



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

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LTSM Provisioning
Ref: 11/9/2(LTSM)
10 January 2024

**To: Deputy-Directors General
Chief Directors
Directors at Head Office
District Directors
Deputy Directors – Auxiliary Services
Chief Education Specialists
Deputy Chief Education Specialist
Circuit Management
Principals of the Public Ordinary Schools
Principals of the Public Special Schools
Chairpersons of Schools Governing Bodies
School Learning and Teaching Support Material (LTSM) Committees**

KZN CIRCULAR NO 3 OF 2024

REQUEST FOR LEARNER ENROLMENT PROJECTIONS FOR 2025: SUPPLY OF WORKBOOKS AND STATIONERY FOR 2025 ACADEMIC YEAR

1. The Department has a Constitutional obligation to provide access of learning and teaching support material (LTSM), including stationery and workbooks, to learners.
2. To carry out this obligation, the South African Schools' Act No. 84 of 1996 [SASA, 16A(2)(a)(iii)] places responsibility on the school principal to manage the use of LTSM at schools.
3. The process for the provision of workbooks to the public schools and stationery to all schools without functions delegated in terms of SASA [S21(1)(c)] is hereby launched with a request for learner enrolment projections for the 2025 academic year.
4. These learner enrolment projections shall also be used for procuring stationery for public ordinary schools with functions delegated in terms of SASA [S21(1)(c)] which elect to participate in the central procurement process for stationery. S21c schools shall be allowed to request such participation later in the year through a separate communique.



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2.

5. Principals are directed to complete the attached Form: SCHOOL LEARNER PROJECTIONS FOR 2025 accurately for submission to the District Office on or before 16 February 2024. In this regard, Principals are requested to observe the notes given thereon especially the following:

"Schools which do not furnish forms will be regarded as being in agreement with the Department's projection of learner numbers".

6. Principals are reminded that in such cases, orders will be placed in terms of the Department's projections and schools shall manage any shortages experienced in 2025, as a result of non-submission of inputs, on their own and in a manner which does not disadvantage learners.
7. Regarding the shortage of workbooks and stationery for the current academic year, it has been observed that most queries have emanated from schools which failed to furnish this data last year. Such inaction is deemed unlawful and in contravention of SASA [S16A(2)(g)] which requires a Principal to provide accurate data to the Head of Department when requested to do so. An appeal is made for Principals to comply by sending the required data timeously.
8. Public Special Schools must please take note of the bespoke form designed, and the guidelines listed thereon for this exercise.
8. Your co-operation will be highly appreciated.

Mr G N Ngcobo

Head of Department: Education

Date:

15/1/24

KZN LTSM 2024/2025:
SCHOOL LEARNER PROJECTIONS FOR 2025



education
Department:
Education
PROVINCE OF KWAZULU-NATAL

District: _____ **EMIS:** _____
Circuit: _____ **School:** _____

For Noting by Schools

1. Schools are requested to furnish projections for learner numbers, HL, FAL, LoLTA for 2025 in the spaces provided, stamp and sign forms.
2. The data shall inform the placement of orders for WORKBOOKS for ALL public ordinary schools and public special schools.
3. The data shall also inform the placement of orders for STATIONERY for public ordinary schools WITHOUT FUNCTION C and Function C Schools which opt for central procurement. A separate communication will be sent for Function C schools which wish to participate in central procurement.
4. Schools offering 2 Home Languages and FAL's must complete 2 forms, indicating learner numbers for each stream separately.
5. Schools must complete Forms and hand in to District Offices by 16 February 2024.
6. Schools which do not furnish forms will be regarded as being in agreement with the Department's projection of learner numbers. Orders will be placed accordingly and schools shall deal with any shortages experienced in 2025 as a result of non-submission of inputs.

For Noting by Districts and Circuit

7. Districts will maintain registers of forms received.
8. Districts / Circuit Managers are required to confirm learner projection numbers for 2025 in the spaces provided, stamp, sign and furnish forms to the LTSM Directorate by 4 March 2024, for attention of the LTSM Provincial Office.
9. Where there are large variances between Department and School projections, Districts and/or Circuit Managers shall investigate before confirming learner numbers. Evidence of investigation must be kept on hand for future reference.
10. Districts / Circuit Managers must complete forms in respect of new schools which shall open during 2024 and in 2025.

PHASE	GRADE	PROJECTED 2025 LEARNERS	SCHOOL PROJECTION FOR 2025	DISTRICT CONFIRMED LEARNERS	PHASE	GRADE	PROJECTED 2025 LEARNERS	SCHOOL PROJECTION FOR 2025	DISTRICT CONFIRMED LEARNERS
ECD	Grade R	<input type="text"/>	<input type="text"/>	<input type="text"/>	GRADE 7	Grade 7	<input type="text"/>	<input type="text"/>	<input type="text"/>
FOU PHASE	Grade 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	SEN PHASE	Grade 8	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Grade 2	<input type="text"/>	<input type="text"/>	<input type="text"/>		Grade 9	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Grade 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	FET PHASE	Grade 10	<input type="text"/>	<input type="text"/>	<input type="text"/>
INT PHASE	Grade 4	<input type="text"/>	<input type="text"/>	<input type="text"/>		Grade 11	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Grade 5	<input type="text"/>	<input type="text"/>	<input type="text"/>		Grade 12	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Grade 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	COM (Accounting)	Grade 10/11/12	<input type="text"/>	<input type="text"/>	<input type="text"/>

HOME LANGUAGE (HL)	<input type="text"/>	<input type="text"/>
Please state LoLTA for the FOUNDATION PHASE	<input type="text"/>	<input type="text"/>
FIRST ADDITIONAL LANGUAGE (FAL)	<input type="text"/>	<input type="text"/>
PRINCIPAL (NAME)	<input type="text"/>	SCHOOL STAMP
SIGNATURE	<input type="text"/>	
DISTRICT/ CIRCUIT OFFICIAL (NAME)	<input type="text"/>	DISTRICT/CIRCUIT STAMP
SIGNATURE	<input type="text"/>	



District:

EMIS:

Circuit:

Name of Special School:

1. Special schools are kindly requested to provide projections for their expected number of learners in 2025, using the spaces provided on the forms. Once completed, the forms should be stamped and signed before being handed to the District Offices' LTSM unit by 16 February 2024.
2. This data will be used to place orders for the **DBE workbooks** for public special schools. This excludes stationery and braille workbooks. It is important to note that schools that fail to furnish these forms will be regarded as not requiring the DBE workbooks.
3. Districts are responsible for maintaining registers of the forms received, while CES – SNES /Circuit Managers are required to confirm learner projections numbers for 2025 in the spaces provided, stamp, sign, and furnish forms to the LTSM Directorate by 04 March 2025, for the attention of the respective District LTSM facilitator.
4. If there are large discrepancies between the Department and School projections, Special Needs Education Officials will investigate before confirming the learner numbers. Evidence of the investigation must be kept on hand for future reference. Finally, Districts and Circuit Managers must complete forms for any new schools that will open during 2024 and 2025

How to complete the form

1. Before you begin filling out the form, we recommend visiting the DBE website to peruse the workbooks that are available that can be used in the different education programmes. You can find them at [https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials\(LTSM\)/Workbooks.aspx](https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials(LTSM)/Workbooks.aspx)
2. Afterward, please read the circular regarding printing and delivery of workbooks to determine which ones are printed.
3. If your school requires workbooks for Grade R, please specify the preferred language in the "integrated" row. Then, in the next column, indicate the projected number of learners functioning at this level for the year 2025.
4. For Grade 1, please indicate the required Home Language, followed by the projected number of learners at this level for 2025.
5. If your school requires workbooks for Grade 1 English First Additional, please indicate the projected number of learners for the 2025 academic year. This applies to all subsequent grades. Please note that First Additional Language is only available in English.
6. For Mathematics and Life Skills, follow the same procedure as for Home Language. Specify the required language for the workbooks (e.g. Afrikaans, English, IsiZulu, IsiXhosa, etc.) and fill in the school's projected numbers.
7. Please continue this process for all subsequent grades until all the school's needs are met.



District:

EMIS:

Circuit:

Name of Special School:

Grade R	Integrated	Projected Number						
Grade 1	Home Language	Projected Number	English First	Projected Number	Mathematics	Projected Number	Life Skills	Projected Number
			Additional Language					
Grade 2	Home Language	Projected Number	English First	Projected Number	Mathematics	Projected Number	Life Skills	Projected Number
			Additional Language					
Grade 3	Home Language	Projected Number	English First	Projected Number	Mathematics	Projected Number	Life Skills	Projected Number
			Additional Language					
Grade 4	Home Language	Projected Number	English First	Projected Number	Mathematics	Projected Number		
			Additional Language					
Grade 5	Home Language	Projected Number	English First	Projected Number	Mathematics	Projected Number		
			Additional Language					
Grade 6	Home Language	Projected Number	English First	Projected Number	Mathematics	Projected Number		
			Additional Language					
Grade 7					Mathematics	Projected Number		
Grade 8					Mathematics	Projected Number		
Grade 9					Mathematics	Projected Number		

PRINCIPAL (NAME)

SIGNATURE

DISTRICT/CIRCUIT OFFICIAL (NAME)

SIGNATURE

[SCHOOL STAMP]

[DISTRICT/CIRCUIT OFFICE STAMP]