

Policy	ATTENDANCE & ABSENTEE POLICY AND EARLY DEPARTURE FROM SCHOOL - STUDENTS			
Policy Ref No	EDUPOL 032a			
Policy Section	OWNERS/DIRECTORS/MANAGEMENT			
Date	Prepared by	Version	Approval Date	Review Date
30 July 2019	G Aitchison	V1.1	31 July 2019	Ad Hoc
2 January 2021	G Aitchison	V2	5 January 2021	Ad Hoc
2 February 2022	I Singh	V2.1	3 February 2022	Ad Hoc

This policy is to be read in conjunction with EDUPOL005, with reference to vision, mission, legislative framework, definitions and acronyms contained therein, and the annexures attached hereto. As an independent school, Education Incorporated takes guidance from ISASA to inform our independent processes.

BACKGROUND

Section 3 of the Schools Act (RSA, 1996b) makes school attendance compulsory for specific ages. The Policy on Learner Attendance also defines "learner" as "any person receiving education or obliged to receive education in terms of the Schools Act" (DBE, RSA, 2010, Definitions). Thus all learners who are registered at a school are obliged to attend school in accordance with the provisions and expectations of the school.

DEFINITIONS

School day: From the time of the start of the first lesson of the day to the time of the completion of the last lesson of the day as detailed on the current **class schedule**.

Absenteeism: A child is absent from school when they are not on campus and/or unable to attend all their classes in a full School Day **either physical or digitally through the hybrid classes** (partial school attendance).

ATTENDANCE

Edu Inc students are required to attend school in accordance with the published school calendar or published school timetables or published school communication or by instruction from the headmaster or ~~director~~ **Executive Head**.

Students are required to be punctual in their attendance of school, **this means arriving timeously in order to be in class when it commences**.

This policy is informed by EDUPOL 033 with reference to staying at home to study:

<https://drive.google.com/open?id=0BzHPP5pcLEy6ZW55eEE5VIITc1E>

ABSENTEEISM

The parents are required to notify the school promptly and timeously if a student is to be absent or tardy.

- 1) ILLNESS: A doctors note (medical certificate) excusing the student from attending school is required under the following circumstances:
 - a. The absenteeism is on a Monday or Friday or any other day prior to a holiday.
 - b. The absenteeism is for a period of two consecutive days or more.
 - c. The absenteeism occurs at any time during an exam or test session.
 - d. The absenteeism occurs on a day when any SBA task is due or is scheduled.
- 2) SCHEDULED APPOINTMENTS: There are three (3) long holidays during the school year and afternoons during the school term in which students can apply for identity documents, passports, driver's licenses etc.as well as participate in driver's license tests and learner's license tests. This includes psychometric testing and psycho-educational assessments. The school does not condone the disruption of learning during the school term for the aforementioned activities. However,
 - a. In the event of an **emergency or specialist appointment** that cannot be scheduled outside of the school term and school hours, parents are required to notify the school promptly and timeously if the student will be arriving late to school or if the student will be required to leave school early. Parents will be required to sign the student in or out of school in these circumstances.

- b. In the event that a student becomes **ill at school**, the school will notify the parents of the situation and request that the student be collected from school. Parents will be required to sign the student out of school in these circumstances and follow the prescribed process in clause 1 of this document.

3) REGIONAL, PROVINCIAL OR INTERNATIONAL SPORTS/CULTURAL COMMITMENTS:

Edu Inc is proud of its students that participate in extracurricular sports and cultural activities and will endeavor to support these students in these pursuits. To facilitate this, the following guidelines need to be followed:

- a. Parents need to inform the school promptly and timeously of the upcoming event.
- b. The club or organization is required to send the school a letter of invitation or confirmation (via the parents or directly to the school) of the event and the student's participation in it.
- c. If the event is protracted over a period of time or has implications on the academic performance of the student, a meeting with the headmaster, parent and learner is required so that the academic schedule and requirements can be managed and completed.
- d. The results of the competition are required by the school for the purpose of recognizing the student's achievements and the student **is expected** to give feedback of the event at an assembly.

4) RELIGIOUS HOLIDAYS

Edu Inc recognizes that there are students of various faiths attending the school. These students may have religious holidays that fall outside of the public holidays provided by the government or the scheduled school holidays. To facilitate leave on religious holidays, the following guidelines need to be followed:

- a. Parents need to inform the school via email promptly and timeously of the upcoming religious day or event if the child will miss a school day.

5) ABSENT FOR 10 CONSECUTIVE DAYS

If a student is absent without valid reason for 10 consecutive days, the learner will be deregistered from the school.

6) ABSENT FOR 30 SCHOOL DAYS

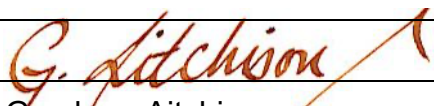
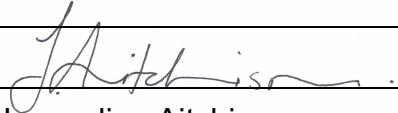
If a student is absent for 30 school days in a year, they will not be promoted to the next grade or be admitted for final examinations that year as too many teaching days (6 weeks) will have been lost and the student will not be sufficiently prepared academically for the next grade or the academic rigor of the exams.

7) GOVERNMENT MANDATED CLOSURE – HEALTH AND SAFETY

Edu Inc may be required to close for a period of time as mandated by the government, legislative bodies or private school associations (as seen with COVID 19). Edu Inc also acknowledges that in these circumstances that these decisions may be on very short notice. In these circumstances the following should be noted:

- a. The school will notify the parents and students of any closures as soon as it is able and will communicate what the teaching plans will be.
- b. The school will notify parents and students of its re-opening as soon as it is able.
 - i. Edu Inc is an on-campus school and will require students to attend school on campus when the campus is re-opened.
- c. There may be medical reasons for a student's absenteeism when the campus is re-opened:
 - i. Parents need to complete the required application to motivate the absenteeism with the supporting documentation from a registered medical healthcare practitioner.
 - ii. The application will be reviewed on a two-week basis.

Signed at Fourways on this the 30th day of July 2019.

Director		Director	
Name	Gershom Aitchison	Name	Jacqueline Aitchison