



**To: DEPUTY DIRECTOR – GENERALS
CHIEF DIRECTORS
DISTRICT DIRECTORS
DEPUTY DIRECTORS – HRSS
CES – CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES**

HRM CIRCULAR NO.7 OF 2025

**SUBJECT: VERIFICATION OF LEARNERS WITH SPECIAL EDUCATION NEEDS SUPPORT
ADMITTED TO PUBLIC SCHOOLS.**

1. It has come to the attention of the department that several schools have admitted learners without following the provisions stipulated in the SIAS Policy, White Paper 6 and Personnel Administrative Measures (PAM) Documents.
2. In view thereof, the department has assigned teams comprising of Human Resources, EMIS and Inclusive Education Directorates to verify the correctness of the learner enrolment as submitted by schools.
3. To this end, all principals of schools are hereby advised to make sure that the data and relevant documents used to admit learners are readily available upon the arrival of officials appointed to conduct the verification process.
4. In the event that the principal is not available on the day of the visit, the deputy principal or Departmental Head is expected to help facilitate the availability of all relevant documents in order for the team to effectively carry out this exercise.

Kindly bring the content of this circular to all concerned.

MR GN NGCOBO

HEAD OF DEPARTMENT

11/2/25

DATE