



LEARNER ATTENDANCE

INTRODUCTION :

Enrolment of learners and their regular and punctual attendance at the school are very important for an educated nation. Therefor a school that successfully curbs absence without valid reason will most likely improve learner retention and performance.

DEFINITION :

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

PURPOSE OF THE POLICY :

To promote punctual and regular attendance

VALID REASONS FOR BEING ABSENT :

- Study leave taken by Gr 12 learner to prepare for the National Senior Certificate examinations.
- Physical or psychological illness. Parents must communicate this to the school. Sick note from a registered medical practitioner must be handed in if the learner is absent for more than 2 days and/or **on the day of a scheduled formal assessment.**
- Death of an immediate family member.
- Appointment at court, social services or other official agency. Proof of the appointment needs to be submitted to the school.
- Suspension by the SGB
- Natural disasters
- Appointment at Traffic Department

GENERAL :

- Parents/Learners are responsible to hand absentee letters or doctor certificates to the school ASAP.
- It is the learner's / parent's responsibility to find out what academic work was missed in the time they were absent and make up the missing work as soon as possible.
- Parents should ensure that appointments (license, doctor, dentist etc.) are made after school as far as possible.
- The school will contact parents directly if there is reason to believe that a learner is absent too often without a valid reason.
- The school has to notify the WCED if a learner is absent too frequently. According to WCED policy a learner will have to repeat a grade after being absent too often. (More than 20 days)
- A learner's enrolment at the school will be cancelled and the WCED will be notified if the learner is absent for 10 consecutive school days without a valid reason.
- The learner must request a retest or NO TEST will be allowed and the learner will get 0%
- If the learner is absent **on the day of a scheduled test or exam or formal assessment** and does not present a medical certificate, the learner will not be allowed to rewrite the test or exam or do the assessment and the learner will therefore get 0%

SIGNED AND CONFIRMED

Mrs. M L Stander
Managing Director / Owner

Mrs. S van Zyl
Principal