



Glenstantia Primary School

Learner Attendance Policy

Date approved	8 Sept 2021	Date Policy will take effect	9 Sept 2021	Date of next review	Annually
Developed by	Policy Development and review Committee (PDRC) of the School Governing Body (SGB)				
Approved by	School Governing Body (SGB)				
Responsible Body	School Governing Body (SGB)				
Supporting documents, procedures and forms for this policy	Legislation (see below)				
References and Legislation	The Constitution of the Republic of South Africa (1996) South African Schools Act 84 of 1996 National Education Policy Act 27 of 1996				
Scope	SGB, School Management Team (SMT), Educator Staff, Learners				
Expiry date of policy	This policy remains in force until replaced by a policy revised and approved by the SGB.				

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1. Introduction

1.1 Purpose of the policy

- The purpose of the policy is to promote punctuality and regular attendance.
- To standardise procedures for recording, managing and monitoring learner attendance at our school.

1.2 Rationale for the policy

Importance of regular attendance:

- To protect every learner's fundamental right to education.
- To place a learner under an obligation to attend school punctually and regularly unless there is a valid reason for absence.
- To improve learner retention and performance.

Importance of attendance records:

- Daily and weekly records on D6 enables the school to monitor learners' absence.
- Monthly and quarterly returns of learner absence enable district offices to track attendance trends at school.
- The accuracy of the learner attendance record is very important as it can be used for legal purposes.

2 Learner Absence

Definition of 'absent'

- A learner is deemed absent from school when he/she is not present in class by 8h00 or not participating in a school activity when the register is marked.

3 Responsibilities

3.1 Learner's responsibilities are:

- To attend school punctually and regularly.

3.2 Parent's responsibilities

A parent is expected to-

- Ensure that a learner attends school daily, on time and for the whole day unless there is a valid reason for absence.
- Ensure that the learner is not taken out of school without a valid reason (family holidays are not a valid reason)
- Inform the class teacher if the learner is absent or expected to be absent or to be late for school with valid reason.
- Assist the learner to make up for time lost for absence from school.

3.3 School's responsibilities

- To promote and monitor school attendance.

3.4 SGB's responsibilities

- Rules dealing with punctuality and regular attendance should be part of an SGB's code of conduct for learners.
- The SGB is expected to take an active interest in the rate of attendance of learners at our school.

3.5 Principal's responsibilities

- The principal must ensure that sufficient class registers are available at the beginning of the year.
- Temporary registers are used for the first ten consecutive days and the data transferred to the permanent registers thereafter.
- A principal, working with the SMT and the SGB, is responsible for developing a culture of punctual and regular attendance at school.
- A principal is responsible for fostering a school environment in which the SMT and teachers take an interest in each learner's well-being and are alert to problems that might affect a learner's attendance.

- The principal may allocate the duty or responsibility of learner attendance to a member of staff (HOD or Deputy Principal)
- The principal must ensure that the allocated staff member understands the importance of accurate records.
- The principal must ensure that class and period registers are compiled, marked, monitored and properly stored.
- The principal must ensure electronically generated systems are properly maintained and backed up.
- The principal must ensure that monthly and quarterly registers are submitted to the District via the Valistractor (SASMS) and emailed to TS Data submissions by the secretary.
- The Principal must ensure that all registers are balanced at the end of each term and safely kept in the safe at the end of the year.
- The principal must monitor and analyse learner's attendance rates by grade and include such information in the principal's report to the SGB

3.6 Class teacher's responsibilities

- The class teacher is responsible for compiling the register at the beginning of each term, starting with males then females.
- Surnames must be in alphabetical order according to the electronic systems used (e.g. D6)
- The class register teacher is responsible for marking the register in the registration period starting from 7h30 up to 7h45 daily.
- The 10 minutes' registration period in the morning is included in the timetable.
- If a class register is absent, another staff member must mark the class register.
- The grade assistant/class teacher is responsible for updating the electronic system daily and weekly.

- The class register teacher is responsible to maintain accurate records and keeping the register safe in the classroom.
- The class teacher is responsible for completing the weekly register and submitting it to the Deputy principal every Friday before 10h00.

4. Following up learner absence

- If a learner is absent for three consecutive school days without explanation, the class teacher must report the absence to the principal who must make an effort to contact the parents.
- If a learner is absent without valid reason for three consecutive school days, the principal must:
 - emphasize to the parents the importance of regular attendance.
 - inform the parent of the risk of the learner's record in the class register being cancelled for continuous absence.
 - request the learner's return to school.
 - where necessary, elicit the support from the District.
- If despite the intervention of the principal, a learner persists in being absent without valid reason:
 - The learner must be charged with breach of the school's code of conduct for learners.
 - The learner's record in the class register must be cancelled if the learner is absent for 10 consecutive days and the record of the communication with the parent must be kept in the profile.

5. Cancellation of a learner's record in a class register

- A learner's record in a class register may be cancelled for one of the following reasons:
 - Exemption from school attendance
 - Expulsion
 - Transfer to another school
 - Registration for home schooling
 - Continuous absence

- Notification by the parent that the learner will not return to school; or
- Death of the learner
- When a learner’s record is cancelled, the principal must, in writing:
 - inform the parent and class teacher of the date and reason for the cancellation.
 - inform the district office of the date and reason for cancellation.

6. Late coming Register

- The Learner Support Centre will keep a late coming register for learners that are late to school.
- Parents are contacted for repeat offenders.

7. Temporary closure of the school

- A school may be closed temporarily by the District HoD in case of emergency in terms of 16(4) of SASA.
- An SGB may apply to the HoD for permission to close the school temporarily for religious commemorations (if a majority of learners in the school are members of the faith in question), or for sporting or cultural events. In either case the school may be temporarily closed for no more than two school days per year.

SIGNED BY

Chairperson of the SGB: _____ Date:

The Principal: _____ Date:

IDSO: _____ Date: