

# TAFELBERG SCHOOL



## LEARNER ATTENDANCE POLICY

### 1. Introduction

Enrolment of learners and their regular and punctual attendance at school are prerequisites for an educated nation.

It is important because:

- Each school has a duty to protect every learner's fundamental right to education;
- Enrolment at a school places a learner under an obligation to attend school punctually and regularly unless there is a valid reason for absence;
- A school that successfully curbs absence without valid reason will most likely improve learner retention and performance.

### 2. Definition

Absent - When a learner is not present in class or not participating in a school activity when the register is marked.

### 3. Purpose of the Policy

The purpose of this policy is to:

- Promote punctual and regular attendance;
- Provide all stakeholders with the standard procedures for recording, managing and monitoring learner attendance.

### 4. Valid reasons for learner absence

While punctual and regular attendance is necessary, at times it may not be possible or desirable for a learner to attend school. Any of the following is a valid reason for absence of a learner from school:

- 4.1. Study leave taken by a Gr 12 learner to prepare for the National Senior Certificate(NSC) examinations. The starting date for study leave will be announced to the learners. Such learner need not attend school on days when they do not write examinations and after completing the examinations;

- 4.2. Physical or psychological illness. Parents must communicate this to the school and a written confirmation by a registered medical practitioner must be handed in if the learner is absent longer than 2 days;
- 4.3. Giving birth, please refer to *Tafelberg School Learner Pregnancy Policy*;
- 4.4. Recognized Religious or cultural observances approved by the WCED in terms of the National School Calendar Policy;
- 4.5. Death of a family member;
- 4.6. Appointment at court, social services or other official agency. Parents need to submit proof of such appointments to the school;
- 4.7. Suspension by the SGB;
- 4.8. National disasters
- 4.9. Exceptional circumstances for which, in the view of the principal, a temporary absence from school –
  - is in the best interest of the learner; or
  - was unavoidable.

## **5. Responsibilities**

### **5.1. Learners**

- 5.1.1. Learners are responsible to attend school punctually and regularly;
- 5.1.2. A learner may not take leave from school to study for examinations or when examinations have ended (exception see 4.1.);
- 5.1.3. Learners are the communication link between the school and the parents. Absentee letters or Doctor Certificates must be handed to the school ASAP. Electronic copies via email will also be accepted.
- 5.1.4. Learners must find out what academic work was missed in the time they were absent and make up the missing work as soon as possible.

### **5.2. Parents**

- 5.2.1. Parents are expected to ensure that the learner attends school daily, on time and for the whole school day unless there is a valid reason for absence (family holidays are not a valid reason);
- 5.2.2. Parents must inform the school (in writing or email) if a learner is absent or expected to be absent or to be late for school with valid reason;

- 5.2.3. Parents must cooperate with the school in resolving the problem if the learner is absent from school without valid reason;
- 5.2.4. Parents must encourage and assist learners to catch up the academic work that was missed during the time of absence.
- 5.2.5. Parent will ensure that appointments (licences, doctor, dentist etc.) are made after school hours

### **5.3. School**

- 5.3.1. The school is responsible for promoting and monitoring school attendance in order to give learners the best chance of benefiting from their school experience;
- 5.3.2. Register teachers must ensure that class registers are compiled, marked and properly monitored;
- 5.3.3. Register will be taken each school day during the morning register period and as required in subject classes.
- 5.3.4. Educators will assist learners as far as possible with academic work missed during absences, during break time or after school;
- 5.3.5. The school will contact parents via the sms service to inform them if a learner is absent on the day;
- 5.3.6. The school monitors absenteeism and will caution parents in writing, once a term, if the learner's absentee record is a concern.
- 5.3.7. The school will contact parents directly if there is reason to believe that a learner is absent for a period of time without valid reason. Safe Schools and the District Office (Circuit manager and Social worker) will also be notified by the HoG/HoP.

### **6. Sanctions**

- 6.1. A learners' record on a class register will be cancelled if the learner is absent for 10 consecutive school days, without valid reason.
- 6.2. Learners who are absent from school on Formal Assessment days and during examination times, must have a doctor's certificate. A new day and time, to make up the missed assessment, will be arranged and communicated with the parents and learner. Learners without a doctor's certificate will not be awarded the marks obtained for that specific test or exam.
- 6.3. A learner will attend an afternoon DT should he/ she not provide a valid reason for his/her continues absence.

**7. Short Title**

7.1 This policy shall be known as the POLICY FOR LEARNER ATTENDANCE.

**8. Amendments**

8.1 The school governing body may from time to time amend, supplement, modify or alter this policy.

**9. Approval**

This Policy for Tafelberg School was adopted by the Governing Body of Tafelberg School at a meeting held at the school on 2022/10/24

TITLE OF POLICY	Tafelberg School Learner Attendance Policy
POLICY NUMBER	#TBS018
DATE APPROVED BY SGB	2022/10/24
EFFECTIVE DATE	2022/10/24
EXPIRY DATE	This School Policy remains in force until amended or replaced and approved by the SGB.
REVIEW DATE	<i>The SGB will review this policy at least once during its term of office</i>
AMENDMENT HISTORY	2025/05/26 Reviewed