

# Barachel Christian Academy

## CORE STATEMENT

- (a) It is the duty and responsibility of every parent or legal guardian to see that his / her child attends school regularly. Parents will be held accountable for unnecessary absenteeism of their children.
- (b) Educators must diligently keep track of absenteeism by completing the register of attendance daily without fail and to investigate each case of absenteeism.
- (c) Educators and parents must work together closely to stamp out unnecessary absenteeism and truancy.

## 2. PROCEDURE TO BE FOLLOWED IN CASES OF ABSENTEEISM

- (a) In the event of a learner being absent for three consecutive days without furnishing the school with reasons for the absence, the educator must send a letter to the parents to inquire about reasons for the absence.
- (b) If there is no response to this letter after five days a second letter should be sent to the parents.
- (c) If after five more days there is no reaction on the part of the parent and the learner is still absent a FINAL letter should be sent to the parents warning them that the matter will be reported to the Education Department if the child does not return to school.
- (d) In the event of the parent not reacting to this final letter, the matter will be reported to the Provincial Education Department.

## 3. RECORD-KEEPING

All correspondence must be in duplicate. Keep all duplicate letters neatly filed and send it on a weekly basis to the principal's office, together with the attendance register for control purposes.

NB: Educators can visit parents to enquire about the absence of a learner. This however is voluntary.

## 4. SANCTIONS

Disciplinary action, as set out in the school Code of Conduct will be taken against learners who stay out of school willfully.

## 5. DEFINITIONS

**Code of Conduct** refers to a written document concerning discipline which states how learners should behave, and the sanctions applied for misconduct.

**Truancy** is staying out of school for no apparent reason.