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IMPORTANT NOTICE

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GOVERNMENT NOTICE

DEPARTMENT OF BASIC EDUCATION**No. 47****28 January 2011****SOUTH AFRICAN SCHOOLS ACT, 1996 (ACT NO. 84 OF 1996)****AMENDED NATIONAL NORMS AND STANDARDS FOR SCHOOL FUNDING**

I, Angelina Matsie Motshekga, Minister of Basic Education, in terms of section 35 and 39 of the South African Schools Act, 1996 (Act 84 of 1996), after consultation with the Minister of Finance and the Council of Education Ministers, hereby publish amendments to the National Norms and Standards for School Funding. The National Norms and Standards for School Funding were published in Government Notice No. 890, Government Gazette No. 29179 of 31 August 2006, corrected by Government Notice No. 1282, Government Gazette No. 29473 of 14 December 2006, amended by Government Notice No. 26, Government Gazette No. 30679 of 18 January 2008 and further amended by Government Notice No. 1089, Government Gazette No. 31498 of 17 October 2008, Government Notice No. 31574 of 4 November 2008, Government Gazette No. 31848 of 30 January 2009, Government Notice No. 32683 of 6 November 2009, Government Notice No. 32772 of 3 December 2009 and Government Notice 32804 of 11 December 2009.

The National Norms and Standards for School Funding are hereby amended by -

- (a) the insertion after paragraph 138 on page 39 of the National Norms and Standards for School Funding, Government Gazette No. 29179 of 31 August 2006; and
- (b) the insertion after paragraph 170 on page 45 of the National Norms and Standards for School Funding, Government Gazette No. 29179 of 31 August 2006.

The amendments are contained in the Schedule below.

The effective date for implementation of this amendment will be 1 April 2011.


MRS ANGIE MOTSHEKGA, MP
Minister of Basic Education

Date: 15 December 2011

SCHEDULE

The National Norms and Standards for School Funding are hereby amended by -

- (a) the insertion after paragraph 138 on page 39 of the National Norms and Standards for School Funding, Government Gazette No. 29179 of 31 August 2006 of the following:

" 138A. PROVIDING OPERATIONAL FUNDS TO NO-FEE SCHOOLS

(a) Criteria for providing operational funds to no fee schools

- (i) All no-fee schools should annually, in accordance with the applicable prescripts of the PFMA and its regulations and any Treasury practice notes be provided with an allowance from their total school allocation for the year in order to be able to defray day-to-day operational, non-personnel expenditure. This will include those day-to-day, non-personnel expenditure to support the effectiveness and efficiency of the administrative, management and curricular programs of the school.
- (ii) In accordance with Section 21(6) of SASA the MEC shall by notice in the Provincial Gazette determine that governing bodies of no-fee schools be allocated the function to administer and utilize the operational funds for day-to-day operations in accordance with the provisions of Section 21(1)(e) of SASA.

(b) Determination of the amount for operational purposes

- (i) The amount of the allowance for daily operations to be made available to schools must be determined by the Head of the Department.

(c) Providing schools with details of operational funds allocated

- (i) The provisional and final communication on the school's allocations as guided by Paragraphs 119 and 121 must, where applicable, include details of the amount of the allocation for operational funds and what the operational funds can be utilised for.

(d) When and how should schools receive the operational funds

- (i) The allowance must be paid to schools so that they are functional throughout the year.
- (ii) The transfer payments for operational funds must be in accordance with the provisions as set out in paragraph 121A.

(e) Reporting on the use of the operational allowance by the schools

- (i) The PED must clearly inform the schools that the funds are for their daily operations and that it is a portion of their total school allocation for the year.
- (ii) The PED must provide the schools with procedures and policies for recording and reporting on the use of the allocations as well as the timeframes for such reporting which schools need to comply with before they may receive their next allowance for operational purposes..” and

- (b) the insertion after paragraph 170 on page 45 of the National Norms and Standards for School Funding, Government Gazette No. 29179 of 31 August 2006 of the following:

“170A COMPENSATION FOR FEE EXEMPTIONS

- (a) A PED will determine an allocation for compensation for fee exemption to fee paying schools for each financial year.
- (b) The schools will apply to the Head of Department for compensation not later than 30 June of each year using the application form (**Appendix A**). The application form must be completed and be certified by the official school auditor according to the audit guidelines (**Appendix B**). The minimum information to be provided by the school on application will include the name of school; the EMIS number; the physical address of the school; the name and contact details of the person that completed the form; the total number of learners enrolled at school; the list of learners exempted from paying school fees in the previous year indicating the LURITS unique tracking number of each learner.
- (c) The information contained in the application form must be verified by the School Principal before submission and also be signed off by the Chairperson of the SGB, a representative of the school’s Finance Committee and the official school Auditor.
- (d) All information received will be subject to a departmental validation process as determined by the PED. If any information is found to have been

- (e) The Head of Department will inform the school of whether they qualify for compensation and, if they do qualify, what the amount of compensation awarded is by no later than 30 September of each year.
- (f) Compensation will be based on the situation at the school in the previous school year, and payment will be made in the new financial year.
- (g) The Provincial Education Department must make transfer payments of compensation for fee exemptions to schools on or before 15 November of the year during which the application is made.
- (h) The table below provides an **example** for calculating the level of compensation per learner based on the fee exemptions granted by the school per learner:

| LURITS Learner Number | Period for which learner was enrolled at school in school days | Full time equivalent (FTE) = number of school days in the year for which learner was enrolled at the school | Percentage of school fees from which learner was exempted (more than 0% to a maximum of 100%) (E %) | PED per learner allocation | Compensation per learner (E% x no fee threshold x FTE) minus (PED per learner allocation to the school), based on a no fee threshold of R784 in 2010 (C) |
|-----------------------|--|--|---|----------------------------|--|
| | (P) | (FTE) Eg. There are 200 school days in the year and learner B was enrolled for 150 days ($150 \div 200 = 0.75$) | Eg. Learner B received a full school fee exemption, therefore 100% | | Eg. Compensation in respect of learner B is: $(100\% \times 784 \times 0.75) - 100 = 388$ |
| 0000001 | 200 | 1 | 100% | R100 | R684 ²⁾ |
| 0000002 | 150 | 0.75 | 100% | R100 | R388 ²⁾ |

| | | | | | |
|---------|-----|------|-----|------|---------------------|
| 0000003 | 100 | 0.5 | 50% | R100 | R96 ²⁾ |
| 0000004 | 200 | 1 | 40% | R100 | R214 ²⁾ |
| 0000005 | 50 | 0.25 | 10% | R100 | R0 ²⁾ |
| | | | | | R1482 ³⁾ |

²⁾ These preliminary totals do not take into account provincial weight (W) as described below

³⁾ Preliminary total for the school

- (i) Each learner to be converted to a FTE, i.e. school days enrolled ÷ official number of school days. The school will receive for each learner:

[% Exemption x FTE x NFT x Weight (W)] minus the per learner allocation for the school

where, NFT is the No Fee Threshold and W is calculated by dividing the total PED budget for compensation by the preliminary total exemption claim of all schools, therefore:

W for the PED = PED Budget for compensation ÷ ∑ of Preliminary Total (all schools)

If, for example, a province has budgeted R5 million for compensation for exemption and the preliminary total of claims for compensation by all schools in the province amounts to R6 million, the provincial weight will be calculated as follows: $W = 5,000,000 \div 6,000,000 = 0.83$

Example: If the provincial weight is 0.83, the claim payable to the school by the PED will be R1 230 (R1 482 x 0.83).

Appendix A

APPLICATION FOR COMPENSATION FOR SCHOOL FEES EXEMPTED DURINGSCHOOL YEAR

NAME OF SCHOOL:

EMIS NUMBER:

QUINTILE:

SCHOOL PHYSICAL ADDRESS:

.....

.....

TOTAL ALLOCATION AS PER FINAL ALLOCATION LETTER:

PER LEARNER ALLOCATION AS PER FINAL ALLOCATION LETTER:

LEARNER ENROLLMENT AS PER SNAP SURVEY:

TOTAL NUMBER OF ATTENDED SCHOOL DAYS FOR ALL LEARNERS:

APPLICATION FORM COMPLETED BY:

FULL NAMES:.....

DESIGNATION:

CONTACT DETAILS:.....

AUDITOR DETAILS:

FULL NAMES:.....

CONTACT DETAILS:.....

LIST OF EXEMPTED LEARNERS

| NAME OF LEARNER | ID Number | Date Enrolled | Date Withdrawn* | % Exemption | School fee** |
|------------------------|----------------------|--------------------------|----------------------------|------------------------|---------------------|
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[illegible]

****School fee payable by learner if no exemption was granted**

Appendix B**NATIONAL GUIDELINES FOR THE AUDIT OF APPLICATION FOR
COMPENSATION FOR SCHOOL FEES EXEMPTED**

1. The audit must be completed and certified by the official school auditor, or a person appointed by the governing body in line with Section 43 of the South African Schools Act, before the application is submitted to the Provincial Education Department (PED).
2. The application for compensation will be for the previous school year, hence the situation at the school in the previous school year will apply.
3. The following documentation must be obtained from the school:
 - i. Final departmental allocation letter to the school for the year of application.
 - ii. Audited financial statements for the year of application.
 - iii. Learner attendance registers and quarterly/annual summaries of registers for the year of application.
 - iv. School admission register/s.
 - v. Snap survey for the year of application.
 - vi. Exemption application forms and documentation in support of application for each exempted learner.
 - vii. Documentation confirming / approving the exemption of each exempted learner.
4. The above-mentioned documentation obtained from the school must be used in verification of the correctness of all information provided.
5. Where supporting documentation is only available in electronic format, the auditor must request and be given access to the information.
6. The auditor must complete and sign the applicable section on the application form.

7. Any concerns or non-compliance with regard to the information audited must be reported in the space provided on the application form or on a separately attached note signed by the auditor.
8. All non-compliance or incorrect information must be corrected before the application form can be signed off by the auditor.
9. Any fraudulent information will lead to the application being disqualified.

FINCOM REP SIGNATUR..... DATE:

PRINCIPAL SIGNATURE:..... DATE:

SGB CHAIRPERSON SIGNATURE:..... DATE:

AUDITOR CERTIFICATION (REFER TO AUDIT GUIDELINES):

I.....HEREBY CERTIFIES THAT I HAVE VERIFIED ALL REQUIRED
INFORMATION CONTAINED IN THE DOCUMENTATION IN SUPPORT OF THIS APPLICATION AND CONFIRM THE
CORRECTNESS OF THE INFORMATION SUPPLIED.

COMMENT:
.....
.....

AUDITOR SIGNATURE:..... DATE: