



HOLY CROSS CONVENT SCHOOL

Holistic Primary Education For Boys & Girls

162 Koeberg Road - BROOKLYN 7405 - Phone: 021 5114337 - Fax: 021 5119690

Email: admin@holycrossbrooklyn.co.za Website: www.holycrossbrooklyn.co.za

UMALUSI accredited NPO 202-196 PBO 930011798 School Registration Number 0103000810

POLICY ON LEARNER ATTENDANCE

Purpose of the policy

The purpose of this policy is to:

- a) promote punctual and regular attendance at Holy Cross Convent School.
- b) provide Holy Cross Convent School with standard procedures for recording, managing and monitoring learner attendance.

Legal Framework

The Holy Cross Convent School aligns with the policy on learner attendance determined by the national minister of Basic Education with the approval of education ministers in terms of Section 3 of the National Education Policy Act, 1996 which appeared in Government Gazette No. 33150, dated 4 May 2010

Rationale

Enrolment and punctual, regular attendance at school is important because:

- a) schools have a duty to protect every learner's fundamental right to education.
- b) enrolment at school places an obligation on parents to ensure their children attend school punctually and regularly.
- c) schools that curb absence will likely improve learner retention and performance.

Learner Absence

A learner is deemed to be absent from school when they are not present in the class or not participating in a school activity.

Valid reason for absence

While punctual and regular attendance at school is necessary, from time to time, 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:

- a) Physical or psychological illness for which the principal will require communication from the parent, and written confirmation by a medical practitioner if the illness lasts longer than two days. Please note that written confirmation from medical practitioner is required after one day, should a learner be absent on the day of a formal assessment or examination.
- b) Death of a family member

- c) Appointment at court, social services or other official agency, for which the principal may require documented proof
- d) Suspension due to unacceptable behaviour as guided by the Code of Conduct
- e) Acts of nature (ie. Events that are outside of human control)
- f) Exceptional circumstances for which, in the view of the principal, a temporary absence from school is
 - i. in the best interest of the learner
 - ii. unavoidable

Roles and Responsibilities

Roles and Responsibilities of the Principal

- The principal, working with the School Management Team (SMT) and the Board of Governors, is responsible for developing a culture of punctual and regular attendance at school.
- The principal may allocate a duty or responsibility envisaged in this policy to a member of staff. The principal must ensure that the staff member who is allocated the responsibility of attendance matters understands the importance of accurate records and careful monitoring; and that they carry out their responsibilities competently.
- The principal must ensure that registers are properly maintained.
- The principal must monitor and analyse learner attendance.
- The principal must follow up on absences.
- If the learner is absent for longer than three consecutive school days without a valid reason, the principal must
 - i. inform the parents of the importance of regular school attendance;
 - ii. inform the parents of the risk of the learner's record in the class register being cancelled because of continuous absence;
 - iii. request the learner's return to school.
- If the learner persists in being absent without a valid reason for a period of ten consecutive days or more, the principal must cancel the learner's record in the class register on grounds of 'continuous absence'.
- When a learner's record is cancelled in the class register, the principal must inform the parents/guardians and class teacher in writing of the date of and reason for the cancellation.

Roles and Responsibilities of the Class Teacher

- The class teacher is responsible for compiling and marking the class registers daily. (See procedures attached)
- The class teacher must inform the principal when a learner is absent for three consecutive days without explanation.
- The class teacher must provide support to a learner who has been absent in order to make up for time lost or assessments missed with a valid reason.

Roles and Responsibilities of the Learner

- A learner has the responsibility to attend school regularly and punctually. The example set by parents and teachers is of decisive importance in building a culture of punctual and regular school attendance.
- A learner must take responsibility for making up for lost time by ensuring all work is brought up to date as soon as possible.

Roles and Responsibilities of the Parents

- A parent is expected to:
 - i. ensure that the learner attends school daily, on time and for the whole school day unless there is a valid reason for absence.
 - ii. ensure that the learner is not taken out of school without a valid reason.
 - iii. inform the class teacher or principal, in writing prior to the learner's absence or expected lateness for school, providing a valid reason.
 - iv. cooperate with the school in resolving the problem if a learner is absent from school without valid reason.
 - v. Assist the learner to make up for time lost as a result of absence from school.

Review

This policy will be reviewed regularly.