+27 106343667 +27 782579184
info@shermitexglobalacademy.co.za
www.shermitexglobalacademy.co.za
718 James Crescent, Halfway House, Midrand, 1685

SHERMITEX GLOBAL ACADEMY LEARNER ATTENDANCE POLICY

1. PURPOSE OF POLICY

a) Promote punctual and regular attendance of Learners at school
b) Standard procedures for recording, managing and monitoring learner attendance

2. RATIONALE FOR THE POLICY

2.1Importance of regular school attendance
a) Enrolment at a school places a learner under an obligation to attend school punctually and regularly unless there is a valid reason for absence
b) A daily record of leaner attendance enables a school to monitor absence and take appropriate follow up action with both parents and learners.
c) Records of learner attendance may be required for legal purposes, therefore essential that a school m**3.**

LEARNER ABSENCE

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

3.1 Valid reason for absence

a) Physical or psychological illness, for which a Principal may require communication from the parent that the learner is unable to attend school or written confirmation by a registered medical practitioner or traditional healer if the illness lasts longer than three days.
b) Giving birth, subject to written confirmation by a registered medical practitioners or registered midwife
c) Death of family member
d) Appointment at court, social services or other official agency for which a principal may require documentary proof e) Suspension from school.
f) Exceptional circumstances for which, in the view of the principal, a temporary absence from school
(i) is in the best interest of the leaner
aintains such records accurately. The principal and staff of the school act are the parents of for the learner at the school.

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3.2 Learner's responsibility

a) A leaner has a responsibility to attend school punctually and regularly. The government depends on parents, Directors, school management teams (SMTs), teachers to play their part in ensuring that learners accept and act on this responsibility

b) A learner may not take leave from school to study for examination or when examinations have ended.

Parent's responsibility

a) Ensure the leaner attends school daily, on time and for the whole school day unless there is a valid reason for absence b) Ensure that the learner is not taken out of school without valid reason (holidays are not valid)

c) Inform the principal or class teacher if the learner is absent or expected to be absent or to be late for school with valid reason

d) Cooperate with the school in resolving the problem if the learner is absent from school without valid r**3.4**

Class teacher's responsibilities

a) A class teacher is responsible for compiling and marking the class register in the class registration period on each school day, maintaining it accurately and taking it to the school office for safekeeping

b) A class teacher must inform the principal when a learner is absent without explanation for three consecutive school days and must draw the principal's attention to cases of repeated absence so that matter may be followed up with the parent in an appropriate.

3.5 Registers

a) Registers are official documents of the Department of Education

(i) Class register maintained by a class teacher

(ii) Period register, maintained by a subject teacher

b) If a class teacher or teacher is absent, another staff member must mark the class register or period register.

e) Encourage and if possible, assist the learner to make up for time lost absence from school.

3.6 Class register

A class register will be marked in the class registration period on each school day at 11h00, Monday to Thursday and 10h00 on Friday

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3.7 Temporary class register

a) A temporary class register may be used for no longer than 10 consecutive school days, starting on the first day of the first term, while class lists are being finalised.

b) A temporary class register must be maintained in the same manner as a class register in terms of this policy.

c) When the 10 days lifespan of a temporary class register has elapsed, the data must copied into the class register.

3.8 Following up learners' absence

a) If a learner absence for three consecutive school days without explanation to the HOD, the HOD concerned must report the absence to the principal.

The principal must, as soon as possible, make a reasonable effort to contact the parent by whatever means are suitable for the circumstances of the school and of the family concerned.

b) If the leaner is absent without valid reason for three consecutive school days.

The HOD will:

I. Inform the parent of the importance of regular attendance

II. Emphasis the learner's duty to attend punctually and regularly

III. Inform the parent of the risk of the learner's record in the class register being cancelled for continuous absence.

IV. If the learner is of compulsory school-going age, inform the parent of the legal implications.

V. Request the learner's return to school

VI. Where necessary, elicit the support of the district office

c) If despite the intervention of the HOD, a learner persists in being absent without valid reason.

I. The learner must be charged with breath of the school code of conduct for learners

II. The learner record in the class register must be cancelled if the learner is absent for 10 consecutive school days

d) A record of all communication with a parent must be kept in the learner's profile

e) A learner's record in a class register may be cancelled for one of the following reasons:

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I. Exemption from compulsory school attendance
II. Expulsion
III. Transfer to another school
IV. Registration for home education
V. Continuous absence
VI. Notification by the parent that the learner will not return to school