ANNUAL ACADEMIC PERFORMANCE REPORT 20….

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SCHOOL NAME

TO BE COMPLETED BY ALL PUBLIC SCHOOLS ONLY

ALL INFORMATION FOR THE ACADEMIC YEAR 20…. TO BE PROVIDED BY 31 JANUARY 20….

- *The purpose of the template is to provide guidance and uniformity to all Principals in compiling a report on the academic performance of their schools.*

DECLARATION

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)), which stipulates 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:

.…………….……................…… .……….…….............……… ....…..............
Surname and initials   Signature   Date

School Governing Body Chairperson:

.…………….……................…… .……….…….............……… ....…..............
Surname and initials   Signature   Date

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

PROVINCE CODE *(Please place X in the correct province)*

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	☐

1	**GENERAL INFORMATION**

1.1	**School Name**	

1.2	**Postal Address** Enter the postal address under the relevant Address Type in either Section A or B. Only complete Section B: 1.2.6 to 1.2.9 if the physical address is the postal address. *(Post office: complete only if either PO Box , P/Bag or SAPO village has been selected) (Town/City: complete only if Street address or Building address has been selected)*

A. Postal Address (*Please leave blank if Not Applicable*)

1.2.1	**SAPO* Village**	
1.2.2	**PO Box**	
1.2.3	**Private Bag**	
1.2.4	**Post Office**	
1.2.5.	**Postal Code**	

B. Physical Address

1.2.6	**Building**	
1.2.7	**Street Address**	
1.2.8	**Town or City**	
1.2.9	**Postal Code**	

1.3	**Province code**	(Codes on the top page)	
1.4	**School level**	[**1**=Pre-Primary; **2**=Primary; **3**=Secondary; **4**=Intermediate; **5**=Combined]	
1.5	**Educational district**		
1.6	**Local Municipality**		
1.7	**Educational region**		

1.8	**Circuit** (If applicable)		
1.9	**Email**		
1.10	**GPS Coordinates**		
1.11	**Quintile Ranking**		
1.12	**LOLT of School**		
1.13	**Fee paying school**	YES	NO
1.14	**Location of school**		URBAN RURAL SEMI-RURAL

2	PRINCIPAL'S FOREWORD
Introduction **(A short background of the school environment)**	
School Progress towards its goals in year of reporting (e.g. 2020) **(Describe school progress towards its goals as outlined in the plan for the year)**	

Future Outlook (e.g. 2021) **(Outline the key areas for improvement for the coming year)**	

3	**BASIC SCHOOL INFORMATION**
3.1	**Learner Information**

	Total Enrolment of the school	Number of Girls Enrolled at the school	Number of Boys Enrolled at the school	Number of Orphans Enrolled at the school	Number of Learners assisted by School Nutrition programme	Number of Learners using the Learner / Scholar transport	Number of Fee exempted Learners

3.2	**School Discipline in Year of Reporting**	
		Number of Occurrences in all cases
	Disciplinary Incidents/Cases Held	
	Disciplinary Action Taken	
	Disciplinary Hearings Held	
	Suspensions Given	
	Expulsions Recommended	
	Expulsions Confirmed	

3.3	**Social Context**		
Select the appropriate descriptor reflecting social environment within the school and in the community where school is located.			
Community interest	LOW	MODERATE	HIGH
Employment Profile	LOW	MODERATE	HIGH
Mortality rate	LOW	MODERATE	HIGH

3.4	**Parent and /or Guardian Involvement in Children's Learning**		
Select the appropriate descriptor reflecting social environment within the school and in the community where school is located.			
Checks child's homework	LOW	MODERATE	HIGH
Attend the Annual General Meeting	LOW	MODERATE	HIGH

Attend subject information meetings	LOW	MODERATE	HIGH
Attend parents and information days/evenings	LOW	MODERATE	HIGH

3.5 Extra Curricula Activities

List the Extra Curricula Activities Offered by the School	Level of active participation per activity		
1	LOW	MODERATE	HIGH
2	LOW	MODERATE	HIGH
3	LOW	MODERATE	HIGH
4	LOW	MODERATE	HIGH
5	LOW	MODERATE	HIGH

3.6 Staff Profile

Staff Composition

Categories	Departmental Employees		S G B Employees
	Expected according to Post Provisioning	Actual	Actual
Educators			
Non - educators			
Total			

3.7 Staff Utilization

Number of Professionally Qualified Teachers (REQV LEVEL 13 AND ABOVE)	Number of Teachers Not Professionally Qualified (REQV LEVEL BELOW 13)	Number of Teachers Teaching Subjects for which they are Qualified to Teach	Number of Teachers Teaching Subjects they are Not Qualified to Teach

3.8 Teachers Teaching Subject Not Qualified to Teach

Name of Teacher	Subjects Teacher is Qualified to Teach ()	Current Subject Taught by the Teacher that the Teacher is Not Qualified to Teach	Duration of Teaching the Subject Not Qualified to Teach

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3.9 | Professional Development

Number of teaching staff involved in professional development activities in year of report

List of training courses / workshops attended by teachers during year of report	Number of educators who attended the course/ workshop	Rank the quality of the course/ workshop (1= Poor, 2=Good, 3=Excellent)	Name of training course/ workshop provider

List of formal qualifications attained during year of report	Number of staff members who attained the qualification

3.10	Educators Attendance		
Average Staff Attendance Rate (In %)		**Reason for Educator Turnover**	**Reason for Non-Educator Turnover**
Educators	**Non-Educators**		

3.11		**Learner Attendance for each Grade** *(draw from learner attendance register)*											
		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
		%	%	%	%	%	%	%	%	%	%	%	%	%
	Term 1													
	Term 2													
	Term 3													
	Term 4													

3.12	Description on how non-attendance is managed by the school

4	ACADEMIC PERFORMANCE			
4.1				

Domain	Measures	Grade 3	Grade 6	Grade 9
Numeracy	Average target for the school			
	Average score for the school			
	Percentage of learners at or above the national minimum standard			
	Percentage of learners below the national minimum standard			
Literacy	Average target for the school			
	Average score for the school			
	Percentage of learners at or above the national minimum standard			
	Percentage of learners below the national minimum standard			

4.2	GET Band: Foundation Phase:	
4.2.1	**List all Subjects where there is good performance** (above provincial average) **for the overall academic year**	
Grade	Subjects	Specify reasons for good performance *e.g. differentiated enrichment programmes*
1		

2		
3		

4.2.2   List of Subjects where there is poor performance

Grade: ……

List of subjects	Subject 1 =	Subject 2 =	Subject 3 =
Describe challenges contributing towards poor performance (specify actual section of the work that is problematic e.g. letter recognition in Literacy)			
Provide valid reasons for poor performance			
List available resources for all learners **E.g. Phonic cards**			
Describe the extent of resource utilization			

* This page only allows reporting for ONE GRADE. Please make the necessary copies to allow reporting on all the grades in your school.

4.2.3	Achievement per subject : FOUNDATION PHASE (Based on Final Results please complete the number of learners who achieved within the % ranges below)										
Subject	Average target of School	Below 30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-100%	Average performance

4.3	GET Band: Intermediate Phase:	
4.3.1	**List all Subjects where there is good performance** (above provincial average) **for the overall academic year**	
Grade	**Subjects**	**Specify reasons for good performance** *e.g. differentiated enrichment programmes*
4		
5		

EMIS NUMBER ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

6		

* This page only allows reporting for ONE GRADE. Please make the necessary copies to allow reporting on all the grades in your school.

4.3.2 List of Subjects where there is poor performance			
Grade: ……			
List of subjects	**Subject 1 =**	**Subject 2 =**	**Subject 3 =**
Describe challenges contributing towards poor performance (specify actual section of the work that is problematic e.g. letter recognition in Literacy)			
Provide valid reasons for poor performance			
List available resources for all learners **E.g. Phonic cards**			
Describe the extent of resource utilization			

* This page only allows reporting for ONE GRADE. Please make the necessary copies to allow reporting on all the grades in your school.

4.3.3	Achievement per subject : INTERMEDIATE PHASE (Based on Final Results please complete the number of learners who achieved within the % ranges below)										
Subject	Average target of School	Below 30%	30-40%	40-50%	50-60%	60-70%	70-80%	80-90%	90-100%	Average performance

4.4	**GET Band: Senior Phase:**	
4.4.1	**List all Subjects where there is good performance** (above provincial average) **for the overall academic year**	
Grade	**Subjects**	**Specify reasons for good performance** *e.g. differentiated enrichment programmes*
7		
8		
9		

* This page only allows reporting for ONE GRADE. Please make the necessary copies to allow reporting on all the grades in your school.

4.4.2 List of Subjects where there is poor performance			
Grade:			
List of subjects	**Subject 1**	**Subject 2**	**Subject 3**
Describe challenges contributing towards poor performance (specify actual section of the work that is problematic e.g. letter recognition in Literacy)			
Provide valid reasons for poor performance			
List available resources for all learners E.g. Phonic cards			
Describe the extent of resource utilization			

* This page only allows reporting for ONE GRADE. Please make the necessary copies to allow reporting on all the grades in your school.

4.4.3	**Achievement per subject : GET** (Based on Final Results please complete the number of learners who achieved within the % ranges below)										
Subject		**Average target of School**	**Below 30%**	**30-40%**	**40-50%**	**50-60%**	**60-70%**	**70-80%**	**80-90%**	**90-100%**	**Average performance**

4.5	FET Band	
4.5.1	**List all Subjects where there is good performance** (above provincial average) **for the overall academic year**	
Grade	Subjects	**Specify reasons for good performance** *e.g. differentiated enrichment programmes*
10		
11		
12		

* This page only allows reporting for ONE GRADE. Please make the necessary copies to allow reporting on all the grades in your school.

4.5.2 List of Subjects where there is poor performance			
Grade:			
List of subjects	**List of subjects**	**List of subjects**	**List of subjects**
Describe challenges contributing towards poor performance (specify actual section of the work that is problematic e.g. letter recognition in Literacy)			
Provide valid reasons for poor performance			
List available resources for all learners **E.g. Phonic cards**			
Describe the extent of resource utilization			

* This page only allows reporting for ONE GRADE. Please make the necessary copies to allow reporting on all the grades in your school.

4.5.3 Achievement per subject : FET (Based on Final Results please complete the number of learners who achieved within the % ranges below)										
Subject	**Average target of School**	**Below 30%**	**30-40%**	**40-50%**	**50-60%**	**60-70%**	**70-80%**	**80-90%**	**90-100%**	**Average performance**

4.6	LEARNER ACHIEVEMENT			
	NATIONAL SENIOR CERTIFICATE			
Domain	**Measures**	**Bachelors**	**Diplomas**	**Certificates**
Promoted Learners	Average target for the school			
	Average score for the school			
	Percentage of learners achievement			
Progressed Learners	Average target for the school			
	Average score for the school			
	Percentage of learners achievement			

5	RESOURCES				
5.1	Learner Training & Support Material				

Does each learner have a textbook for every subject?	YES	NO	
Does the school have a textbook retrieval policy?	YES	NO	
Does the school have a text book retrieval system?	YES	NO	
What % of textbooks were retrieved this year?			

Textbook shortages (Provide a bulleted list per grade and subject)	Grade	Subject	Number of books

5.2	Furniture					
Does each learner have a chair and table/desk		YES	NO			
How many chairs, tables and/or desks are broken		Chairs		Tables		Desks
Does the school have a system of repairing broken furniture		YES	NO			
Indicate shortages if any		Chairs		Tables		Desks

5.3	ICT		
Does the school have Information and Communication Technologies that are used to support learning and teaching?		YES	NO
Does your school have Computer Applications Technology (CAT) and Information Technology (IT) laboratories?		YES	NO
Does your school have computers in classrooms?		YES	NO
Does your school have computers in the school library?		YES	NO
Does your school have a computer for office personnel?		YES	NO
Does your school have a computer for management?		YES	NO
Does your school have a computer for teacher use?		YES	NO

Principal to place school stamp here

Education Manager to place office stamp here