



IDC0022-19LR

6 SEPTEMBER 2019

TO: SCHOOL PRINCIPAL; SCHOOL GOVERNING BODY CHAIRPERSON; THE SERVICE PROVIDER;

**Learner Absenteeism: Data requirements for Schools with electronic attendance SAM systems.**

The keeping of daily Learner attendance is mandatory in terms of the Policy on Learner Attendance in Government Gazette No. 33150 of 04 May 2010.

The WCED has moved to tracking learner absenteeism online on a daily basis. In order to ensure that the WCED meets the requirement to report on learner absenteeism for ALL schools every quarter, schools not using the online CEMIS function to capture absenteeism are required to submit learner absenteeism data in two files to the WCED in the following format, **every Friday by 13h00** after finalising the register (or the last school day of a term).

The file, in the following format must be e-mailed to: Reece Carelse at [Reece.Carelse@westerncape.gov.za](mailto:Reece.Carelse@westerncape.gov.za) Tel: 021 467 2631.

- 1. If the school is unable to provide it in the following format, the school MUST use the WCED function.**
- The school / service provider is also asked to submit a data set for Term 1 to 3 as well.
- Arrangements must be made to submit this data by the middle of next term.

**DATA FORMAT REQUIRED – FILE 1:**

Data for learners who were absent is to be provided in a pipe (|) delimited file as follows:

COLUMN	FIELD	EXAMPLE VALUE
1	EMIS NUMBER	0103026567 (Include leading zero)
2	YEAR	2019
3	TERM	3
4	CEMIS LEARNER NUMBER	030415CA20003
5	GRADE	GR4
6	CLASS NAME	GR4 A1
7	CEMIS TEACHER NUMBER	E631001JZ20004
8	ABSENT DATE (YYYYMMDD)	20190715
9	CAPTURE DATE (YYYYMMDD)	20190715 (00000000 if not available)
10	CAPTURE TIME (HH:MM)	13:47 (00:00 if not available)

**Example:**

0103026567 | 2019 | 3 | 030415CA20003 | GR4 | GR4  
A1 | E631001JZ20004 | 20190715 | 20190715 | 13:47

**File naming convention: L010302656720190719.txt**

Where eeeeeeeee is the Emis Number (including leading zero)  
And dddddd is the date of the Friday in format yyyymmdd

**Example:** L010302656720190719.txt

The next file is needed to confirm that a teacher updated the system every day, whether learners were absent or not.

**DATA FORMAT REQUIRED – FILE 2:**

Teacher's absenteeism capture confirmation in a pipe (|) delimited file as follows:

COLUMN	FIELD	EXAMPLE VALUE
1	EMIS NUMBER	0103026567 (Include leading zero)
2	YEAR	2019
3	TERM	3
5	GRADE	GR4
6	CLASS NAME	GR4 A1
7	CEMIS TEACHER NUMBER	E631001JZ20004
8	SCHOOLDAY	20190715
9	CAPTURE DATE (YYYYMMDD)	20190715 (00000000 if not available)
10	CAPTURE TIME (HH:MM)	13:47 (00:00 if not available)

**Example:**

0103026567 | 2019 | 3 | GR4 | GR4 A1 | E631001JZ20004 | 20190715 | 20190715 | 13:47

File naming convention: Eeeeeeeeeeddddddd.txt

Where eeeeeeeee is the Emis Number (including leading zero)

And ddddddd is the date of the Friday in format yyymmdd

**Example:** E010302656720190719.txt

**Notes:**

- The data for Term 1 – 4 (2019) must be submitted.
- Since we are far into 2019 already, first time submission of the files may contain all data up to that point. In that case the ddddddd part of the file name should be the "last date" of the data. Thereafter, weekly submission is required

**In the event that the school is unable to provide the data in the above prescribed format, the school is required to make use of the WCED learner absenteeism function on CEMIS.**

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