



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Circular 04 of /2024
Date: 21 November 2024

Topic

EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS) DATA MANAGEMENT PROCESSES FOR 2025

Enclosures

Annexure A: Pro Forma 2025 EMIS Online Snap Survey
(10th Day Headcount)
Annexure B: Dedicated Email Addresses for the
submission of SA-SAMS
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Distribution

- ✓ All Chief Directors and Directors at Head Office
- ✓ All Directors at District Offices
- ✓ All Officials at Head Office and District Offices
- ✓ Principals of all Public Ordinary Schools and LSEN
Schools
- ✓ Members of School Governing bodies
- ✓ Staff members in Public Ordinary and LSEN
Schools
- ✓ Teacher Organisations and Unions
- ✓ Relevant Non-Governmental Organisations

Enquiries

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EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS) DATA MANAGEMENT PROCESSES FOR 2025

1. Introduction and Background

- 1.1 The Gauteng Department of Education (GDE) is legally mandated to provide education information about the provincial education system. The information is intended to support education planning, resource allocation, monitoring and evaluation, reporting, research and facilitating GDE decision-making processes. It is imperative therefore that all schools under the authority of the GDE provide complete, accurate and timeous data through the completion of an online Annual SNAP Survey (10th Day Headcount), a Headcount SA-SAMS submission, an SA-SAMS submission to facilitate the National Senior Certificate (NSC) Grade 12 Learner Registration and four quarterly SA-SAMS databases.
- 1.2 In terms of Section 59 of South African Schools Act (SASA), managers at schools under the control of Provincial Education Departments (PED's), are mandatorily required to provide school data. District and Circuit Managers are required to authenticate the data supplied by the said schools to ensure that they are accurate and complete.
- 1.3 The GDE prides itself as being a data-driven Department, where decisions at all levels are supported by the provision of clear evidence. For the Department to continuously deliver on the mandate of providing quality education, it is imperative that data captured at the source (school) adheres to the 6 key dimensions of data quality reflected in the GDE's South African School Administration and Management Systems (SA-SAMS) and Learner Unit Record Information and Tracking System (LURITS) operational policy. These are: validity, relevance, accuracy, reliability, completeness, and timeliness. It is critical that all relevant stakeholders in the SA-SAMS data value chain takes cognisance of the value of data uploaded into the GDE provincial warehouse and to LURITS managed by the Department of Basic Education (DBE).
- 1.4 Principals must ensure that all SA-SAMS databases are updated and submitted monthly for operational requirements as prescribed by the District. SA-SAMS databases must also be submitted quarterly within the timeframes stipulated in this Circular.
- 1.5 Principals must ensure that the total number of learners and educators on the database are always equal to that reflected on the deployment report.

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- 1.6 Principals are reminded to ensure that all databases and deployment reports are signed off and filed in the EMIS file (Annexure C) for accountability and auditing purposes
- 1.7 Principals must ensure that all the verified data is signed and confirmed. This must be corrected onsite after the verification exercise conducted by the GDE officials.
- 1.8 This Circular replaces all previous circulars on Education Management Information Systems (EMIS) Data Management Processes

2. Purpose of the Circular

The purpose of this Circular is to:

- 2.1 provide Schools and Districts with guidance on the processes to be followed to ensure that schools provide the GDE with high quality data over the 2025 academic year;
- 2.2 detail the critical timeframes in 2025 that schools and districts are expected to comply with;
- 2.3 provide clarity on the roles and responsibilities of various officials in the data quality management value chain, to support the objective of schools supplying the GDE with regular, timeous, and error-free data;
- 2.4 provide guidance to both the department officials and school principals on the process and procedures to be followed during the data verification exercise to be conducted in 2025; and
- 2.5 outline the purpose and processes to be followed during the data verification exercise.

3. POLICY AND LEGISLATIVE FRAMEWORK

- 3.1 Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) as amended.
- 3.2 South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 3.3 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 3.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended.
- 3.5 Public Service Act, 1994 (Proclamation No. 103 of 1994), as amended.
- 3.6 Public Finance Management Act, 1999 (Act No. 1 of 1999), as amended.

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- 3.7 The Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004).
- 3.8 The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- 3.9 The Protection of Personal Information Act, 2013 (Act No. 4 of 2013).
- 3.10 National Education Information Policy, 2004 (Government Notice No. 1950 of Government Gazette No. 26766).
- 3.11 Minimum Information Security Standards, 1996, as amended.
- 3.12 Education White Paper 6 on Special Needs Education, 2001.
- 3.13 Education White Paper 5 on Early Childhood Development, 2001.
- 3.14 Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended.
- 3.15 GDE SA-SAMS and Learner Unit Record Information and Tracking System (LURITS) Operational policy, 2017.

4 MANAGEMENT PROCEDURES

4.1 DATA VERIFICATION

Data verification is the process to establish whether a school has faithfully represented their data. It plays an important role in ensuring the accuracy and consistency of data reported by each school. The 2025 Data verification exercise will be conducted physically at targeted schools with the purpose of confirming the number of learners and staff as reported in the 10th Day Online Headcount and the first SA-SAMS submission made by the school. The verification process will attempt to ascertain whether schools have over or under reported their counts. Schools will be provided with the opportunity to explain any variances observed in the data. Any unexplained mistake by schools identified through the verification process could result in disciplinary action being taken against the principal. A summary of the verification process is presented in **Annexure D** attached to this Circular.

4.2 SUBMISSION MODEL FOR 2025

There will be 6 COMPULSORY data submissions expected from ALL schools and 7 COMPULSORY data submissions for schools offering the NSC Examinations in 2025.

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- 4.2.1 The first submission will constitute the 10th Day Online Headcount to be completed on the 10th school day of the 2025 academic year. This submission will take the form of an online SNAP survey that will be accessed via a link provided to each school from the GDE EMIS sub-directorate. A full and detailed set of guidelines to assist schools with the completion of the SNAP Survey will be circulated in January 2025;
- 4.2.2 The first SA-SAMS submission that follows will be used to confirm the 10th day online headcount submission from schools;
- 4.2.3 The second SA-SAMS submission will be dedicated to the National Senior Certificate (NSC) Grade 12 registration. It should be noted that the Grade 12 learner registrations for the 2025 NSC examinations will only be conducted through SA-SAMS. All schools with Grade 12 learners registered for the NSC will be expected to provide a complete set of learner and parent information to facilitate the NSC registration process. A full and detailed set of data requirements for the Grade 12 learners will be circulated by the System Administration and Certification Sub-directorate;
- 4.2.4 The subsequent submissions will constitute four quarterly SA-SAMS databases together with a signed and stamped deployment reports accompanying each electronic submission. These submissions will be posted to the dedicated email box created in each District for this purpose;
- 4.2.5 All deployment reports submitted to the district offices must match the database information;
- 4.2.6 Submitted deployment reports must be signed, dated and stamped;
- 4.2.7 All expected submissions must conform to the schedule tabulated in Section 6 below.

4.3 DATA SUBMISSION SCHEDULE FOR 2025

The table on page 6 details the 2025 data submission schedule to be followed by **all school Principals (Public, Independent Subsidised and Independent Schools)** and responsible District Officials:

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NB: The submission deadline for quarterly SA-SAMS databases to the district will be the last school day of the public-school term.

School Finalisation	Required documents	Submission to District	Submission to Head Office
2025 Submissions			
4.3.1 The 10th Day Statistical submission - Online SNAP Survey			
28 January 2025	Online submission to the Provincial EMIS Headcount Database	N/A	28 January 2025
4.3.2 Headcount SA-SAMS Electronic Submission			
10 February 2025	Signed deployment reports and deployed SA-SAMS dataset emailed to the district	13 February 2025	17 February 2025
4.3.3 Grade 12 NSC Learner Registration - SA-SAMS Electronic Submission (Schools offering the NSC Examinations ONLY)			
17 March 2025	Signed deployment reports and deployed SA-SAMS dataset emailed to the district	20 March 2025	24 March 2025
4.3.4 First Term-SA-SAMS Electronic Submission			
28 March 2025	Signed deployment reports and deployed SA-SAMS dataset emailed to the district	28 March 2025	31 March 2025
4.3.5 Second Term-SA-SAMS Electronic Submission			
27 June 2025	Signed deployment reports and deployed SA-SAMS dataset emailed to the district	27 June 2025	30 June 2025
4.3.6 Third Term-SA-SAMS Electronic Submission			
03 October 2025	Signed deployment reports and deployed SA-SAMS dataset emailed to the district	03 October 2025	06 October 2025
4.3.7 Fourth Term-SA-SAMS Electronic Submission			
10 December 2025	Signed deployment reports and deployed SA-SAMS dataset emailed to the district	10 December 2025	12 December 2025

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4.4 PROBLEMS WITH DATA SUBMISSIONS

The quality of SA-SAMS data currently provided by schools and collected at the district offices falls short of the GDE's expectations for the following reasons:

- 4.4.1 the non-submission or late submission of SA-SAMS databases by schools;
- 4.4.2 the provision of incomplete and/or incorrect identity (ID) numbers in respect of both learners and educators;
- 4.4.3 the entry of Identity (ID) numbers that do not validate on SA-SAMS;
- 4.4.4 the entry of South African ID numbers that do not correlate with the data validation rules of the Department of Home Affairs (DHA);
- 4.4.5 the neglect to update all general information related to the school e.g., email addresses, telephone numbers, cell phone numbers as well as the physical address of the school;
- 4.4.6 the submission of SA-SAMS databases that are not updated to the latest patch; and
- 4.4.7 the count of learners and educators in the SA-SAMS database transcribed into the signed deployment reports are not verified by the principal before submission to the Department.

4.5. HIGH QUALITY DATA

The expectation of the GDE is for all schools to provide high quality data that is both valid (time relevant) and reliable. In 2025, EMIS will therefore continue the practice of publishing and providing each school that successfully transacts through SA-SAMS with a quarterly Data Quality Report.

The focus of the 2025 Data Quality Report will be on the following key data variables:

- 4.5.1 all South African learners without ID numbers;
- 4.5.2 all undocumented immigrants;
- 4.5.3 all South African citizens with incorrect ID entries;
- 4.5.4 all learners without a birthdate (Date of Birth);
- 4.5.5 all learners with incorrect birth dates (Date of Birth);

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- 4.5.6 all deceased learners and educators still recorded as active in SA-SAMS;
- 4.5.7 all learner Age-Grade mismatches;
- 4.5.8 the verification of all Grade 1 data to confirm all Grade 1 repeaters and Grade1 learners that attended Grade R in the previous year;
- 4.5.9 the level of completeness of Grade 7 learner and parent information;
- 4.5.10 the verification of all relevant educator information namely, ID numbers, SACE numbers, Dates of Birth, Subjects taught and Educator Qualifications, etc;
- 4.5.11 the verification of all School General Information, such as the correct, district location; and
- 4.5.12 school email address, telephone number, Principal's name, and Principal's cell number.

Schools are advised to ensure that the data mismatches highlighted in the Data Quality Reports (DQRs) are corrected and verified in advance of the subsequent SA-SAMS database submission. These DQRs with evidence must be filed in the school EMIS files for verification and for any audit process conducted by the Auditor-General, and the changes must be reflected in the SA-SAMS database. The DQRs must be submitted to the ISSP unit quarterly.

4.6 DATA QUALITY MANAGEMENT MEASURES

4.6.1 The District ISSP officials are expected to:

- a. quality assure all databases and deployment reports through the use of the Data Quality Assurance (DQA) tool before forwarding all SA-SAMS databases to Head Office;
- b. ensure that all databases that fail the DQA are returned to the school for correction;
- c. ensure that the submission of the databases and deployment reports adhere to the submission dates listed in this circular;
- d. control all SA-SAMS database submissions from schools and provide a record to Head Office of such submissions;

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- e. ensure that all the databases that pass the DQA verification are forwarded to EMIS at Head Office, together with matching deployment reports;
- f. receive and circulate all certificates of submission to schools where databases were successfully uploaded to the Provincial Data Warehouse; and
- g. maintain an EMIS file recording for all correspondence with schools and for the safekeeping of all deployment reports received from schools.

4.7 ROLES AND RESPONSIBILITIES OF KEY PERSONNEL AT THE SCHOOL

4.7.1 The principal of each school is expected to:

- a. set up, manage and lead the schools SA-SAMS data team;
- b. appoint an SA-SAMS champion (Systems Administrator) to ensure full SA- SAMS functionality and the allocation of user rights;
- c. ensure that there is effective use and implementation of SA-SAMS in the school;
- d. ensure that all staff attend training sessions as arranged by the Department on a regular basis to develop capacity and promote continuity in the use of SA-SAMS;
- e. verify and update all learner and educator biographical information;
- f. ensure that the NCS registration for all grade 12 candidates is completed in full for all schools registered as examination centres;
- g. verify and approve all staff attendance, learner attendance and learner assessment data;
- h. print all weekly or monthly learner attendance summary for verification by teachers in preparation for audit process and then file these documents;
- i. address data quality issues listed in the quarterly DQRs;
- j. deploy and submit SA-SAMS databases (with the accompanying SA-SAMS deployment report) on a monthly and quarterly basis;
- k. ensure that all school information on SA SAMS is up to date;
- l. ensure that the school possesses an EMIS file with the relevant EMIS prescribed indexes, sections and documentation;

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- m. confirm the correctness of data following the verification exercise conducted by the Department.
- n. authenticate Identity Documents (ID) for learners presented on admission at the school;
- o. ensure that ID numbers and dates of births of all learners are captured on SA-SAMS;
- p. properly file documentary evidence for all learner information and made available to any GDE official on request;
- q. ensure that the details of all educators and non-teaching staff are captured on SA-SAMS in full with authentic ID numbers;
- r. conduct verification exercises within the school quarterly to ensure data accuracy and completeness;
- s. ensure that databases submitted to the district match fully with each accompanying deployment report;
- t. ensure that all error reports are corrected at school in advance of all submissions to the district;
- u. ensure that databases submitted by the schools are in the latest SA-SAMS version/patch and that all deployment dates are valid to the quarter under review; and
- v. ensure that records of all data submissions to and from the GDE are kept on file at the school.

4.7.2 The SA SAMS administrator at the school will:

Ensure that the SA SAMS solution is set up for all users at school to execute their SA-SAMS related duties.

4.7.3 All Educators will:

- a. maintain and update learner attendance daily on a class register;
- a. ensure that the learner attendance record is captured on the electronic management system;

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- b. capture all assessment marks and remain accountable for their recording and reporting role;
- c. monitor and ensure the capturing of subject learner assessment results per month and term as required; and
- d. quality assure all captured data.

4.7.4 All Heads of Department (HoDs) will:

- a. verify captured learner assessments for subjects under their management monthly and quarterly; and
- b. clean and upload data to the Data Driven Districts (DDD) dashboard using the Valistractor tool.

4.7.5 The School Management Team (SMT) will:

- a. verify weekly learner attendance information captured by educators in SA-SAMS;
- b. allocate subjects to class groups and educators;
- c. verify curriculum information; and
- d. verify learner assessment data each term.

4.8 ROLES AND RESPONSIBILITIES OF KEY PERSONNEL AT THE DISTRICT

4.8.1 The IT Technician will:

- a. ensure the functionality of SA-SAMS at each school;
- b. ensure the creation of user credentials at all schools;
- c. provide technical support to all schools that are primary users of SA-SAMS;
- d. update software versions by uploading new patches to SA-SAMS; and
- e. process feedback files for all SA-SAMS users.

4.8.2 The Cluster Leader/ IDSO will:

- a. ensure that the Principal submits the COMPULSORY SA-SAMS database and deployment reports per term;
- b. verify the information contained in a schools' SA-SAMS database;

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- c. verify learner and staff attendance data on SA-SAMS;
- d. provide direct feedback to schools on issues identified; and
- e. extract and utilise relevant school reports from SA-SAMS.

4.8.3 The Circuit Manager will:

- a. verify the completeness of SA-SAMS databases and deployment reports;
- b. review and collate school reports from SA-SAMS;
- c. manage the SA-SAMS feedback loop by ensuring that errors from school reports are corrected;
- d. foster relations between the Department of Home Affairs, the district office and schools in addressing the issue of learners without ID numbers; and
- e. coordinate the training needs of all schools that are primary users of SA-SAMS.

4.8.4 The District Data Team (DDT) will:

- a. check and quality assure the correctness of SA-SAMS data as per the related business unit function; and
- b. collate reports, formulate strategies, and institute contingency measures based on the outcome of verification exercises.

4.8.5 The District Director will:

- a. ensure the establishment of a District Data Team (DDT);
- b. ensure that all schools submit SA-SAMS databases and deployment reports;
- c. submit all quality assured SA-SAMS databases and deployment reports to the EMIS team at Head Office; and
- d. sign-off on all submissions from the District to Head Office on the prescribed template.

4.9 ROLES AND RESPONSIBILITIES OF KEY PERSONNEL AT HEAD OFFICE

4.9.1 The Education Management Information Systems (EMIS) Sub Directorate will:

- a. liaise with the Department of Home Affairs to support the strategy to reduce the number of undocumented learners in the system;
- b. formulate strategies to ensure the accurate and timeous submission of

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- databases from schools and districts;
- c. quality assure data submitted by schools and districts;
- d. provide regular feedback reports to schools and districts;
- e. conduct regular data quality audits and data verification exercises to effectively manage data submissions to the Provincial Data Warehouse; and
- f. confirm and verify the correctness of data before uploading data to the warehouse.

4.10 IMPLICATIONS OF THE SUBMISSION OF INCORRECT DATA, INCOMPLETE DATA OR THE MISREPRESENTATION OF LEARNER ENROLMENT DATA BY SCHOOLS.

4.10.1 The implications of the submission of incorrect data, incomplete data or the misrepresentation of learner enrolment data may include:

- a. financial and associated resource allocations to Public and Independent schools;
- b. subsidised schools being reduced or withheld until all necessary data corrections are affected;
- c. the registration of errant Independent Schools being revoked or withdrawn;
- d. the instituting of disciplinary action against principals; and
- e. the GDE obtaining a qualified audit opinion from the Auditor General of South Africa (AGSA).

The implications listed above are viewed very seriously by the GDE and all are expected to ensure that all data submitted to the GDE has been checked, verified and approved.

4.11 SCHOOLS WITH GRADE R LEARNERS

4.11.1 In respect of the submission of ECD Grade R data, the following should apply:

- a. all Public Schools offering Grade R must on a quarterly basis provide SA-SAMS data to the GDE on all Grade R learners and practitioners;
- b. all Grade R learner and practitioner personal identification information must be captured in SA-SAMS; and
- c. all Grade R learner registration documentation must be safely filed and made available to any GDE official on request.

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4.12 LEARNER IDENTIFICATION

- 4.12.1** It is mandatory for each learner in the provincial schooling system to be verified against the National Population Register (NPR) database housed by the Department of Home Affairs (DHA).
- 4.12.2** The National Treasury allocates funding to the province based on verifiable evidence being presented for each public and independent school learner.
- 4.12.3** All Principals must ensure that learner ID numbers together with supporting documentation must be collected from parents on the admission of learners into their schools.
- 4.12.4** The latter information must be correctly captured on SA-SAMS. The EMIS Sub-Directorate will issue quarterly Data Quality Reports to assist schools with the provision of quality data each quarter.

4.13 QUARTERLY DATA QUALITY ASSURANCE (DQA) PROCESS

The department will embark on a data quality assurance process each quarter. All SA-SAMS data submissions will be followed by the issue of a quarterly Data Quality Report (DQR) to each school. The DQR will detail all data anomalies that a school would be expected to correct before their next quarterly SA-SAMS submission. Progress will be measured in each subsequent quarterly submission. The key objective of the data quality assurance process is to ensure that each school submits accurate, reliable and valid data. This will contribute to the overall improvement of the quality of data managed by the GDE.

4.14 DECEASED LEARNERS AND EDUCATORS

All learners and educators must be archived immediately following their deaths. Mortality rates at each school will be recorded in the 10th day online snap survey each year. The count of deceased learners and staff will also be tracked through SA-SAMS. The cause of death of each learner and educator will need to be recorded in SA-SAMS.

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4.15 THE SCHOOL EMIS FILE

All the schools are required to maintain an updated EMIS file. The auditors may request the file when they visit schools. Please see **Annexure C** for the contents of the EMIS file that each school needs to maintain.

5 CONCLUSION

The GDE is an organisation that values the use of data, and the Education Management Information System (EMIS) sub directorate is mandated to collect, clean, organise, analyse, and disseminate data related to the Gauteng schooling environment. EMIS is responsible for the collection and analysis of school, educator and learner data. The data collected from schools assists the department in determining the size and shape of the education sector in the province. School data is collected through SA-SAMS and processed from the province through to the national Learner Unit Record and Information Tracking System (LURITS). LURITS constitutes a national database that enables the Department of Basic Education (DBE) to track and report on all learners throughout the country. The success of LURITS is completely reliant on the use of the SA-SAMS solution and it is for this reason that all schools are encouraged to use SA-SAMS. SA-SAMS compels schools to ensure that all learners are registered on the solution with a verifiable ID number and this key requirement allows all education departments to report accurately and reliably on every learner in our system. It is on this basis that the GDE is able to effectively allocate resources to schools and fulfil its educational mandate in the province.

6 Signature of the Head of Department

APPROVED BY

Rufus Mmutlana

Head of Department

Date: 21 NOVEMBER 2024

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ANNEXURE A: PRO FORMA 2025 EMIS ONLINE SNAP SURVEY (10th DAY HEADCOUNT)

Please note that the SNAP Survey will be completed online on the 31 January 2025. The survey will be accessed via a link shared by EMIS with schools a day before (30 January 2025). The link will only become active on the 10th school day (31 January 2025). This annexure is merely a draft of the survey tool. No emailed submissions from schools of this paper-based version will be accepted by the GDE.

The key Focus Areas of the 2025 EMIS SNAP Survey will comprise of the following:

1. School General details

EMIS Number	
District	
Institution name	
School Official Email Address	
School Alternative Email Address	
Principal Email Address	
School Telephone Number	
Principal Cell Number	
Alternative Cell Number	
SA-SAMS package:	
Electronic Administrative Management System:	
Does the school have an ECD Programme on its premise	Yes/No
If yes, indicate the name of the ECD programme	
Is the ECD Programme registered with the GDE	Yes/No
If yes, indicate the EMIS number of ECD programme	

2. Number of Learners and Classes per Grade

LEARNERS	Pre-Grade R	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Special	Other	Total
Male																	
Female																	
Total																	
Classes																	

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3. Number of Repeaters by Gender and Grade

LEARNERS	Pre-Grade R	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Special	Other	Total
Male																	
Female																	
Total																	

4. Number of Learners by Disability (Only for Special Schools)

Number of Learner by Disability	Male	Female	Total
Autistic Spectrum Disorder			
Blind			
Cerebral Palsied (CP)			
Deaf			
Epilepsy			
Hard of Hearing			
Mild/Moderate Mentally Handicapped (MMH)			
Partially Sighted			
Physically Disabled (PD)			
Severe Behavioural Disorder (SBD)			
Severely Mentally Handicapped (SMH)			
Specific Learning Disabled (SLD)			
Other: Learners in Hospital Schools or Schools of Specialisation			

5. Number of Learners by Home Language

LANGUAGE	Male	Female	Total
Afrikaans			
English			
IsiNdebele			
SiSwati			
IsiXhosa			
IsiZulu			
SeSotho			
SePedi			
SeTswana			
TshiVenda			
XiTsonga			
Sign Language			
Other			

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6. Learner Migration

Number of learners migrating into Gauteng in 2025 from other provinces or other countries. (Please note that this table should not include learners that migrated in previous years)	Male	Female	Total
Eastern Cape			
Free State			
KwaZulu-Natal			
Limpopo			
Mpumalanga			
Northern Cape			
North-West Province			
Western Cape			
Foreign Countries			
Total			

7. Learner Pregnancy

LEARNERS	Pre-Grade R	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Special	Other	Total
2024																	

8. Undocumented Learners

7.1 Undocumented Learners (South Africans)

LEARNERS	Pre-Grade R	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Special	Other	Total
Male																	
Female																	
Total																	

8.2 Undocumented Learners (Non-South Africans)

LEARNERS	Pre-Grade R	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Special	Other	Total
Male																	
Female																	
Total																	

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9. Personnel Information (Indicate APPOINTED positions only, NOT Acting)

STAFF	State Paid				Privately / Governing Body			
	Full-time		Part-time		Full-time		Part-time	
	Male	Female	Male	Female	Male	Female	Male	Female
Principal								
Deputy Principal								
Head of Department								
Educators								
Professional non-teaching staff (e.g., occupational therapists, nurse, psychologists.)								
Administrative staff								
Support staff								
Early Childhood Development Practitioners								
Special Class Educators								
Total								

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9. Learner Mortality and cause of death

Cause of Death	Pre-Gr R		Gr R		Gr 1		Gr 2		Gr 3		Gr 4		Gr 5		Gr 6		Gr 7		Gr 8		Gr 9		Gr 10		Gr 11		Gr 12		Gr SP		Other		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Accident																																	
Illness																																	
Suicide																																	
Violence and homicide																																	
Other																																	
Total																																	

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10. Educator Mortality and cause of death

Cause of Death	Principal		Deputy Principal		HOD		Educators		Administrator		Professional non-teaching staff		Support Staff		Other	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Accident																
Illness																
Suicide																
Violence and homicide																
Other																
Total																

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ANNEXURE B: DEDICATED EMAIL ADDRESSES FOR THE SUBMISSION OF SA-SAMS

Name of District	District ISSP Official Details	Email Address for SA-SAMS Database Submission ONLY
Ekurhuleni North	Dr Vasen Pillay – Tel: 011 746 8036	EN_SA-SAMS2020@gdeschools.gov.a
Ekurhuleni South	Caleb Leolo – Tel: 011 389 6154	ES_SA-SAMS2020@gdeschools.gov.za
Gauteng East	Thando Nobongoza – Tel: 011 736 0777	GE_SA-SAMS2020@gdeschools.gov.za
Gauteng North	Penny Dalton – Tel: 012 846 3717	GN_SA-SAMS2020@gdeschools.gov.za
Gauteng West	Nomonde Mayekiso – Tel: 011 693 2972	GW_SA-SAMS2020@gdeschools.gov.za
Johannesburg Central	Naren Chetty – Tel: 011 983 2332	JC_SA-SAMS2020@gdeschools.gov.za
Johannesburg East	Nico Leso – Tel: 011 666 9047	JE_SA-SAMS2020@gdeschools.gov.za
Johannesburg North	Robert Mabasa – Tel: 011 694 9333	JN_SA-SAMS2020@gdeschools.gov.za
Johannesburg South	Donald Ntsoane – Tel: 011 247 5733	JS_SA-SAMS2020@gdeschools.gov.za
Johannesburg West	Shadrack Vukeya – Tel: 011 831 5403	JW_SA-SAMS2020@gdeschools.gov.za
Sedibeng East	Gerda Venter – Tel: 016 440 1847	SE_SA-SAMS2020@gdeschools.gov.za
Sedibeng West	Elbe Erasmus – Tel: 016 594 9159	SW_SA-SAMS2020@gdeschools.gov.za
Tshwane North	Sinki Makubu – Tel: 012 543 1203	TN_SA-SAMS2020@gdeschools.gov.za
Tshwane South	Cedric Modise – Tel: 012 401 6446	TS_SA-SAMS2020@gdeschools.gov.za
Tshwane West	Lesiba Movalo – Tel: 012 725 1354	TW_SA-SAMS2020@gdeschools.gov.za

On request, this circular will be made available in Afrikaans, isiZulu or Sepedi within 21 days
Also available on the website at: www.gauteng.gov.za

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ANNEXURE C: SCHOOL EMIS FILE CONTENTS

1. **Contact Details**
Name and Contact Details of officials to support SA-SAMS.
2. **EMIS officers access control- List of officials**
3. **Circulars**
E.g., Circular 06/2023 – Education Management Information Systems (EMIS) School Data Management Processes for 2024.
4. **Memoranda**
 - ISSP memoranda (District Office).
 - EMIS memoranda (Head Office).
5. **Online snap survey (10th Day Headcount)**
 - Printed signed and stamped survey of the 10th day Head count survey.
6. **LURITS Deployment Forms**
Copy of all signed and stamped LURITS deployment forms that were submitted to the ISSP District Offices.
7. **Acknowledgement of Receipt**
Issued by ISSP District Office on receipt of the SA-SAMS database and corresponding LURITS deployment form.
8. **Data Quality Reports**
Data Quality Report issued to the school, where data must be verified and corrected. The report must be completed, signed, stamped, and made available for verification on request.
9. **Certificate of Submission**
Issued by EMIS Head Office after data is uploaded to the GDE Data Warehouse / LURITS.
10. **Verification Reports**
Reports issued after the District / Head Office officials verifies SA-SAMS data at the school.
11. **Surveys**
Surveys sent to schools to be completed online.
12. **Other Notices, Meetings Invitations, Meeting notes, SA-SAMS training material, Tips on SA-SAMS, etc.**

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ANNEXURE D: DATA VERIFICATION

- 1 All Public Ordinary Schools and Schools of Specialisation will be subject to the planned verification process to be rolled out in 2025.
- 2 Verification will be conducted onsite by designated officials from Head Office and Districts.
- 3 Verification will be conducted at the school. Principals will have to confirm the correctness of data verified in real time.
- 4 An updated verification process will be mediated to all district offices.