



Western Cape
Government

Education

FOR YOU



2026 **School Planning Calendar**

2026 PLANNING CALENDAR FOR SCHOOLS

1. Introduction

This schedule of dates for training programmes, meetings, tests and examinations, and important administrative deadlines is provided to aid schools' planning for 2026.

2. 2026 school terms

Term	Begins	Ends	No. of weeks	No. of school days
First	12 January (educators) 14 January (learners)	27 March	11	55 (educators) 53 (learners)
Second	08 April	26 June	12	54
Third	21 July	23 September	10	46
Fourth	06 October	09 December (learners) 11 December (educators)	10	49 (educators) 47 (learners)
				204 (educators) 200 (learners)

2.1 Religious observances in 2026

Religious holiday	Day	Date
Eid ul Fitr (date may vary)	Friday	20 March 2026
Passover	Wednesday Thursday	01 April 2026 02 April 2026
Ascension Day	Thursday	14 May 2026
Shavuot	Thursday Saturday	21 May 2026 23 May 2026

Eid ul Adha (date may vary)	Wednesday	27 May 2026
Rosh Hashana	Friday Sunday	11 September 2026 13 September 2026
Yom Kippur	Monday	21 September 2026
Sukkot	Friday (sunset)	25 September 2026
Shemini Atzeret and Simchat Torah	Friday Sunday	02 October 2026 04 October 2026
Diwali	Sunday	08 November 2026

3. Important dates per school term

3.1 Term 1 (12 January to 27 March 2026)

No. of weeks: 11

Activity	Due date
WCED Snap Survey for ordinary public and independent schools	
1. Principals sign off	27 January 2026
2. Circuit managers sign off	04 February 2026
3. Training on Service Benefits related matters upon request	Ongoing
4. Submit WCED 043 quarterly reports for period 01 October to 31 December Septemba 2026 to district offices	30 January 2026
5. Quality Management System (QMS) – finalise work plans for School Management Teams (SMTs) and chief education therapists/counsellors, sign off with the relevant supervisors and upload to CEMIS (supervisors – Post Level (PL) 3, PL 4, circuit managers, district-based education therapist specialists, district-based senior psychologists)	30 January 2026
6. Signing of job descriptions by all educators, therapists, counsellors and psychologists with their relevant supervisors (supervisors – PL 2, PL 3, PL 4, circuit managers, chief education therapists/counsellors, district-based education therapist specialists, district-based senior psychologists)	30 January 2026
7. Confirmation of approved applications sent to schools for the 2026 school year. Payment of hostel boarding, private boarding and private transport subsidy	30 January 2026

advances – Term 1 (for applications received at Head Office or automated applications signed off by circuit managers on EduInfoSearch by 30 November 2025)	
Recruitment and Selection publication dates:	
8. Bulletin 1 for institution-based public servants	02 February 2026
9. Bulletin 1 for institution-based educators	16 February 2026
10. Circuit Principals' Forum (CPF) meetings	02 to 13 February 2026
11. District Principals' Forum (DPF) meetings	16 to 25 February 2026
12. Special Schools Provincial Principals meeting	05 February 2026
13. Provincial Principals' Forum (PPF) meeting	06 March 2026
14. Leave of absence application forms Upload completed leave forms onto the People Management Practices System (PMPS) within 10 days of the first day of absence. The completed leave of absence application form must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
School Improvement Plan (SIP)	
15. Schools sign off on final SIPs which must include action plans for Academic Performance Improvement Plans	06 February 2026
16. Circuit managers sign off	20 February 2026
17. Schools update governing body member details on CEMIS, including new office-bearer details, dates of various governing body and finance committee meetings, and the names of the governing body associations the schools belong to	06 February 2026
18. Submit hostel boarding, private boarding and private transport subsidy applications for learners newly enrolled during January 2026 to Head Office or automated applications signed off by circuit managers on EduInfoSearch	06 February 2026
19. Schools submit requisitions (WCED 026A and 026B) for school furniture and equipment to district offices	13 February 2026
20. District offices submit prioritised lists for furniture and equipment to Chief Directorate: Districts	13 March 2026
WCED Annual School Survey for ordinary public and independent schools	
21. Principals sign off	03 March 2026
22. Circuit managers sign off	11 March 2026
WCED Annual Survey for Early Childhood Development (ECD) centres	
23. Principals sign off	03 March 2026

24.	ECD managers sign off	11 March 2026
25.	WCED Snap Survey for special schools	03 March 2026
26.	Principals sign off	11 March 2026
	Provincial programme managers (public schools)/ Institutional Management and Governance (IMG) managers (independent schools) sign off	
27.	Confirmation of approved applications of learners newly enrolled on 06 February 2026 sent to schools for the 2026 school year. Payment of hostel boarding, private boarding and private transport subsidy advances – Term 1 (for applications received at Head Office or automated applications signed off by circuit managers on EduInfoSearch by 06 February 2026).	13 March 2026
28.	Submit hostel boarding, private boarding and private transport subsidy claim forms with attendance registers to Head Office or submit automated claims with attendance registers on CEMIS – claims for Term 1	27 March 2026
	School Improvement Monitoring	
29.	Schools sign off	27 March 2026
30.	Circuit managers sign off	11 April 2026
31.	Submission of applications for remunerative work outside the public service	31 March 2026
32.	Face-to-face engagements with school and district staff exiting the WCED requiring assistance with the completion of pension documentation	30 March to 02 April 2026

3.1.1 Online admission application time frames for Grades R, 1 and 8 only

Activity	Due date
33. Schools complete and sign off on automated planned enrolment on the WCED's School Admissions Management Information (SAMI) system	11 to 13 February 2026
34. Circuit managers verify and sign off on automated planned enrolment on EduInfoSearch	18 to 20 February 2026
35. School admissions open for Grades R, 1 and 8 (all ordinary public schools)	10 March 2026

3.1.2 Curriculum, tests and examinations

Activity	Due date
36. Release of the 2025 National Senior Certificate (NSC) examination results	13 January 2026

37.	Submit applications for NSC examination re-marks and rechecks	13 to 27 January 2026
38.	Closing date for parents to appeal the progression/promotion results of their children	16 January 2026
39.	Principals communicate outcomes of progression/promotion appeals to parents in writing	23 January 2026
40.	Schools provide registers of progression/promotion appeals to circuit managers and assessment and examination coordinators	26 January 2026
41.	Submit assessment accommodation appeals for Grade 12	26 January 2026
42.	Closing date for registrations for May/June 2026 NSC/Senior Certificate (SC) examinations	27 January 2026
43.	NSC Awards Ceremony	29 January 2026 (To be confirmed)
44.	Grade 12 subject changes processed on CEMIS	30 January 2026
45.	Closing date for parents dissatisfied with the outcome of their progression/promotion appeals, to appeal to district directors	30 January 2026
46.	Grade 12 internal and district moderation of School-based Assessment (SBA)/Practical Assessment Task (PAT)/Oral marks	02 February to 23 October 2026
47.	All appeals (for progression and promotion results for Grades 1–11 of 2025) finalised	13 February 2026
48.	All district appeal reports submitted to Head Office along with complete database	27 February 2026
49.	Release of November 2025 re-mark/recheck results	March 2026 (to be confirmed)
50.	Capture Grade 10 subjects + 8 th /9 th subjects on CEMIS	13 March 2026
51.	Verification of NSC Grade 12 full-time learners' biographical and subject details on CEMIS completed	13 March 2026
52.	Closing date for registrations for November 2026 NSC examinations – full-time candidates	13 March 2026
53.	Grade 12 – schools (including special schools) confirm all adaptation needs in cases of adapted papers and assistive devices (e.g. braille, large font, audio files etc.) for learners with special needs, which must be specially ordered by the Department of Basic Education (DBE). Note – no new Grade 12 accommodations.	13 March 2026
54.	Term 1 learner performance data upload becomes available	13 March 2026

55.	School Assessment Irregularities Committee (SAIC) reports to district offices – report on Term 1 (and irregularities not reported on in previous report)	23 March 2026
56.	Capture data for newly elected members of SAICs	27 March 2026
57.	Circuit managers sign off	09 April 2026
58.	Grade 11 subject change applications by parents (maximum two subjects)	27 March 2026
59.	Submit applications for assessment accommodations – Grades R–11	Ongoing
60.	Address 2025 examination centre audit findings	27 March 2026
61.	Internal and district moderation of SBA/PAT/Oral marks for Grades 1–11	Ongoing

3.1.3 School enrichment and safety activities, and capacity building

Activity		Due date
62.	Capture sporting codes and enrichment activities (intra- and interschool activities) on CEMIS	19 January to 17 April 2026
63.	Safe Schools' Back to School Drive	02 to 06 February 2026
64.	Election of Representative Councils of Learners (RCLs)	27 February 2026
65.	Induction of new RCLs	02 to 27 March 2026
66.	Election of RCL office-bearers and governing body learner representatives	06 March 2026
67.	Election of District and Provincial Council of Learners Forums	09 to 23 March 2026
68.	South African Schools Choral Eisteddfod (SASCE) – registration	27 March 2026
69.	Safe Schools Holiday Programme	30 March to 02 April 2026

3.1.4 Learning and teaching support material (LTSM) processes

Activity		Due date
70.	LTSM committees appointed in writing	16 January 2026
71.	LTSM committees discuss LTSM progress to be reported to governing bodies and then submitted to principals for approval	Before scheduled governing body meetings
72.	Ensure that every learner has a covered textbook	16 January 2026 23 January 2026

73.	Schools report Mathematics and Language textbook shortages to their circuit managers in writing	
74.	Communication sent to parents about their responsibility to replace lost or damaged textbooks	23 January 2026
75.	Parent meetings held where LTSM is included as an agenda item	As per scheduled parent meetings
76.	Remedial delivery of workbooks	February 2026
77.	Schools capture textbooks issued	09 February to 06 March 2026
78.	District monitoring of textbooks issued by schools	09 February to 13 March 2026
79.	Principals sign off on textbook issue rates on CEMIS	13 March 2026
80.	Circuit managers sign off on issue rates, write comments and follow up on any textbook shortages with schools	25 March 2026
81.	LTSM policies updated and submitted to governing bodies for approval	27 February 2026
82.	Remedial delivery of workbooks to district offices	27 February 2026
83.	Conduct quarterly textbook check to identify lost and worn-out textbooks	16 to 20 March 2026
84.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings

3.2 Term 2 (08 April to 26 June 2026)

No. of weeks: 12

Activity	Due date
85. Pension webinars	April and May 2026
86. Online capturing of information on compensation for school fee exemptions starts	08 April 2026
87. Grade R subsidies – CEMIS opens for the submission of claims for four days only	08 April 2026
Term 1 quarterly absenteeism on CEMIS	
88. ALL principals sign off	08 April 2026
89. Circuit managers sign off	13 April 2026
90. Submit section 18A donation tax certificates to district offices	10 April 2026
91. Final norms and standards (N&S) allocations for ordinary public schools (including Grade R) and independent Grade R sites published on CEMIS	15 April 2026
92. CPF meetings	15 to 29 April 2026
93. DPF meetings	30 April to 13 May 2026
94. Special Schools Provincial Principals meeting	14 May 2026
95. PPF meeting	22 May 2026
96. Staff Performance Management and Development System (SPMDS) – conclude 2025/26 annual assessments on PERMIS	17 April 2026
97. Submit WCED 043 quarterly reports for period 01 January to 31 March 2026 to district offices	30 April 2026
98. Submit applications for the extension and/or curtailment of the curriculum in <u>2027</u> to district offices	30 April 2026
99. Payment of hostel boarding, private boarding and private transport subsidy advances – Term 2 (if claims for Term 1 were submitted)	30 April 2026
100. Leave of absence application forms Upload completed leave forms onto the PMPS within 10 days of the first day of absence. The completed leave of absence application form must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
101. Each governing body member must declare a direct or indirect personal interest that they or any of their family members have in the procurement of goods or services for the school. This completed declaration	Before 30 April of each year

118. Copies of annual financial statements, audited or examined in terms of section 43 of the South African Schools Act, 1996 (Act 84 of 1996), submitted to district offices	30 June 2026
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3.2.1 Online admission application time frames for Grades R, 1 and 8 only

Activity	Due date
119. School admissions close for Grades R, 1 and 8 (all ordinary public schools)	14 April 2026
120. Schools process Grades R, 1 and 8 online admission applications	15 April to 18 May 2026
121. Principals finalise and sign off on Grades R, 1 and 8 online admission application statuses on the SAMI system	21 May 2026
122. Circuit managers sign off on all online admission application statuses on EduInfoSearch	26 May 2026
123. System displays the outcome of Grades R, 1 and 8 online admission applications	28 May 2026
124. Parents informed of the outcome of online admission applications per email/SMS	28 May to 10 June 2026
125. Parents confirm acceptance of Grades R, 1 and 8 placements	28 May to 15 June 2026
126. Schools fill available spaces	15 June to 31 July 2026
127. Parents informed of spaces. Parents must accept and confirm placement within three days.	15 June until placement is concluded
128. WCED resolves and places unplaced learners in consultation with schools	03 August 2026 – admissions conclusion
129. Schools confirm enrolment on CEMIS	1 st day of school for learners

3.2.2 Curriculum, tests and examinations

Activity	Due date
130. Verification of Grade 12 learner details	April to June 2026
131. Verification of examination centre audits	April to August 2026
132. Closing date for applications for marking officials (internal moderators, chief markers, deputy chief markers, senior markers and markers) for the 2026 NSC examinations	10 April 2026

133. Term 1 learner performance data upload concludes	10 April 2026
134. Grade 11 subject changes (maximum two subjects) processed on CEMIS	17 April 2026
135. Audit of examination centres completed on CEMIS	24 April 2026
136. Circuit managers sign off	29 May 2026
137. Assessment and examination coordinators sign off	19 June 2026
138. May/June NSC and SC examinations	May and June 2026
139. Competency tests for markers	05 to 08 May 2026
School-based internal examinations and assessment earliest start dates:	
140. Grades 10, 11 and 12	01 June 2026
141. Grades 7, 8 and 9	08 June 2026
142. Grades 4, 5 and 6	08 June 2026
143. Term 2 learner performance data upload becomes available	12 June 2026
144. Provincial moderation of a sample of schools in each district (General Education and Training (GET) and Further Education and Training (FET) bands)	08 to 19 June 2026 (To be confirmed)
145. Closing date for applications for the provincial skills competition	19 June 2026
146. SAIC reports to district offices – report on Term 2 (and irregularities not reported on in previous report)	22 June 2026
147. Grade 10 subject change applications by parents (maximum two subjects)	26 June 2026
148. Internal and district moderation of SBA/PAT/Oral marks for Grades 1–11	Ongoing

3.2.3 School enrichment and safety activities, and capacity building

Activity	Due date
149. Schools Democracy Month	08 to 30 April 2026
150. National Schools MOOT Court (Grades 9–10) – registration	17 April 2026
151. MOOT Court – workshop on essay writing (virtual)	20 April 2026
152. Youth Citizen Action Programme (YCAP) – registration	08 May 2026
153. School Safety Summit	09 May 2026
154. YCAP – provincial workshop (virtual)	15 May 2026

155.	RCL – conference	23 May 2026
156.	SASCE – provincial round	28 to 31 May 2026
157.	Safe Schools Holiday Programme	29 June to 17 July 2026
158.	SASCE – national championship	30 June to 03 July 2026

3.2.4 LTSM processes

Activity		Due date
159.	Conduct annual LTSM audits in preparation for the ordering of top-up textbooks in May/June	16 April 2026
160.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
161.	Report on textbook retrieval and retention tabled at quarterly governing body meetings (includes the findings of annual stocktakes/audits)	As per scheduled quarterly governing body meetings
162.	Submit damaged and worn-out textbooks to disposal committees	24 April 2026
163.	Online ordering of CAPS top-up textbooks	11 to 22 May 2026
164.	Online ordering of stationery and cleaning materials for non-section 21 schools	18 to 29 May 2026
165.	Monitoring of DBE's volume 1 workbooks	25 to 29 May 2026

3.3 Term 3 (21 July to 23 September 2026)

No. of weeks: 10

Activity	Due date
Recruitment and Selection publication dates: 166. Bulletin 3 for institution-based public servants 167. Bulletin 4 for institution-based public servants 168. Bulletin 3 for institution-based educators	06 July 2026 01 September 2026 07 September 2026
<u>Term 2</u> quarterly absenteeism on CEMIS 169. ALL principals sign off 170. Circuit managers sign off	22 July 2026 27 July 2026
171. Submit WCED 043 quarterly reports for period 01 April to 30 June 2026 to district offices	31 July 2026
172. CPF meetings 173. DPF meetings 174. Special Schools Provincial Principals meeting 175. PPF meeting	03 to 14 August 2026 17 to 26 August 2026 03 September 2026 04 September 2026
176. Payment of hostel boarding, private boarding and private transport subsidy advances – Term 3 (if claims for Terms 1 and 2 were submitted)	31 July 2026
177. Leave of absence application forms Upload completed leave forms onto the PMPS within 10 days of the first day of absence. The completed leave of absence application form must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
178. All section 38A applications for 2027 submitted	03 August 2026
179. Educator establishments of ordinary public schools for 2027 made available	28 August 2026
180. Educator establishments of special schools for 2027 made available	28 August 2026
181. Schools submit applications for new LTS routes, to commence in <u>January 2027</u> , to circuit managers	28 August 2026
182. Schools submit LTS applications for new additional learners (2027) to circuit managers	28 August 2026
183. Submit inventories of the furniture and equipment disposed of and disposal committees' minutes to the Subdirector: Equipment at Head Office	28 August 2026
184. Customer Satisfaction Survey	28 August 2026

185. Pension webinars	September 2026
186. Long Service Awards for metro schools, Head Office and district officials	September 2026
WCED Annual Survey for special schools	
187. Principals sign off	03 September 2026
188. Provincial programme managers (public schools)/ IMG managers (independent schools) sign off	11 September 2026
189. Compensation for fee exemptions – WCED informs schools of amounts to be awarded	23 September 2026
School Improvement Monitoring	
190. Schools sign off	23 September 2026
191. Circuit managers sign off	30 September 2026
192. Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office or submit automated claims with attendance registers on CEMIS – claims for Term 3	23 September 2026
193. Face-to-face engagements with school and district staff exiting the WCED requiring assistance with the completion of pension documentation	28 September to 02 October 2026

3.3.1 Transfer request time frames – hard copy applications at schools and districts (This applies to Grades 2 to 7 and Grades 9 to 12 only)

Activity	Due date
194. School admissions open for transfer requests (all ordinary public schools)	03 August 2026
195. School admissions close for transfer requests (all ordinary public schools)	17 August 2026
196. Schools process transfer requests	18 August to 04 September 2026
197. Principals finalise and sign off on transfer request statuses on the SAMI system	07 September 2026
198. Circuit managers sign off on all transfer request statuses on EduInfoSearch	10 September 2026
199. System displays the outcome of transfer requests	16 September 2026
200. Parents are informed of the outcome per email/SMS	16 to 18 September 2026
201. Parents confirm acceptance of transfer placements	16 to 30 September 2026
202. Schools fill available spaces	30 September to 13 October 2026

203.	Parents informed of spaces. Parents must accept and confirm placement within three days.	13 October 2026 until placement is concluded
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3.3.2 Curriculum, tests and examinations

Activity		Due date
204.	Term 2 learner performance data upload concludes	24 July 2026
205.	Grade 12 oral moderation begins	To be confirmed
206.	Due date for invigilator applications for the November 2026 NSC examinations	24 July 2026
207.	WCED Systemic Tests for Grades 3, 6 and 9 – sign off on learner data on CEMIS	24 July 2026
208.	Grade 10 subject changes processed on CEMIS by schools	31 July 2026
209.	Release of May/June NSC/SC examination results	August 2026
210.	Release of May/June NSC/SC re-mark/recheck results	September 2026
211.	Submission of Grade 12 final schedules	August 2026
212.	Grade 12 September trial examinations earliest start date	26 August 2026
213.	Common Assessment Task for Life Orientation, Tourism and subjects with a practical component	September 2026
214.	Training of invigilators	September 2026
215.	Provincial moderation of a sample of schools in each district (GET and FET bands)	07 to 18 September 2026
216.	Term 3 learner performance data upload becomes available	11 September 2026
217.	SAIC reports to district offices – report on Term 3 (and irregularities not reported on in previous report)	21 September 2026
218.	Grade 12 September trial examinations end date	23 September 2026
219.	Internal and district moderation of SBA/PAT/Oral marks for Grades 1–11	Ongoing

3.3.3 School enrichment and safety activities, and capacity building

Activity		Due date
220.	INKosi Albert Luthuli – provincial competition	01 August 2026
221.	YCAP – provincial workshop (virtual)	14 August 2026

222.	Heritage Education Schools Outreach Programme – provincial competition	15 August 2026
223.	School Safety Round Table – rural	15 August 2026
224.	School Safety Round Table – urban	22 August 2026
225.	National Schools MOOT Court Competition – provincial oral round	29 August 2026
226.	YCAP – provincial competition	05 September 2026
227.	Safe Schools Holiday Programme	25 September to 02 October 2026

3.3.4 LTSM processes

Activity		Due date
228.	Submit damaged and worn-out textbooks to disposal committees	07 August 2026
229.	Discuss LTSM progress to be reported to governing bodies and then submit to principals for approval	Before scheduled governing body meetings
230.	Report on textbook retrieval and retention tabled at quarterly governing body meetings	As per scheduled quarterly governing body meetings
231.	Conduct quarterly textbook checks to identify lost and worn-out textbooks	14 to 18 September 2026
232.	Monitoring of DBE's volume 2 workbooks	14 to 18 September 2026
233.	Delivery of DBE's volume 1 workbooks for 2027 to be finalised	30 September 2026
234.	Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received

3.4 Term 4 (06 October to 11 December 2026)

No. of weeks: 10

Activity	Due date
235. Long Service Awards for rural schools and district officials	October 2026
236. Government Employees Housing Scheme webinar	October 2026
237. Grade R subsidy – CEMIS opens for the submission of claims for four days only	06 October 2026
238. Administration of WCED Systemic Tests for Grades 3, 6 and 9	12 to 27 October 2026
Term 3 quarterly absenteeism on CEMIS	
239. ALL principals sign off	14 October 2026
240. Circuit managers sign off	19 October 2026
241. CPF meetings	19 to 30 October 2026
242. DPF meetings	02 to 11 November 2026
243. Special Schools Provincial Principals meeting	12 November 2026
244. PPF meeting	20 November 2026
245. Leave of absence application forms Upload completed leave forms onto the PMPS within 10 days of the first day of absence. The completed leave of absence application form must include the PERSAL number, name of the institution, physical home address of the applicant, period of absence, date and signature of the applicant and must be submitted within two working days of returning to school.	Ongoing
246. Second N&S transfer payment to special schools	30 October 2026
247. Submit WCED 043 quarterly reports for period 01 July to 30 September 2026 to district offices	30 October 2026
248. SPMDS – completion of mid-year appraisals for all public service staff on salary levels 1 to 12	30 October 2026
249. QMS – completion of annual appraisals for all educators (PL 1–4) and therapists, counsellors and psychologists	30 October 2026
250. Payment of hostel boarding, private boarding and private transport subsidy advances – Term 4 (if claims for Terms 1, 2 and 3 were complete and submitted)	30 October 2026
251. QMS – submission of annual appraisal E1 and A6 score sheets (schools to adhere to district office submission dates)	02 to 13 November 2026

252.	Second N&S transfer payment for Grades 1–12 and payment of Grade R claims for the 2026/27 financial year and compensation for fee exemptions	13 November 2026
School Improvement Monitoring		
253.	Schools sign off	20 November 2026
254.	Circuit managers sign off	27 November 2026
255.	Submit hostel boarding, private boarding and private transport subsidy application forms for 2027 (Grades R–11 of 2026) to Head Office or automated applications signed off by circuit managers on EduInfoSearch	27 November 2026
256.	QMS – SMTs and chief education therapists/counsellors draft work plans and upload to CEMIS	30 November 2026
257.	Submit copies of approved 2027 school budgets to district offices	01 December 2026
258.	Submit hostel boarding, private boarding and private transport subsidy claim forms to Head Office or submit automated claims with attendance registers on CEMIS – claims for Term 4	10 December 2026
Term 4 quarterly absenteeism on CEMIS		
259.	ALL principals sign off	09 December 2026
260.	Circuit managers sign off	14 December 2026

3.4.1 Online admission application time frames

Activity	Due date
261. WCED resolves and places unplaced learners in consultation with schools	13 October 2026 – admissions conclusion
262. Schools confirm enrolment on CEMIS	From 1 st day of school for learners – January 2027

3.4.2 Curriculum, tests and examinations

Activity	Due date
263. NSC practical examinations (Computer Applications Technology & Information Technology Paper 1)	October 2026 (to be confirmed)
264. 2026 NSC examinations	October/November 2026
265. Return of unclaimed certificates of previous years	October 2026
266. Sign off on Grade 12 SBA marks uploaded via electronic record sheets after completion of moderation	October 2026 (to be confirmed)

267.	Applications for assessment accommodations for Grades R–11 close	03 October 2026
268.	Term 3 learner performance data upload concludes	09 October 2026
269.	Final district moderation and verification of Grade 12 record sheets	23 October 2026
270.	NSC practical examinations	To be confirmed
271.	Submit assessment accommodations appeals for Grades 10–11	06 November 2026
School-based internal examinations and assessment earliest start dates:		
272.	Grades 10 and 11	10 November 2026
273.	Grades 7, 8 and 9	17 November 2026
274.	Grades 4, 5 and 6	19 November 2026
275.	Progression and promotion 2026 – pre-promotion data snapshot on CEMIS	17 November 2026
276.	Capture screens for progression and promotion open	18 November 2026
277.	Term 4 learner performance data upload becomes available	20 November 2026
278.	Marking of the 2026 NSC examinations	December 2026
279.	SAIC reports to district offices – report on Term 4 (and irregularities not reported on in previous report)	23 November 2026
280.	Subject change applications by parents of Grade 11 learners – for Grade 12 year	11 December 2026
281.	Capture screens for progression and promotion close	11 December 2026
282.	Term 4 learner performance data upload concludes	11 December 2026
283.	Internal moderation of all SBA for Grades 1–11	Ongoing

3.4.3 Applications for assessment accommodations and immigrant status, as well as requests for adapted papers and assistive devices (e.g. braille, large font, audio tapes) for learners with special needs

Activity		Due date
284.	For Grades R–9 – ongoing at school and district level	Ongoing
285.	For Grades 10–11 – must be recorded on CEMIS by the end of October in the learner's Grade 10/11 year. No new applications will be accepted in Grade 12.	30 October 2026

286. Appeals for Grades 10–11	06 November 2026
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3.4.4 School enrichment and safety activities, and capacity building

Activity	Due date
287. Election of RCLs	October 2026
288. Last day to elect educator liaison officers	30 October 2026
289. Safe Schools Holiday Programme	10 to 15 December 2026

3.4.5 LTSM processes

Activity	Due date
290. Ensure that all newly procured textbooks are stamped and provided with unique numbers	As ordered and received
291. Submit damaged and worn-out textbooks to disposal committees	29 October 2026
292. Educators/schools capture textbook retrieval rates on CEMIS (educators must provide reasons for any deviations on the system)	16 November to 04 December 2026
293. Retrieve textbooks from learners and conduct textbook checks to identify lost and worn-out textbooks	16 November to 04 December 2026
294. Report on textbook retrieval and retention tabled at quarterly governing body meeting	As per scheduled quarterly governing body meetings
295. Delivery of DBE's volume 2 workbooks for 2027 to be finalised	30 November 2026
296. Disposal process of unwanted and damaged books	03 December 2026
297. Submit reports on textbook retrieval (including recommendations on improvement strategies) to principals	08 December 2026
298. Principals sign off on textbook retrieval rates on CEMIS	09 December 2026
299. Circuit managers sign off on textbook retrieval rates online	15 December 2026