If not confirmed, please comment
		Principal	Provincial Education Manager	
1.1	Has the section on General School Information been completed correctly in all aspects? [Table 1.1 – Table 1.11]			
1.2	Does the total number of learners enrolled at the school per grade balance with the class registers for that grade? [Table 2.1]			

Summary Control Table: Educators

1.3	Total number of Educators (state and SGB paid) at the school (excluding substitute educators)			
1.4	Total number of substitute Educators at the school			

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

	Name	Signature	Date
Data Compiler			
Principal			
Provincial Education Manager			

Principal to place school stamp here

Provincial Education Manager to place office stamp here

1	GENERAL INFORMATION (Complete <i>ONLY</i> the blocks where particulars have changed, are incorrect or are missing.)	
1.1	School Name	
1.2	Province code	(Codes on the cover page)
1.3	School level	[1=Pre-Primary; 2=Primary; 3=Secondary; 4=Intermediate; 5=Combined]
1.4	School sector	[1=Public; 2=Independent]
1.5	Ownership of land	[1=State;2=Church;3=Mine;4=Farm;5=Hospital;6=Trust;7=Company;8=Private Individual;9=Factory; 10=Other: (specify)]
1.6	Educational region	
1.7	Educational district	
1.8	Circuit (If applicable)	
1.9	Nearest town/city	
1.10	Distance to nearest town/city (Km)	
1.11	Email	

LOOK NOTE: PLEASE LEAVE THE BLOCKS BLANK WHERE THERE IS NO INFORMATION IN SECTION 2 AND 3. DO NOT USE LEADING ZEROS, ZEROS OR DASHES TO INDICATE AN ABSENCE OF DATA.

2	LEARNER INFORMATION (Complete the following based on the number of learners according to grade and gender)								
2.1	Total number of LEARNERS enrolled at the school on the survey date according to grade and gender. (Total number of learners per grade including the SNE learners in the mainstream classes from Pre grade R – Post -Matric.) (SNE learners in the fulltime separate classes must be counted in the SNE column.)								
	Pre Grade R	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
Male									
Female									
Total									
	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Post-Matric	SNE	Total	
Male									
Female									
Total									

Pre Grade R = Learners that are not yet in grade R.

Grade R = Learners in the grade before grade 1.

SNE = Special Needs Education. Refers to a class, that learners who experience barriers to learning, attend on a full-time basis so that their curriculum support needs can be individually addressed.

Post-Matric = Any other classes offered after matric for learners who have completed matric.

3 EDUCATOR INFORMATION

All staff employed at the school on the survey date must be indicated on the survey form.
 Staff members who are on leave must be indicated even if they have been replaced by substitutes.
 Independent schools must indicate their staff under the heading "governing body".
NO STAFF MEMBER SHOULD BE COUNTED MORE THAN ONCE.

3.1 Number of STAFF remunerated by the STATE (Do not include employees paid by the governing body.)

CATEGORY	Permanent				Temporary				Substitutes				Total			
	Full-time		Part-time		Full-time		Part-time		Full-time		Part-time					
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female				
Educators																
Prof. non-teaching staff																
Admin. Staff																
Support staff																
Hostel staff																

3.2 Number of STAFF remunerated by the GOVERNING BODY (Do not include employees paid by the state.)

CATEGORY	Permanent				Temporary				Substitutes				Total				
	Full-time		Part-time		Full-time		Part-time		Full-time		Part-time						
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female					
Educators																	
Prof. non-teaching staff																	
Admin. Staff																	
Support staff																	
Hostel staff																	

Educators = Staff working in a teaching position including the principal, remedial educators and specialist educators.

Prof. non-teaching staff = Personnel who are classified as paramedics, social workers, caregivers, therapists and psychologists.

Admin. Staff = Personnel who are classified as secretaries, typists and administrative clerks.

Support Staff = Personnel who are classified as laboratory assistants, cleaners, kitchen staff, gardeners, caretakers, messengers, pre primary and Grade R assistants.

Hostel Staff = Personnel appointed at the hostel. Educators supervising at the hostel must not be included.

Substitutes = An educator who is filling in for another educator who has been included in the permanent or temporary column.

Full-time = Appointed in a full-time substantive post who works a full week.

Part-time = Appointed to work fewer hours than a full-time employee.