

# SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

## LEARNER ATTENDANCE POLICY

## Table of Contents

1. TITLE OF POLICY .....	3
2. EFFECTIVE DATE .....	3
3. DATE OF NEXT REVIEW.....	3
4. REVISION HISTORY .....	3
5. PREAMBLE .....	3
6. PURPOSE AND OBJECTIVE OF THIS POLICY .....	3
7. DEFINITIONS AND ACRONYMS.....	3
8. APPLICATION AND SCOPE OF THE POLICY .....	3
9. LEGISLATIVE FRAMEWORKS AND POLICIES .....	4
10. POLICY STATEMENTS.....	4
10.1. Attendance Records.....	4
10.2. Learner Absence.....	4
10.3. Roles and Responsibilities.....	5
11. SHORT TITLE .....	6
12. DATE OF APPROVAL.....	7

## 1. TITLE OF POLICY

The name of this policy is **Springvale Primary School: Learner Attendance Policy**.

## 2. EFFECTIVE DATE

This policy is effective from **August 2024**.

## 3. DATE OF NEXT REVIEW

The Governing Body will review this policy every three years or sooner if there is a change in the relevant legislative framework, operational reasons, or at the request of the Head of Department.

## 4. REVISION HISTORY

July 2024 – SGB approval 29 July 2024.

## 5. PREAMBLE

5.1. Regular and punctual school attendance instils discipline among learners, likely improving retention and overall performance.

5.2. Factors affecting attendance include:

- a. Parent's inability to pay school fees or buy uniforms.
- b. Lack of transport to school.
- c. Chronic illnesses including HIV/AIDS, tuberculosis, and COVID-19.
- d. Poor nutrition or hunger.
- e. Child labour.
- f. Unstable or dysfunctional family life, including gang violence.

5.3. Monitoring absences and taking appropriate action helps protect every learner's fundamental right to education.

5.4. Parental involvement is crucial in ensuring timely and regular attendance.

## 6. PURPOSE AND OBJECTIVE OF THIS POLICY

The purpose of this policy is to ensure consistent and accurate monitoring of learner attendance, to address factors affecting attendance, and to outline responsibilities and actions for managing absences. The objective is to improve overall learner attendance and punctuality, supporting educational outcomes.

## 7. DEFINITIONS AND ACRONYMS

- **SGB:** School Governing Body.
- **SMT:** School Management Team.
- **HOD:** Head of Department.
- **IDSO:** Institutional Development and Support Officer.

## 8. APPLICATION AND SCOPE OF THE POLICY

This policy applies to all learners, educators, support staff, school management, and parents of learners at Springvale Primary School.

## 9. LEGISLATIVE FRAMEWORKS AND POLICIES

- The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- The South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- Employment of Educators Act, 1998 (Act No. 76 of 1998).
- Education Policy Act, 1998 (Act No. 12 of 1998).
- Gauteng Schools Education Act, 1995 (Act No. 6 of 1995).
- Policy on Learner Attendance (General Notice No.361 of 2010).
- Admission of Learners to Public Schools (General Notice 4138 of 2001).

## 10. POLICY STATEMENTS

### 10.1. Attendance Records

- a) Springvale Primary School will maintain class and period registers in both electronic and paper-based formats for monitoring and verification.
- b) A temporary class register must be maintained for the first 10 days of the academic year.
- c) Class teachers will be provided with annual registers after the first 10 school days.
- d) All staff must maintain accurate attendance records as these are legal documents.
- e) Registers must be marked daily by class and subject teachers, with backups provided by other staff in their absence.
- f) Completed registers must be sent to the administration clerk for capturing.

### 10.2. Learner Absence

#### 10.2.1 Definition of Absence

A learner is considered absent if they are not present during registration periods or class times or not participating in school activities.

#### 10.2.2 Valid Reasons for Absence

The following reasons are considered valid, with actions specified:

Valid Reason	Action to be Taken	By Whom
Illness	Notify principal; provide medical certificate for absences longer than 3 days	Parent
Religious/Cultural Observances	Notify in writing; learner marked absent but not penalized	Principal and SGB Chairman
Death of Family Member	Notify principal upon return; provide documentary proof	Parent
Suspension	Notify in writing	Principal and SGB Chairman
Natural Disasters	Notify in writing or through media	Principal and SGB Chairman
Exceptional Cases	Notify in writing	Principal

### 10.2.3 Procedure for Absences

- a) Class teachers must report unexplained absences of three consecutive days to the principal.
- b) The principal will follow up on absences of three consecutive days.
- c) Continued absence without valid reasons may lead to:
  - i. Breach of the school's code of conduct:
  - ii. Cancellation of records after ten consecutive days of absence.
- d) Cancellation of records is permissible under specific conditions such as exemption, expulsion, transfer, home education, continuous absence, or death.
- e) After cancellation, the principal must inform the parent, class teacher, and District IDSO in writing.
- f) Records of communication will be kept in the learner's profile.
- g) Reinstatement of cancelled records may occur if deemed in the learner's best interest.

### 10.2.4 Temporary Closure of Schools

If the school is temporarily closed by the HOD or SGB, learners will not be marked absent, but the closure will be noted appropriately.

### 10.2.5 Learner Punctuality

- a) The school day starts at 07:20. Timeliness is the responsibility of learners and parents.
- b) Late arrivals will be monitored, and repeated lateness will prompt parental contact and potential intervention by the SMT.

## 10.3. Roles and Responsibilities

### 10.3.1 Learners

- a) Attend school regularly and punctually.
- b) No study leave for examinations.
- c) Attend school on official days post-examinations.

### 10.3.2 Class Teacher

- a) Ensure receipt and use of official or temporary class registers.
- b) Mark registers daily and report absences.
- c) Report repetitive patterns of absence and unexcused absences of three consecutive days to the principal.

### 10.3.3 Subject/Learning Area Teacher

- a) Report absences without valid reasons to the subject HOD.
- b) Support learners with valid reasons to catch up on missed work.

### 10.3.4 School Management Team

- a) Develop and promote a culture of punctual and regular attendance.
- b) Compile and report attendance statistics. c) Follow up on irregular attendance and report to the principal.

#### 10.3.5 School Governing Body

- a) Collaborate to foster punctual and regular attendance.
- b) Include attendance rules in the Code of Conduct for learners.

#### 10.3.6 The Principal

- a) Develop a culture of punctuality and regular attendance.
- b) Ensure accurate record-keeping and monitoring.
- c) Provide and manage class and period registers.
- d) Distribute and obtain acknowledgement of the Code of Conduct and attendance policy.
- e) Provide registers to authorized officials upon request.
- f) Submit quarterly attendance returns to the District IDSO.
- g) Implement government programs for attendance issues.
- h) Ensure secure storage and proper handling of registers.
- i) Monitor and report attendance statistics.
- j) Address examination-related attendance challenges.

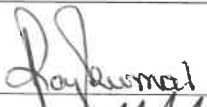

#### 10.3.7 Parents

- a) Ensure regular, punctual attendance and provide valid reasons for absences.
- b) Notify the school of any planned absences or early departures
- . c) Inform the school in advance of religious or cultural observances.
- d) Cooperate in resolving unexcused absences and encourage participation in catch-up programs.

### 11. SHORT TITLE

This policy shall be called **Springvale Primary School: Learner Attendance Policy**.

12. APPROVAL

Designation	Reviewer: Name & Surname	Signature	Date noted
School Principal	J. RAJKUMAR		5/08/2024
SGB Chairperson	DANNY MATHIBUVA		5/08/2024
ISSP: Policy & Planning			
Circuit Manager			
Cluster Manager			
District Director			