



**POLICY (Number: Hvii)  
PUPIL ABSENTEEISM POLICY**

Enrolment of learners and their regular and punctual attendance at school are vital for continued progress at school.

**The Class Register**

- The class register is a daily record of attendance of pupils done by the class teacher daily between 07h55 and 08h00.
- Attendance records are done on prepared class lists, and transferred to electronic storage by a member of the administration staff before 09h00 daily.
- The lists are then e-mailed to all staff members for their information and for class teachers to check that the information has been recorded correctly.

**Valid Reasons for Absence**

- Physical or psychological illness. The school must be notified, in writing if a pupil is unable to attend school or written confirmation by a registered medical practitioner if the illness lasts longer than two days.
- Religious or cultural observances approved by the school in terms of the National School Calendar Policy.
- Death of a family member.
- Appointment at court, social services or another official agency. The school must be notified, in writing if a pupil is unable to attend school
- Suspension by the school.
- Acts of nature (flood, fire etc.)
- Exceptional circumstances for which, in the opinion of the Head, a temporary absence from school is in the best interest of the pupil or was unavoidable.
- Absence without a valid reason is unacceptable and will be followed up promptly.

**Illness at School**

- If a pupil is feeling ill, he or she must ask his/her teacher for permission to go to the Sick Bay
- If the pupil is desperately ill, the Receptionist can call the parents to collect the child.

**Class Teacher Responsibilities**

- Every class teacher is responsible for monitoring pupil attendance/absence and reporting any problems to the relevant Head of Department.
- A teacher who has reason to believe that a learner is absent from a period without valid reason must report such absence to the housemaster.

**Parent Responsibility:**

- The Parent shall ensure that the pupil attends school daily, on time and for the whole school day, unless there is a valid reason for absence;
- The Parent shall inform the principal via letter or telephone or class teacher if the pupil is absent or expected to be absent or expected to be late for school, giving a valid reason
- The school expects co-operate with the school in resolving the problem if the pupil is absent from school without valid reason
- The parent shall encourage and, if possible, assist the pupil at home to make up for time lost as a result of absence from school.

**Reporting:**

- The Late-coming and Absentee numbers will be reflected on the written school reports.

**Support:**

- Support will be given to a pupil who has been absent, in order to make up for time lost or assessments missed, on the following basis

When a pupil is absent for one or two days, it is the responsibility of the learner himself to follow up with the relevant teachers, obtain any notes, worksheets or other materials provided to the class during his absence, and to ensure that the work, including homework, is caught up.



Where absence of more than two consecutive days is noted, the class teacher will co-ordinate the collection of relevant handouts and homework tasks and ensure that they are left with the school Secretary, and that the parents are requested to arrange for their collection.

Upon return to school by a pupil after a prolonged absence (g. 5 days or more) the class teacher will liaise with the learner and his subject teachers to ensure that the catching up of work is monitored, missed assignments are handed in and marked, and, should it be necessary, extra classes are arranged with relevant teachers or peer supporters to ensure that any gaps in knowledge and understanding are eradicated.

**Communication:**

- This policy is communicated to Parents via the Parent Handbook and during the Parent Information Sessions at the start of the school year.