



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Absence of Learners

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 - South African Schools Act, 1996 (Act No. 84 of 1996)

Purpose

To Monitor and Control Absenteeism.

Definition

School attendance is an integral part of the Department of Education's Policy and is conducive to learning.

Reasons for Policy

- To verify whether all learners are present.
- To maintain continuity.
- To respect other people's time.
- To monitor learners' progress against their absence.
- To instil in learners the need to advise when they will be absent from school.

Reasons for Absence

- Due to sickness.
- Due to doctor's or other appointments.
- Due to another reason (in writing by parent or guardian).
- Due to truancy.

S.A. Schools Act

Compulsory School Attendance (Government Gazette No. 17579)

According to this law each PARENT, should ensure that each LEARNER that he or she is responsible for, attends school from the first school day of the YEAR in which such learner reaches the age of SEVEN YEARS until the last school day in which such learner reaches the age of FIFTEEN YEARS or GRADE NINE, whichever happens first.

According to this law or any other applicable law:

- Any parent, who, without sufficient reason and after a written notice from the head of the department, fails to comply with this sub-section, is guilty of an offence and at conviction subject to a fine or imprisonment of no more than six months.
- Any person who, without sufficient reason, withholds a learner, who is subject to compulsory school attendance from attending school, is guilty of an offence and at conviction subject to a fine or imprisonment of no more than six months.

Exemption

Only the head of the Education Department can exempt a learner, partially or conditionally from compulsory school attendance if it is in the best interest of the learner.

An exemption register is kept by the head of Education Department of all learners who are exempt from compulsory school attendance.

Absence for One Day

- If a learner is absent for one day he or she should submit a letter from a parent or a medical certificate.
- If a learner does not have a letter from the parent then Form 1 should be completed by the parent.
- Parents or guardians should inform the school that the child will not attend that day.

Absence: Two or More Days

- If the school has not been notified of the learner's absence the class teacher should issue a letter of warning to the parent or guardian.
- The letter is completed in duplicate of which one is sent to the parent and other kept at the school by the person responsible for registers.
- The class teacher follows up all letters that are sent to parents.
- The completed warning letter sent back by parents are placed in the learner's file and a copy goes to the head of the department responsible for the registers.

Implementation

- Each parent receives a copy of the policy that is included in the Code of Conduct and is applicable to all learners.

Evaluation Process

- The affectivity of the Policy is reviewed annually by means of a questionnaire
- All educators should ensure that the Policy is implemented effectively.
- The Departmental and Deputy Heads follow up with the parents on learners who are chronically absent.

General

- Follow ups must be done in each case.
- A letter from the parent should accompany the learner on return to school.
- All correspondence to be filed in the learner's file.
- The parent or guardian should at all times be kept informed.

