

LAERSKOOL JOZUA NAUDE



Learner Attendance Policy

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1. Title of the policy

Learner Attendance Policy of (Laerskool Jozua Naude Primary School)

2. Effective Date:

1 January 2022

3. Revision History

As amended on: (Specify date/s)
a)
b)
Date of Next Review: (Specify Date)
31 November 2023

4. Preamble

- 4.1 Regular and punctual school attendance by learners will not only instill discipline among learners but is likely to improve learner retention in the system and overall performance.
- 4.2 While learners stay away from school for many reasons, the effects of poverty cannot be undermined. Irregular attendance of learners can be attributed to one or a combination of the following factors:
 - o Parent’s inability to pay school fees or buy uniforms;
 - o lack of transport to school;
 - o parents’ or children’s chronic illness, including HIV/AIDS and tuberculosis;
 - o poor nutrition or hunger;
 - o child labour;
 - o unstable or dysfunctional family life and
 - o Gang violence.
- 4.3 The monitoring of learners’ absence and the taking of appropriate follow up action will enable a school to successfully curb absence. Thus enabling (Name of school), to protect every learner’s fundamental right to education.
- 4.4 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.

5. Purpose of the Policy

The primary purpose of the learner attendance policy is to:

5.1 Provide public schools with standard procedures for recording, managing and monitoring learner attendance.

5.2 Advocates the institutionalisation of the South African administration and management system (SA –SAMS) to record , manage , monitor, verify and report on learner attendance in the province.

6. Definitions and Acronyms

6.1 Definitions

Term	Definition
Class	Refers to a group of learners who are under the administrative supervision of a class teacher
Class 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.
Class teacher	Is a teacher 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.
Head of Department	Means the head of a provincial department of education
Learner	Means any person receiving education or obliged to receive education in terms of relevant legislation.

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	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 a school.
School	Refers to name of school in this policy.
School Governing Body	Means the relevant body responsible for Governance issues.
Suspension	Refers to the temporary refusal of admission to a learner to a school, usually suspension precedes expulsion.
Temporary class register	Refers to a register maintained by a class teacher 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 schools	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.

6.2 Acronyms

Acronyms	Explanation
EAS	Electronic Administration System
GDE	Gauteng Department of Education
HOD	Head of Department of a school
HoD	Head of a Provincial Education Department
MEC	Member of the Executive Council of a province who is responsible for education in the province.
PAM	Personnel Administration Measures
RCL	Representative Council of Learners
SGB	School Governing Body
SMT	School Management Team

7. Application and Scope of the Policy

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

8. Legislative Framework

- 8.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 8.2 National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- 8.3 The South African Schools Act (SASA), 1996 (Act No. 84 of 1996), as amended.
- 8.4 Employment of Educators Act, 1998 (Act No. 76 of 1998).
- 8.5 Gauteng Schools Education Act, 1995 (Act No. 6 of 1995), as amended.
- 8.6 National Policy on Learner Attendance, as published in General Notice 361 of Government Gazette No. 33150 of 4 May 2010.
- 8.7 The National Education Information Policy (Government Gazette No. 26710 of August 2004)
- 8.8 Minimum Information Security Standards, 1996.

9. Relevant Policies and Provincial Circulars

9.1 None

10. Policy statements

10.1 Attendance Records

- a) The (**Laerskool Jozua Naude Primary School**) will maintain class registers and period registers as attendance records.
- b) The registers referred to above will be kept in the form of electronic records and paper based records for monitoring and verification purposes.
- c) 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, a teacher is required to maintain a temporary class register.
- d) The principal of the school will supply the class teachers with class registers and period registers annually after the 10th school day.
- e) 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.
- f) The class register will be marked daily during the registration period by the class teacher and the period register will be marked daily during the teaching period by the subject/Learning Area teacher.
- g) In the absence of a class teacher/subject teacher a member of the SMT/another teacher will mark the relevant register.
- h) The class register shall be compiled by the class teacher.
- i) The class register shall be marked twice a day, during morning and afternoon registration times indicated on the school timetable, in accordance with the procedures as set out in Annexure A.
- j) Once the register is marked after each registration, it must be sent down to the administration clerk for capturing on the EAS.

10.2 Learner Absence

10.2.1 When Is A Learner Considered To Be Absent?

In line with the National Policy on Learner Attendance, the **(Laerskool Jozua Naude Primary 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.

10.2.2 Valid Reasons for Learner Absence

Taking the cue from the National Policy on Learner Attendance, the **(Laerskool Jozua Naude Primary School)** considers the reasons on the table below as valid for learner absence, implemented by clear actions and responsibility:

No.	Valid Reason	Action to be taken	By Whom
a.	Five (5) days study leave for Grade 12 learners	The Parent to be notified by the school in writing.	Principal
b.	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
d.	Religious or cultural observances approved by the SGB	The Parent to be notified by the school in writing.	Principal and SGB Chairman
e.	Death of a family member	The principal should be notified on return to school documentary proof must be provided.	Parent
c.	Maternity leave supported by the medical certificate from a registered medical practitioner or registered midwife.	The principal should be notified.	Parent
No.	Valid Reason	Action to be taken	By Whom
g.	Suspension by the SGB	The Parent to be notified	Principal and

		by the school in writing.	SGB Chairman
h.	Natural disasters.	The Parent to be notified by the school in writing or through the media.	Principal and SGB Chairman
i.	Exceptional cases (decision of Principal)	The Parent to be notified in writing	Principal

10.2.3 What to Do in Cases of Learner Absence

- a. A class teacher must inform the principal of the school if a learner is absent from school without explanation for three (3) consecutive days.
- b. The Principal will follow up learner absence if a learner is absent for three consecutive days without an explanation.
- c. If despite the Principal's intervention, a learner persists in being absent without a valid reason:
 - i. The learner will be charged with breach of the school's code of conduct for learners.
 - ii. The learner's record in the class register will be cancelled if the learner is absent for ten (10) consecutive days
- d. Any cancellation of a learner's records can only be implemented on the following grounds:
 - i. Exemption from compulsory school attendance.
 - ii. Expulsion
 - iii. Transfer to another school
 - iv. registration for home education
 - v. continuous absence
 - vi. Notification by parents that the learner will not return to school.
 - vii. death of a learner
- e) After cancelling a learner's record from the class register, the Principal must, in writing:
 - i. Inform the parent and the class teacher of the date of and reason for cancellation.
 - ii. If the learner is of school - going age, inform the District IDSO of the date of and reason for cancellation.

- f) The Principal will ensure that a record of all communication will be kept in the learner's profile.
- g) 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.

10.2.4 Temporary Closure of Schools

In cases where the school is closed temporarily by the HoD or SGB (after obtaining the necessary approval from the HoD), a learner will not be marked absent but the register will show through the correct notation in Annexure A.

10.3 Roles and Responsibilities

10.3.1 Learners

- a) All learners have a responsibility to attend school regularly and punctually.

b) In Primary Schools:

No learner may take study leave for examinations or when examinations have ended.

Management of Learner Attendance at School Level

The school community, led by the Principal; and supported by the SGB, is responsible for promoting and monitoring school attendance. A daily record of learner attendance enables a school to monitor learner's absence and take appropriate follow-up action with both parents and learners, in terms of the National Policy on Learner Attendance, 2010. Learner absenteeism data enables District Officials to track attendance trends at Schools and intervene appropriately, where necessary. It is essential that schools maintain accurate records of learner attendance, in the manner as set out in this circular.

10.3.2

Class teacher is required to:

- a) Mark the official class register during the class registration period each school day;
- b) Maintain the register accurately. Refer to Annexures A1 and A2 for guidelines;
- c) Submit the register to the Principals' office on a daily basis for capturing and safekeeping; and
- d) Balance the marked register daily to ensure the mathematical or human errors are eliminated at the source.

10.3.3 The SMT are required to:

- a) Check and ensure registers are correctly marked, balanced and absenteeism data is accurately captured on SA – SAMS weekly, monthly and quarterly;
- b) Verify the data captured on SA – SAMS against the registers before the monthly attendance records are printed;
- c) Verify and sign – off that every marked and balanced register allocated to a register – class teacher is error free and the mathematical or human errors are eliminated at the source;
- d) Monitor, analyse and report the learner absenteeism trends to the principal to take appropriate follow up action with both parents and learners; and
- e) Implement training, development, mentoring, oversight and disciplinary processes for register class educators to ensure that this process is conducted regularly and error – free.

10.3.4 The School Administrator is required to:

- a) Accurately capture the School's learner absenteeism records on SA – SAMS daily; and submit the weekly SA – SAMS database no later than Friday 11h00 through GDE Data Dashboard, after receiving authorisation to do so by the School Principal.

10.3.5 The School Principal is required to:

- a) Ensure that a learner attendance Policy is in place at the school. The**

10.3.6 Parents

A parent of a learner is expected to fulfil the following duties and responsibilities:

- a) Ensure that the learner attends the school daily, on time and for the entire school day unless there is a valid reason for absence.

- b) Ensure that the learner is not taken out of school without a valid reason as determined by the school and without a permission note.
- c) Where a learner obtained permission to be taken out of the school early, inform the school who will be fetching the learner and what relationship is the person to the learner.
- d) Inform the class teacher in a school diary or in a letter to the class teacher 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.
- e) Notify the principal in writing well in advance of the learners' intentions to take certain school days off for the purpose of observing religious holidays/festival or cultural practices.
- f) Cooperate with the school in resolving cases where the learner is absent without the valid reason or permission from the school.
- g) Encourage the learner to participate in catch-up programmes to make up for time lost for absence from school.

11. Short title

This policy shall be called Learner Attendance Policy in Public Schools

12. Approval:

Recommended by: (Principal) (print name)	CLARIBEL NTSHIKILANA	Signature:	<i>CLNtshekilana</i>
Date:	01 - DECEMBER - 2022		
Approved by: (SGB Chairperson) (Print name)		Signature:	
Date:			
Verification by GDE: (District Director) (Print Name)		Signature:	
Date of Verification			
Certified by :(Print Nam)		Signature:	
Date			

13. Annexure/s (If applicable)

ANNEXURE A – Procedures for compiling and maintaining a class register.

ANNEXURE A:

PROCEDURES FOR COMPILING AND MAINTAINING A CLASS REGISTER

1. **Responsibility.** The register is an official document which may be used in legal proceedings. The principal of the school is responsible for its safety/ the register must be managed as follows:
 - 1.1 **Daily management.** The register must be kept safely by the class teacher and locked up in the school office when not in use.
 - 1.2 **Archiving.** The principal must keep the register securely for at least three years after the last entry has been made.
 - 1.3 **Inspection.** The principal must produce the register for inspection if requested by a duly authorized official of the Provincial Education Department or by a duly authorized judicial officer.
 - 1.4 **Compilation and marking.** The class teacher is responsible for compiling and marking the register in a professional manner. The class teacher must mark the register during the designated class registration period (or periods) each school day. A learner may not mark the register.
 - 1.5 **Additions and alterations.** Additions and alterations must be made only by the class teacher. An error must be crossed out neatly so that the underlying text is legible and an alteration must be written clearly and initialled and dated. Correcting fluid may not be used.

2. **Compiling the register.** The register must be compiled as follows:
 - 2.1 **Gender.** In a co-educational school, list boys and girls on separate pages, first boys then girls. Write 'Boys' or 'Girls' in the space provided at the top of the page.
 - 2.2 **Multi-grade class.** In a class with more than one grade, a separate class register may be used for each grade.
 - 2.3 **Grade & Class.** Example: 'Grade 6B'.
 - 2.4 **Quarter** Insert 1,2,3 or 4.
 - 2.5 **No.** Give each learner a number starting with 1.
 - 2.6 **Surname/First name.** List the learners' names in alphabetical order by surname. NB: If a class teacher cannot accommodate the names of all learners on the register, a second register may be used.
 - 2.7 **Admission No.** Insert the learner's admission number.
 - 2.8 **Week ending.** Insert the date of the last school day of the week.
 - 2.9 **Learner's biographical details.** This section is optional and is for use by the school for administrative and management purposes. Schools are free to add additional columns.
 - 2.10 **New learner.** The name of a learner who is admitted after the register has been compiled must be entered at the end of the class list. Rule a horizontal line in the row across the days that the learner has not attended. Write N in the square for the learner's first day of attendance.
 - 2.11 **De-registered learner.** Write D in the square for the day that a learner is de-registered. Rule a horizontal line in the row from the following school day until the end of the quarter. A de-registered learner who is re-admitted during the same school term must be treated as a new learner and the class teacher must make a note to the effect against the original entry.

3. **Marking the register.** The register must be marked in ink as follows:
 - 3.1 **When a learner is present.** Leave the square blank except on a new learner's first day, when N must be written in the square.
 - 3.2 **If a learner is absent.** If the register is marked once a day, write a single "a" in the centre of the square. If the register is marked twice a day, write a morning "a" in the top left corner and an afternoon "a" in the bottom right corner.
 - 3.3 **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).
 - 3.4 **Public holiday.** When the school closes for a public holiday, write in capital letters in the column for the day 'PUBLIC HOLIDAY'.
 - 3.5 **NSC Exams.** A horizontal line and the words 'NSC EXAMS' in capitals must be inscribed on a grade 12 class register for the period from the start of the study leave period until the end of school year.

4. **Daily summary.** The class teacher must each day compile a daily summary at the bottom of the page as follows
5.
 - 5.1 **Number of learners absent.** Add the column for the number of learners absent on that day and insert the sum in the correct space. If the register is marked twice a day, add only whole day absences.
 - 5.2 **Number of learners absent enrolled.** Insert the number of enrolled learners listed on the page. This number will remain the same from day to day except when a new learner is admitted or a learner is de-registered.

6. **At the end of each quarter.** The class teacher must fill the last column of the register as follows:
 - 6.1 **Days absent per learner.** For each learner add horizontally the number of days absent in the term and insert the sum in the correct space in the last column. If the register is marked twice a day, add only whole day absences.
 - 6.2 **Total number of learner absentee days.** Insert the total of all the figures in the correct space in the last column.

7. **Signatures**
 - 7.1 **Class teacher's signature.** The class teacher must sign the register at the end of each quarter to indicate that it is complete and correct.
 - 7.2 **Principal's signature.** The principal must sign the register at the end of each quarter to indicate that it is complete and correct.

8. **Biographical details (optional)**
 - 8.1 In the columns headed 'Mother deceased', 'Father deceased', 'Both parents deceased', 'Repeater', and 'Child support grant', write 'Y' if applicable.
 - 8.2 In the columns marked 'Home language' insert the code for the language or languages spoken most frequently in the learner's home.