



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

BRANCH: CORPORATE SERVICES

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**TO : DEPUTY DIRECTORS GENERAL
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DIRECTORS
DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS – CMCS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
MEMBERS OF SCHOOL GOVERNING BODIES**

KZN CIRCULAR NO. 75 OF 2025

EMPLOYEE AND LEARNER VERIFICATION INCLUDING UNDOCUMENTED LEARNERS (HEADCOUNT)

1. The KwaZulu-Natal Department of Education will be implementing the Employee and Learner Verification project. This project is aimed at *physically verifying* employees and learners in all the Schools, Circuits, Districts and Head Office of the KwaZulu- Natal Department of Education.
2. The project will assist the Department to deal decisively with the risk of inflated learner numbers and the potential for existence of ghost employees, whilst ensuring that the department pays salaries to a correct number of employees as well as allocate Norms and Standards funds to schools for an accurate number of learners.
3. The headcount exercise will commence on 30 July until 31 October 2025. The verification time will be from 08h00 to 16h00.
4. During the verification process employees will be required to produce their *original identity documents* and to sign an employee declaration form. Learners will be required to produce their *birth certificates or identity documents, or any other official documentation* issued by the Department Home Affairs (e.g., passports).
5. All employees will be required to present themselves for verification, including those who may be on leave at the time of the verification. However, arrangements may be made for those whose conditions may compel that special arrangements be made for them to be verified in a place(s) other than their normal workstation.
6. Institutions will have to provide the verification teams with evidence of leave (Doctor's note, leave form, timetable) taken by absent individuals e.g., maternity leave, study leave and sick leave.

7. Learners who are absent on the verification day, will be ordered to avail themselves the next day or any other day that the verification leader may deem appropriate for that learner to be verified.
8. Employees who fail to present themselves will have their salaries frozen and can only be unfrozen upon presenting themselves for verification.
9. Learners may be struck-off the attendance register if they fail to present themselves to be counted, until they avail themselves for verification.
10. This Circular notice must be brought to the attention of all managers, employees, school principals, learners, and parents.



MR G. N. NGCOBO
HEAD OF DEPARTMENT
KZN EDUCATION
DATE: 29/07/2025