



LAERSKOOI WIERDAPARK

POLICY & PROCEDURE:

LEARNER ATTENDANCE POLICY AND LATE COMING

Laerskool Wierdapark

LSWP-B-L-044 (E)

Document Development and Approval

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1. NAME OF SCHOOL

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2. PREAMBLE

- 2.1 Regular and punctual school attendance by learners not only instils discipline among learners of the school but is also likely to improve learner retention in the system and overall academic and other extra mural performance.
- 2.2 While learners are absent from school for many reasons, the irregular attendance of learners can be attributed to one or a combination of the following factors:
- Parent's inability to pay school fees or buy uniforms.
 - Lack of transport to school or inability to afford transport fees.
 - Parents' or children's chronic illness, including HIV/AIDS and tuberculosis.
 - Poor nutrition or hunger;
 - Child labour.
 - Unstable or dysfunctional family life.
 - Gang violence.
- 2.3 The monitoring of learners' absence and the taking of appropriate follow up action will enable a school to successfully curb absence. Thus enabling Laerskool Wierdapark, to protect every learner's fundamental right to education.
- 2.4 Subject to SASA and any applicable provincial law, every parent must cause every learner for whom he or she is responsible to attend a school from the first school day of the year in which such learner reaches the age of seven years until the last school day of the year in which such learner reaches the age of fifteen years or the ninth grade, whichever occurs first, unless the learner has approval from the GDE for Home Schooling.
- 2.5 The willingness of parents to play a critical role in assisting the school in getting their children to school on time and on a regular basis is a necessary ingredient to improving learner attendance.
- 2.6 This policy also provides a framework for dealing with problems should they arise, so as to avoid misunderstandings and to ensure that all learners are treated equitably, fairly and consistently.

3. PURPOSE OF THE POLICY

- 3.1 The primary purpose of the school's learner attendance policy is to:
- Provide the school with standard procedures for recording, managing and monitoring learner attendance.

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- b. Inform the principal, educators, learners, parents and the SGB of their responsibilities towards promoting punctual and regular attendance at public schools.
- c. Encourage learners to attend school regularly and punctually.
- d. Share the promotion of school attendance amongst all in the school community.
- e. Inform the school community of its role and responsibility as outlined in the Act.
- f. Identify learners who may be at risk of developing school attendance problems.
- g. Ensure that the school has procedures in place to promote attendance/participation.
- h. Develop, subject to available resources, links between the school and the families of children who may be at risk of developing attendance problems.
- i. Identify and remove, insofar as is practicable, obstacles to school attendance,
- j. To assist the school to ensure that:
 - i. The importance of school attendance is promoted throughout the school.
 - ii. Learners are registered accurately and efficiently.
 - iii. Learner attendance is recorded daily.
 - iv. Parents or guardians are contacted when reasons for absences are unknown or have not been communicated.
 - v. Learner attendance and lateness is monitored.
 - vi. School attendance statistics are reported as appropriate to:

4. TERMINOLOGY AND ACRONYMS

4.1 Terminology

Term	Description
Abscond/Truancy/Bunking	Means to skip a period or school activity or leave the school during a school day without permission from the principal or his/her delegate.
Absent/absenteeism	Means that 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 is marked.
Admission	Means admission of a learner to a school, and has the same meaning as 'enrolment'.
Class	Refers to a group of learners who are under the administrative supervision of a class educator
Class Attendance Register	Means an official document, which may be an electronic document, in which the attendance of learners in a class is recorded each school day.

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Term	Description
Class Grade/ Register Educator	Is an educator to whom the principal has allocated administrative responsibility for a class for a school year (or part thereof)
Continuous Absence	Means absence of a learner from school for 10 consecutive school days without valid reasons.
Educator	Refers to any person, excluding a person who is appointed to exclusively perform extra-curricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services at school.
Exemption	Means exemption of a learner from compulsory school attendance in terms of section 4(1) of SASA.
Expulsion	Means expulsion of a learner from a school in terms of section 9(1D) of SASA by the HOD.
Head of Department	Means the head of a provincial department of education.
Late coming	Means that a learner arrives after the correct or expected time that a class, a school activity or the day school starts.
Learner	Means any person receiving education or obliged to receive education in terms of relevant legislation at the school.
Parent	Means – a) the parent or guardian of a learner; b) the person legally entitled to custody of a learner; or c) the person who undertakes to fulfil the obligations of a person referred to in paragraph (a) and (b) towards the learner's education at school.
Period of Instruction	Refers to the time allocated on a school timetable for instruction in a subject or learning area.
Period register	Means an official document in which the attendance of learners in a period is recorded.
Principal	Means an educator appointed or acting as the head of the school.
School	Refers to Laerskool Wierdapark in this policy as defined in the South African Schools Act, 1996.
School Day	Means a day in a school academic year.
School Governing Body	Means the relevant body responsible for Governance issues as defined in the Schools Act, 1996.

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Term	Description
School Year	Means the dates specified by the Minister of Basic Education in the school calendar for ordinary public schools.
Suspension	Refers to the temporary refusal of admission to a learner to a school, usually suspension precedes expulsion of a learner from attendance at school in terms of section 9(1) of SASA.
Temporary Class Register	Refers to a register maintained by a class educator for no more than 10 consecutive school days commencing from the first day of school on which learners report to school to the 10th school day
Temporary closure of school	Means temporary closure of a school during the school year by the HoD in terms of 16(4) of SASA or by the SGB in terms of the National School Calendar Policy.

4.2 Acronyms

Acronyms	Explanation
EAS	Electronic Administration System
GDE	Gauteng Department of Education
HOD	Head of Department of the school
HoD	Head of Gauteng Education Department
MEC	Member of the Executive Council of a province who is responsible for education in Gauteng.
NEPA	National Education Policy Act, 1996 (Act 27 of 1996)
PAM	Personnel Administration Measures
POPI	Protection of Personal Information Act
SASA	South African Schools Act, 1996 (Act 84 of 1996)
SA SAMS	School Electronic Administration System
SGB	School Governing Body
SMT	School Management Team
SOP	Standard Operating Procedures

4.3 Interpretation of Terms

- 4.3.1 Terms used in this policy have the meaning ascribed to them in the definitions and Acronyms above. In case of a conflict of interpretation, the definition of a term in NEPA or SASA prevails.

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5. APPLICATION AND SCOPE OF THE POLICY

- 5.1 This policy applies to all the learners, educators, support staff, the school management and parents of learners of the school.

6. LEGISLATIVE FRAMEWORK

- 6.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 6.2 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 6.3 The South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- 6.4 Employment of Educators Act, 1998 (Act No. 76 of 1998).
- 6.5 Education Policy Act, 1998 (Act No. 12 of 1998).
- 6.6 Gauteng Schools Education Act, 1995 (Act No. 6 of 1995)
- 6.7 Personnel Administration Measures (PAM) determined by the Minister of Education in terms of the Employment of Educators Act 1998 (the Act) and the Regulations made in terms of the Act in terms of Government Gazette Notice 170 of 12 February 2016.
- 6.8 [National] Policy on Learner Attendance (General Notice No.361 of 2010 as published in Government Gazette 33150 on 9 February 2010).
- 6.9 Admission of Learners to Public Schools (General Notice 4138 of 2001).
- 6.10 National Policy for Determining School Calendars for Public Schools in South Africa.
- 6.11 Protection of Personal Information Act, 2013 (Act 4 of 2013), as amended and the relevant regulations.
- 6.12 The Children's Act, 2005, (Act 38 of 2005), as amended and relevant regulations.
- 6.13 Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001).

7. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

- 7.1 GDE Circular 09/2017 – Procedures for Recording, Managing, Monitoring and Reporting on Learner Attendance in Schools.
- 7.2 School Learner Code of Conduct, school rules and appropriate policies.
- 7.3 SA SAMS.
- 7.4 Admission Policy of the School.
- 7.5 GDE Circular 13/2002 – Regulatory Procedures in respect of Learners absent from school during school hours and Learners Late coming.

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8. POLICY STATEMENTS

8.1 Attendance Records

- 8.1.1 The school will maintain class registers and period registers as attendance records as prescribed in the format by the GDE.
 - 8.1.2 The registers referred to above will be kept in the form of electronic records and paper-based records for monitoring and verification purposes.
 - 8.1.3 For the first 10 days of the academic year, commencing from the first day of school on which learners report to school to the 10th school day, an educator is required to maintain a temporary class register.
 - 8.1.4 The principal of the school will supply the class educators with class registers and period registers annually after the 10th school day.
 - 8.1.5 All staff members are required to maintain the respective learner attendance records meticulously and accurately as these are legal documents which may be brought before a court in case a legal action is instituted against a school as a result of a mishap to a learner.
 - 8.1.6 The class register will be marked daily during the registration period by the class educator and the period register will be marked daily during the teaching period by the subject/learning area educator.
- 8.2 In the absence of a class educator/subject educator a member of the SMT/another educator will mark the relevant register:
- a. The class register shall be compiled by the class educator.
 - b. The class register may be marked once a day, during morning and afternoon registration times indicated on the school timetable, in accordance with the procedures as set out in Annexure A.
 - c. Once the register is marked after each registration, it must be sent down to the administration clerk for capturing on the EAS.
- ##### 8.3 Learner Absence
- 8.3.1 In line with the National Policy on Learner Attendance, the school, will consider a learner to be absent from school when such a learner is not present in class during the times when the class register is marked during the class registration period and/or during the time when the period register is marked or when the learner is not participating in an official educational, cultural, recreational or social activity of a school within or outside the school premises.

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8.4 Valid Reasons for Learner Absence

8.4.1 In accordance with the National Policy on Learner Attendance, the school considers the reasons mentioned in the table below as valid for learner absence, implemented by clear actions and responsibility:

Valid Reason	Action to be taken	By Whom
Physical or psychological illness must be supported by a medical certificate from the registered medical practitioner or traditional healer for illness longer than three days.	The principal should be notified (telephonically/in writing) from the first day the learner is absent.	Parent
Death of a family member	The principal should be notified on return to school documentary proof must be provided.	Parent
Appointment at court, social services or other official agency, for which the principal may require documentary proof.	The principal should be notified.	Parent
Suspension by the SGB.	The Parent to be notified by the school in writing.	Principal and SGB Chairperson
Natural disasters.	The Parent to be notified by the school in writing or through the media.	Principal and SGB Chairperson
Exceptional circumstances for which, in the view of the principal, a temporary absence from school which is in the best interest of the learner, or was unavoidable (sport)	The Parent to be notified in writing.	Principal

8.5 Actions to be taken in Cases of Learner Absence by the School

8.5.1 Grade/registration educators must identify and follow up on learners who display a pattern of absence (e.g. often absent on a Monday or Friday, absent frequently or for long periods, absent almost every week). Grade educators or educators who notice such patterns or have concerns regarding absence, must raise this with the Grade Head concerned as soon as possible

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- 8.5.2 A grade educator must inform the principal of the school if a learner is absent from school or a subject class without explanation for three (3) consecutive days.
- 8.5.3 The Principal or his/her delegate will follow up learner absence if a learner is absent for three consecutive days without an explanation.
- 8.5.4 If despite the Principal's or his/her delegate's intervention, a learner persists in being absent without a valid reason:
- The learner will be charged with breach of the school's code of conduct for learners.
 - The learner's record in the class register will be cancelled if the learner is absent for ten (10) consecutive days on the grounds of **continuous absence**.
- 8.5.5 Any cancellation of a learner's attendance records can only be implemented on the following grounds:
- Exemption from compulsory school attendance.
 - Expulsion from the School by the HoD.
 - Transfer to another school.
 - Registration for home education
 - Notification by parents that the learner will not return to school.
 - Death of the learner.
 - Continuous absence for more than 10 subsequent school days.
 - After cancelling a learner's record from the class register, the Principal must, in writing:
 - Inform the parent and the class educator of the date of and reason for cancellation.
 - If the learner is of school going age, inform the District IDSO of the date of cancellation and the reason for the cancellation.
 - The Principal will ensure that a record of all communications with regard to learner's absence will be kept in the learner's profile.
 - A learner whose records were previously cancelled on the class register because of continuous absence from the school may be re-instated if the Principal has a reason to believe that it is in the best interest of the learner.
 - A female learner's record may not be cancelled on grounds that she is pregnant or has given birth.
- 8.5.6 If permission for leave of absence is not given, but the learner is nonetheless absent, the absence will be recorded as unauthorised. Parents should be advised that this may adversely affect their child's overall attendance history when references need to be provided.
- 8.6 **Re-Admittance to the School**
- 8.6.1 If a learner's record has been cancelled and the learner is later readmitted to the school, the school must make a new entry for the learner in the class register.
- 8.7 **Temporary Closure of the School**

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8.7.1 In cases where the school is closed temporarily by the HoD or SGB a learner will not be marked absent, but the register will be marked with the correct notation.

8.8 Illness at School

8.8.1 If a learner is feeling ill, he or she must report to the Admin office where the illness / complaint will be recorded electronically. A form will be issued to the learner which must be completed by the educators of the lessons being missed by the learner and once that has been completed, the grade head will sign the form.

8.8.2 The learner will then report to reception and hand in the form after which the learner will be escorted to the sick room which is monitored by the school's Administration department and by the head of discipline after which the learner's parent(s)/guardian(s) will be contacted to collect the learner from school.

8.8.3 If the learner is desperately ill, the grade head will sign the form and the parent(s)/guardian(s) will be contacted immediately.

8.8.4 WPA 3 must be completed and signed by grade head.

8.9 Absconding/Truancy/Bunking

8.9.1 Truancy is a serious offence and will be dealt with severely as a Schedule 2 offence in accordance with the Learner Code of Conduct and GDE General Notice 6903 of 2000, as amended.

8.9.2 If a learner does not report for morning registration, or a test/exam a message will be sent via SMS to the parent(s)/guardian(s) informing the parent(s)/guardian(s) of the absence from registration/test/exam. It is the responsibility of the subject educator or substitute educator to check for and report acts of truancy.

8.9.3 The Grade educator/head of discipline will inform the learner's parents/guardians telephonically as soon as possible of any unauthorised absences, but preferably before the end of the school day and will record all details, including telephonic contact with parents, in the learner's profile.

8.9.4 For their own safety, after arriving at school and during the school day, no learner may leave the school grounds/premises without special permission from the deputy principal or principal. Breaking of this rule is considered truancy and will be dealt with as such.

8.10 Late Coming/Unpunctuality

8.10.1 Punctuality of learners is important because learners who arrive late at school **often disrupt lessons and the general management of the school** or misses out on important announcements at assembly.

8.10.2 Lateness by learners have devastating effect on teaching and learning process in the school which has great negative impact on school standard, learners' academic performance, absenteeism, distractions for other learners, inhibition of goal achievement, irresponsibility, and failure in life among other aftermaths. Research by Prof

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Martin Wittenberg at UCT shows that 20% of teaching time is lost on average during each school day owing to late coming and absenteeism.

- 8.10.3 Latecomers for the start of a school day must report to reception. A late note will be issued to the learner by reception who must show this to the relevant subject educator in that lesson of arrival. The subject educator in that lesson must indicate the date and time of arrival in class and sign the late note. The learner must hand the note to the register educator at the end of the day. The register educator will complete the daily Class Register accordingly. The absentee secretary will send a list of absentees by e-mail to the principal, the deputy principal, departmental heads, Grade educators and the head of discipline by the first break of each day. For this purpose, the staff indicated must register an e-mail address that they can receive e-mails on their cell phones from the school.
- 8.10.4 Learners are considered late when they fail to report to the assigned class or school activity at the scheduled time. This includes returning from breaks. Lateness disrupts the efforts of both educators and other learners.
- 8.10.3 Learners who arrive late to subject classes will be recorded as "late" by the subject educator for that lesson/session register.
- 8.10.4 Regular lateness for school must be dealt with by the Grade Head, preferably by making contact with the parent/guardian to try to remedy the problem. Regular lateness to subject lessons must be dealt with by the subject educator/s concerned by reporting it to the disciplinary office for debit points. Where there is no improvement, the matter must be reported to the Deputy Principal, who will take further action.
- 8.10.5 Relevant annexure must be completed when more than 10 instances occurred of late coming.
- 8.11 Arrangements for Learners to Catch Up On Work Missed During Absence**
- 8.11.1 It is the responsibility of the learner to ascertain from their educators the details of work that was done during their absence and to keep up with this work to the best of their ability.
- 8.12 Transfer of Learner Records to Another School**
- 8.12.1 Subject to the restrictions of POPI, attendance, behaviour and academic records of children who transfer to another school will be sent to the Principal of the other school, by post, as soon as the school receives written notification of transfer.
- 8.13 Roles and Responsibilities of Stakeholders**
- 8.13.1 Learners
- All learners have a responsibility to attend school regularly and punctually.
 - No learner may take study leave for examinations or when examinations have ended.
- 8.13.2 **Class Register Educator**
- A class educator must ensure that he/she receives a copy of an official class register or use a computer generated class list.

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- b. A class educator may use a temporary class register for a maximum of ten (10) consecutive days starting on the first day of the first term while class lists are being finalised and maintained in the same manner as the class register in terms of this policy.
- c. The data on the temporary register, once approved by the Principal, must be copied on the official register as soon as these become available after the 10-day life span.
- d. The class educator will compile and mark a class register during the class registration period during the time allocated on the school timetable on each school day and take it to the principal's office on the last day of the week for safe keeping.
- e. Report to the Principal/SMT/SBST of any repetitive patterns of absence from school and the reasons thereof.
- f. Inform the Deputy principal who must inform the Principal if there are grave concerns if a learner is absent from school without explanation for three (3) consecutive days.

8.13.3 Subject/Learning Area Educator

The subject/learning area educator must ensure that he/she receives a copy of the period register for his/her subject/learning area from the subject Head of Department (HOD).

- a. The subject/learning area educator will receive a period register from the subject HOD on the last day of the week in preparation for marking the register for the following week.
- b. The subject/learning area educator is responsible for marking a period register daily and taking it to the subject HOD on the last day of the week for safekeeping.
- c. The subject/learning area educator must report a learner who is absent for a period without a valid reason to the subject HOD.
- d. The subject/learning area educator must support a learner who was absent from a period with a valid reason to make up for time lost or assessments missed in the form of catch-up programmes.

8.13.4 Head of Discipline in the School

If, despite the school's intervention, a learner persists in being absent without valid reason:

- a. The learner must be charged with breach of the school's Learner Code of Conduct for Learners.
- b. The learner's record in the class register is cancelled if the learner is absent without valid reason for 10 or more consecutive school days – class educator and parent to be notified in writing.
- c. A record of all communication with a parent must be kept in the learner's personal profile file so that the matter may be followed up with the parent and the GDE in an appropriate manner, should it become necessary.

8.13.5 School Management Team (SMT)

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- a. The SMT must work together with the Principal, SGB and Staff of the school to develop a culture of punctual and regular attendance at the school.
- b. The Grade HOD will collect period registers at the prescribed time on the last day of the week from the subject HODs of that Grade and consolidate period attendance statistics for the week.
- c. The subject HOD will collect period registers at the prescribed time on the last day of the week from the Grade HOD and hand to the subject educators before the end of the last school day of the week.
- d. The Deputy principal will compile statistics and reports for learner attendance in the school for the District which will be signed off by the Principal.
- e. Grade Heads will follow up cases of irregular attendance during teaching time and report to the deputy principal who will report to the principal accordingly.

8.13.6 School Governing Body (SGB)

- f. The SGB must work together with the principal, management and staff of the school to develop a culture of punctual and regular attendance at the school by all the learners.
- a. The SGB must include rules dealing with punctuality and regular school attendance in the school's Code of Conduct for learners.
- b. The SGB must request from the principal a quarterly report on learner attendance trends and consider the report in the SGB meetings.

8.13.7 Principal

- i. The Principal and SMT have to:
- ii. ensure that a Learner Attendance Policy is in place at the school and the Policy is aligned to the National Policy on Learner Attendance, 2010;
- iii. ensure that staff members who are allocated the responsibility of managing learner attendance maintain accurate records, monitor and control this process diligently;
- iv. ensure that SMT are held accountable for managing learner attendance;
- v. be accountable for ensuring the accuracy of learner records;
- vi. approve the weekly attendance records as correct and error free prior to uploading the records onto the SA-SAMS database;
- vii. ensure that educators are provided with copies of learner attendance registers printed from the SA-SAMS sub-module to use as official control registers;
- viii. allocate register period (15 minutes) on the school timetable to ensure that registers are marked;
- ix. ensure that the said class registers are marked daily by the class educator during the allocated registration period and returned daily to the Principal's office for safekeeping;
- x. ensure that all learner attendance records are captured accurately to SA-SAMS sub-module on a daily school basis;
- xi. ensure that the said module is backed up daily;

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- xii. ensure that hard copies of the monthly and quarterly attendance records are printed, signed and bound / filed for verification and audit purposes. *NB. All third party electronic management system users must print monthly and quarterly attendance report through the SASAMS stand-alone reporting tool;*
- xiii. monitor the capturing and submission of learner absenteeism through the GDE data dashboard. Ensure that weekly stats are captured on SA-SAMS and uploaded on to GDE Data Dashboard every Friday;
- xiv. monitor and analyse learner absenteeism trends by grade and take appropriate follow up action with both parents and learners. Keep detailed records of all actions taken on absenteeism. Escalate high absenteeism rates to IDSO/Cluster Leader for intervention;
- xv. ensure that registers are made available to authorised Department Officials upon request;
- xvi. ensure that all registers and monthly attendance records are properly bundled and stored at the end of each school year for a period of five years, for verification and auditing;
- xvii. ensure that Learner Attendance is a standing agenda item in all management and staff meetings; and
- xviii. ensure all new educators are trained on learner attendance processes, as soon as they are appointed at the school.

8.13.8 Parents

- a. Every parent of a learner that is enrolled as a learner of the school is expected to fulfil the following duties and responsibilities:
 - i. Ensure that the learner attends the school daily, on time and for the entire school day unless there is a valid reason for absence.
 - ii. Parents are requested NOT to arrange for their children to leave early for holidays or return late at the beginning of a new term, as this may seriously disadvantage their studies. Learners will be given zero for any SBA activities that they have missed. It is possible that assessments may be scheduled at this time, including the first and last days of the academic term. School Based Assessment (SBA) takes place throughout the year, including at the beginning and at the end of a term.
 - iii. Ensure that the learner is not taken out of school during a school day without a valid reason as determined by the school and without a permission note and the prescribed procedures being followed at the administrative office of the school.
 - iv. Where a learner obtained permission to be taken out of the school early on a school day, the parent is obliged to inform the school in writing, who will be collecting the learner and what the relationship the person is to the learner.
 - i. The school is entitled to demand and make a copy of the ID document of such a person. The learner will only be released after the completion of all

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administrative procedures of the school have been adhered to as prescribed by the principal and the SGB.

- v. Inform the class educator in a school diary or in a letter to the class educator or by a telephone call to the administration office if the learner is absent or expected to be absent or be late for school with a valid reason.
- vi. Notify the principal in writing and seeking the permission of the principal/SGB well in advance of the learners' intentions to take certain school days off for the purpose of observing religious holidays/festival or cultural practices.
- vii. Cooperate with the school in resolving cases where the learner is absent without the valid reason or permission from the school.
- viii. Encourage the learner to participate in catch-up programmes to make up for time lost for absence from school.
- ix. Annexure A1 or A2 must be completed the day before the absence

8.14 **Recording Absences on the School Electronic Administration System (SA SAMS)**

8.14.1 The principal of the school:

- a. May use a class register to record daily learner attendance or may print out a class list from the school's electronic administration system for use by a class educator to monitor and inform parents by SMS of a learner's absence from the register class.
- b. Must ensure that a hard copy of the attendance record of each class is generated weekly and monthly for the previous week/month, signed by the principal, and filed for audit purposes and that he/she must ensure that attendance returns are generated and forwarded to the District.

8.14.2 The School Administrator is required to accurately capture the School's learner absenteeism records on SA-SAMS daily and submit the weekly SA-SAMS database no later than Friday 11:00 through the GDE Data Dashboard, after receiving authorisation to do so by the Principal.

8.14.3 Complete relevant annexure

8.15 **Following Up Learner Absence**

- 8.15.1 If a learner is absent without **valid reason** for three consecutive school days, the principal or his/her delegate must:
 - a. Inform the parent of the importance of regular attendance.
 - b. Emphasise the learner's duty to attend punctually and regularly in terms of the school's code of conduct for learners.
 - c. If the learner is of compulsory school-going age, inform the parent of the legal implications of section 3 of SASA.

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- d. Inform the parent of the risk of the learner's record in the class register being cancelled for continuous absence.
 - e. Request the learner's return to school.
 - f. Where necessary, elicit the support of the district office.
 - g. Where necessary, elicit intervention from government or non-government social development agencies and/or the IDSO.
- 8.15.2 If despite the intervention of the principal, a learner persists in being absent without valid reason:
- a. The learner must be charged with breach of the school's code of conduct for learners; or
 - b. The learner's record in the class register must be cancelled if the learner is absent for 10 consecutive school days.
- 8.15.3 A written record (hard copies) of all communication with a parent/guardian must be kept in the learner's profile. In case of telephone calls or SMS notes must be kept regarding such communications with a parent/guardian.

9. IMPLEMENTATION AND MONITORING OF THIS POLICY

- 9.1 The Principal will be responsible for sending out a circular regarding the Policy on Learner Attendance to all stakeholders in February of each year.
- 9.2 Parents complete reply slips, acknowledging receipt of the circular.
- 9.3 An abbreviated version of this Policy will be published in Learner Diaries.

10. AMENDMENT OF THE POLICY

This Policy may be amended, supplemented, modified or altered from time to time by the SGB.

11. APPROVAL AND VERIFICATION:

Short Title	Learner Attendance Policy and Late Coming
Start date	1 July 2024
Validity	1 July 2024

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12. ANNEXURES

ANNEXURE A: Marking And Maintaining The Learner Class Register

ANNEXURE B: Procedure For Absence

ANNEXURE C: Notice That Learner Will Be Absent For A Day Or More Form WP A1

ANNEXURE D: Notice That Learner Will Be Absent For Part Of The School Day: Form WP A2

ANNEXURE E: Knowledge That Learner Leaves Site During School Hours Due To Illness At School:
Form WP A3

ANNEXURE F: Written Notification To Parents For 10 Days Or More Absent

ANNEXURE G: Written Notification To Parents For 10 Instances Of Late Coming

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ANNEXURE A: Marking And Maintaining The Learner Class Register

1. A register is an official document that may be used in legal proceedings. The class educator is responsible for marking and maintaining the register in a professional manner. A learner may not mark the register.
2. Marking. Only indicate absence on the official register. If the register is marked once a day, write a single A in the centre of the square.
3. Alterations. An error must be crossed out neatly (using a single straight line) so that the underlying text is legible. Where an alteration is made, it must be written clearly. All additions and alterations must be initialled and dated by the register educator.
4. New Learner. The name of a learner, who is admitted during a particular month, must be entered at the end of the register. Rule a horizontal line in the row across the days prior to his/her admission. Write N in the square for the learner's first day of attendance.
5. De-registered Learner. Write D in the square on the day that a learner is de-registered. Rule a horizontal line in the row from the following school day until the end on the month.
6. Temporary School Closure. If the school is officially closed on a school day, write the reason in capital letters in the column for the day (for example, emergency, religious holiday).
7. Public Holiday. When the school closes for a public holiday, write the specific holiday in capital letters in the column for the day, (for example, human right's day, freedom day).
8. **Signatures**
 - a. Class educator's signature: The class educator must sign the register at the end of each week to indicate that it is complete and correct.
 - b. SMT's (supervisor) signature: The SMT must sign the register at the end of each month to indicate that it is complete, correct and corresponds with the captured data.
 - c. IDSO/cluster leader's signature. The IDSO/cluster leader must sign registers against the week/s checked to indicate that registers are completed correctly and corresponds with the captured data.

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ANNEXURE B: Procedure For Absence

NOTE: A learner who is picked up from school must (depending on the circumstances) wait at the office or remain in class until he/she is called by the office. The person who collects the learner must sign the learner out of the register at the office, as well as complete the necessary forms as requested by the school (e.g., WP A3), before the learner may leave the site. In the case of foreseeable absence, form WP A2 must be submitted to the secretary before the learner may leave the site.

Only parents or authorized persons may pick up learners from school. If a learner is picked up during school hours, the person picking up the learner must show valid identification (a driving license or identity document). The person's ID number and other information, as required, must also be recorded in the office's sign-out register. Every learner who is picked up during school time must be signed out of the office's register by an authorized person, regardless of which form (e.g., WP A2 or WP A3) is submitted or completed.

Notice Of Learner Absence For A Day Or More: Form WP A1

This procedure is followed if you know in advance that your child will be absent, for example for a family matter such as a funeral. The procedure is NOT followed if your child will be absent during school hours due to an activity organized by the school, for example sports and cultural events.

If your child will be absent for a day or more, the following procedure must be followed:

- Form WP A1 (Notice of learner absence) is completed by the parent and presented to the grade's head of department for signature at least one school day in advance. The form is available from the head of grade or on the Communicator. Forms must be sent in hard copy and not by email or fax.
- The head of department first signs the form. If the degree's department head is not available, another degree's department head signs the form.
- The learner also takes the form for signature to the head of grade and all the teachers whose classes are affected.
- The learner must submit the form to the head of grade as soon as the necessary signature has been done.

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ANNEXURE C: Notice That Learner Will Be Absent For A Day Or More Form WP A1



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KENNIS VAN LEERDERAFWESIGHEID VIR 'N DAG OF MEER

WP A1

GRONDSLAGFASE INTERSENFASE

LET WEL: Leerders is vir die volle duur van die amptelike skoolkwartaal skoolpligtig. Afwesigheid moet tot die minimum beperk word.

LEERDER SE NAAM EN VAN: _____ GR. EN KLAS: _____

DATUM(S) VAN AFWESIGHEID: / / 20____ - / / 20____

REDE VIR AFWESIGHEID: _____

HANDTEKENING VAN OUER: _____ KONTAKNR.: _____

DAG:	PERSONEELLID PARAAF	OPMERKING DEUR PERSONEELLID
VAK		
REGISTER		
AFRIKAANS		
ENGELS		
WISKUNDE		
NW		
SW		
TEGNOLOGIE		
EBW		
LV		
MBK		
KUNS		
REKENAARS		
AKTIWITEITSPERIODE		
ANDER: _____		

HOOF/DEPARTEMENTSHOOF: _____

DATUM: / /20____

GRAADHOOF: _____

DATUM: / /20____

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ANNEXURE D: Notice That Learner Will Be Absent For Part Of The School Day: Form WP A2

This procedure is followed if you know in advance that you have to pick up your child from school earlier or bring him to school later, for example because of a music exam. The procedure is NOT followed if your child leaves the site during school hours due to an activity organized by the school, for example sports teams leaving early, etc.

If your child will be absent for part of the day, the following procedure must be followed:

- Form WP A2 (Notice that learner will be absent for part of the school day) is first completed and signed by the parent and presented to the grade's head of department for signature at least one school day before the date of absence. The form is available from the head of grade or on the Communicator. Forms must be sent in hard copy and not by email or fax.
- The head of department first signs the form. If the degree's department head is not available, another degree's department head signs the form.
- The learner takes the form for signature to the head of grade and all the teachers whose classes are affected.
- If the learner is going to come to school later, the form after signing is given to the class teacher at least one day before the day of absence.
- The teacher in whose class the pupil is when he/she is called will excuse the pupil from the class only if form WP A2 is shown.
- The learner keeps the form with him/her and shows it to the teacher from whose class he/she is called. Without the completed form, the learner will not be excused from class. The learner submits the form to the secretary before the learner may be signed out.

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Vorm WP A2 moet eers deur die ouer voltooi en onderteken word en dan, ten minste een skooldag voor die datum van afwesigheid, deur die Departementshoof, graadhoof en ander onderwysers onderteken word. Die vorm word by die sekretaresse ingegee wanneer die leerder by die skool gehaal word. Die leerder moet vir die onderwyser uit wie se klas hy/sy geroep word, die vorm toon alvorens die leerder uit die klas verskoon sal word. Indien die leerder later gaan skool toe kom, word die vorm na ondertekening ten minste een dag voor die dag van afwesigheid vir die klasonderwyser gegee.



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WP A2

KENNIS DAT LEERDER VIR 'N GEDEELTE VAN DIE SKOOLDAG AFWESIG GAAN WEES

GRONDSLAGFASE INTERSENFASE

LET WEL: Leerders is vir die volle duur van die amptelike skooldag skoolpligtig. Afwesigheid tydens skoolure moet tot die minimum beperk word.

LEERDER SE NAAM EN VAN: _____ GR. EN KLAS: _____

DATUM VAN AFWESIGHEID: / /20 _____

REDE VIR AFWESIGHEID: _____

TYD SKOOL VERLAAT: _____ TYD TERUG BY SKOOL: _____ LATER SKOOL TOE – TYD: _____

LEERLING GEHAAL DEUR: _____

VERWANTSAP VAN PERSOON WAT LEERDER HAAL (BV. OUER/FAMILIELID/KENNIS): _____

ID-NR. VAN PERSOON WAT LEERDER HAAL: _____

HANDTEKENING VAN OUER: _____ KONTAKNR.: _____

DAG:	PERSONEELLID PARAAF	OPMERKING DEUR PERSONEELLID
VAK		
REGISTER		
AFRIKAANS		
ENGELS		
WISKUNDE		
NW		
SW		
TEGNOLOGIE		
EBW		
LV		
MBK		
KUNS		
REKENAARS		
AKTIWITEITSPERIODE		
ANDER: _____		

HOOF/DEPARTEMENTSHOOF: _____

DATUM: / /20 _____

GRAADHOOF: _____

DATUM: / /20 _____

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ANNEXURE E: Knowledge That Learner Leaves Site During School Hours Due To Illness At School: Form WP A3

Form WP A3 is NOT completed in advance by the parent. This procedure is followed if a learner falls ill during school hours and the parent is contacted to pick him/her up from school. The form is not completed if a learner has stayed at home due to illness - for that a letter (less than 3 school days) or doctor's letter (3 or more school days) is required.

The learner reports to the head of grade, who determines the seriousness of the situation.

The head of grade partially completes form WP A3 (Knowledge that learner leaves site during school hours due to unwellness at school).

The learner takes form WP A3 to the secretary, who informs the parents or relevant person that the learner can be collected.

The secretary completes the form further as required.

The person who collects the learner signs the form and fills in his/her ID number on the form.

Vorm WP A3 word deur die skool voltooi en onderteken deur die persoon wat die leerder by die skool kom haal. Die vorm word NIE deur die ouer voltooi nie. Die sekretaresse behou die vorm.



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KENNIS DAT LEERDER TERREIN GEDURENDE SKOOLURE VERLAAT WEENS ONGESTELDHEID BY DIE SKOOL

WP A3

GRONDSLAGFASE INTERSENFASE

LEERDER SE NAAM EN VAN: _____

GR. EN KLAS: _____

REDE VIR SKOOL VROEG VERLAAT: _____

TYD SKOOL VERLAAT: _____ LEERDER GEHAAL DEUR (NAAM) _____

VERWANTSKAP VAN PERSOON WAT LEERDER HAAL (BV. OUER/FAMILIELID/KENNIS): _____

ID-NR. VAN PERSOON WAT LEERDER HAAL: _____

HANDTEKENING VAN PERSOON WAT LEERDER HAAL: _____

HOOF/DEPARTEMENTSHOOF: _____

DATUM: / /20____

GRAADHOOF: _____

DATUM: / /20____

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ANNEXURE F: Written Notification To Parents For 10 Days Or More Absent



LAERSKOOL WIERDAPARK

Datum: / /20__

Geachte Ouer/Voog

Neem asb kennis van u kind, _____ in graad _____ se afwesigheid vir hierdie jaar.

U kind was sedert die begin van die skooljaar reeds _____ dae afwesig.

Teken asb die skeurstrokie en stuur spoedig terug skool toe. Dit is ons bewys vir die Departement van Onderwys dat u in kennis gestel is van u kind se afwesigheid.

Maak asb weer seker van ons skool se afwesigheidsbeleid.

Vriendelike groete
Laerskool Wierdapark

Klasonderyser

Departementshoof

Ek _____ oer van _____ in Graad _____ neem kennis van my kind se afwesigheid vir hierdie jaar.

Oerhandtekening

Telefoonnommer

Datum

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ANNEXURE G: Written Notification To Parents For 10 Instances Of Late Coming



LAERSKOOL WIERDAPARK

Datum: / /20__

Geachte Ouer/Voog

Neem asb kennis van u kind _____ in graad _____ se laatkom vir hierdie jaar.

U kind was sedert die begin van die skooljaar reeds _____ dae laat.

Teken asb die skerstrokie en stuur spoedig terug skool toe. Dit is ons bewys vir die Departement van Onderwys dat u in kennis gestel is van u kind se laatkom.

Maak asb weer seker van ons skool se afwesigheds-en-laatkom-beleid.

Vriendelike groete
Laerskool Wierdapark.

Klasonderwyser

Departementshoof

Ek _____ ouer van _____ in Graad _____ neem kennis van my kind se laatkom die jaar.

Ouerhandtekening

Telefoonnommer

Datum

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