REVISED JUNE 2020

LORETO CONVENT SCHOOL

AMDG

HIGH SCHOOL LEARNER ATTENDANCE AND PUNCTUALITY POLICY

1. INTRODUCTION

Definition of "absent": 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.

Regular school attendance is essential to the learner's academic progress. All learners are required to attend school regularly and to be on time for classes in order to benefit academically and to develop habits of punctuality, self-discipline and responsibility.

The school will co-operate with parents and/or guardians at every opportunity to solve problems that lead to poor attendance. However, it is the parents' responsibility to ensure that the learner is present and that the school is made aware otherwise. Notes from doctors, courts, lawyers, parents, or other responsible persons are required for an absence to be recorded as excused.

It is expected that learners will arrive at school on time for line-up at 7h35 and attend school to the last bell at 14h00. Compulsory afternoon activities end at 15h00.

It is important to note that the Department of Education sees unexcused absence of more than 20 days as unacceptable and

will not allow a learner to write his or her final exams. This is particularly of importance to the Grade 12 learner who is subject to this rule as the School writes the National Senior Certificate administered by the Department of Education.

2. While punctual and regular attendance is necessary, from time to time it may not be possible or desirable for a learner to attend school. Any of the following are examples of valid reasons for absence of a learner from school:
   2.1 Physical or psychological illness as attested by a physician.
   2.2 Death in the immediate family. Immediatly family being parents, grandparents, siblings, aunts, uncles and cousins. Absence should not exceed 1 week. Parents are responsible to inform the school by emailing or sending in a note.
   2.3 Legal business as attested by a lawyer or social services.
   2.4 Pre-arranged absences approved by the Principal as in
      2.4.1 participation in an educational experience
      2.4.2 emergency situations
   2.5 suspended from school

3. Tardiness to School and especially chronic tardiness has a detrimental effect on the learner – the learner not only loses out academically but will also suffer high levels of stress.

4. Learner's responsibilities:
   4.1 A learner has a responsibility to attend school punctually and regularly. The school management team (SMT) depends on parents in ensuring that learners take on this responsibility. The example set by parents is of importance in building the culture of punctual and regular attendance.
   4.2 During exam time, some grades will be given study leave. It is only then that a learner is excused from school by the school.

5. Parents' responsibilities
   A parent is expected to:
   5.1 ensure that the learner attends school regularly, on time and for the whole school day unless there is a valid reason for absence;
   5.2 ensure that the learner is not taken out of school without a valid reason (going earlier on holiday is not a valid reason)
   5.3 inform the school (pa@loreto.co.za) if the learner is absent or expected to be late for school.

6. School's responsibility
   It is the school's responsibility to monitor a learner's absence so as to assist the learner to experience the most of her school life.

7. After an excused absence (paragraph 2)

7.1 the learner will be allowed to make up all work missed. However, it is the learner's responsibility to approach teachers to organise appointments and/or to attend the extra classes available.
7.2 The learner will be allowed to take tests which were missed. These tests will take place during the first scheduled detention session where a teacher will be available to administer the test.
7.3 The learner will be allowed to submit any assignments which became due during the absence. However, these must be submitted on the day that the learner returns to school.
7.4 The learner will be allowed to do practical and oral assessments: the teacher together with the learner will organise a convenient day and time for such assessments.

8. Pre-arranged absence (paragraph 2.4)
8.1 The approval for such absences should be sought at least one (1) week prior to the date on which the absence is to occur.
8.2 Any tests, assignments and work must be organised by the learner and the Deputy before the absence.
8.3 Practical and oral assessments: the teacher together with the learner will organise a convenient day and time for such assessments.

9. Unexcused absence
An unexcused absence from school or class is an absence:
9.1 where the parent has no knowledge.
9.2 For which the parental note of explanation or doctor's certificate was not provided on the learner's first day of return to school following the absence.
9.3 The learner will not be allowed to catch-up on missed tests and therefore a zero (0) will be awarded.
9.4 Practical and oral assessments missed: the learner will forfeit the assessment and receive a zero (0) mark.
9.5 Any assignments that were due must be handed in on the day or a zero (0) will be awarded.
9.6 Any work missed will be solely the learner's responsibility.

10. Suspended learners
10.1 All work will be emailed. However, it is the learner's responsibility to do all homework and assignments.
10.2 Tests scheduled during the suspension, will be organised with the learner and done during a detention session.
10.3 Practical and oral assessments: the teacher together with the learner will organise a convenient day and time for such assessments.

11. Late for school
11.1 For every 5 days late, a learner receives a demerit.
11.2 It is the learner's responsibility to organise and catch-up on any work missed.

11.3 Practical and oral assessments missed: the learner will forfeit the assessment and receive a zero (0) mark. However, if a valid reason is submitted by the parent, it will be reconsidered.
11.4 The learner will be allowed to take tests which were missed. These tests will take place during the first scheduled detention session where a teacher will be available to administer the test.
11.5 The learner will be allowed to submit any assignments which were due. However, these must be submitted on the day.

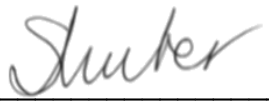
12. COVID and assessments

While South Africa is under the State of Emergency due to COVID-19, the following will apply:
12.1 Parents are responsible to notify the school of their daughter's absence. This will be recorded on the system and the learner's name will be placed on the Online List for Google Classroom.
12.2 It is the learner's responsibility to do all work requested.
12.3 If any assessments (tests / tasks) are missed, the learner will catch up these assessments online or as soon as the learner has returned to school.
12.4 Learners whose parents have not notified the school, will not be placed on the Online List for Google Classroom and will have to take the responsibility to catch up once they return to school. Any assessments (tests / tasks) will be done on the day the learner returns to school.
12.5 Any learner who starts to feel sick in the course of day but has a test to write, will write it in isolation before going home.

IMPLEMENTATION AND REVIEW

This policy will be reviewed by the academic committee at the start of each year to ensure that it complies with the changing legislation.

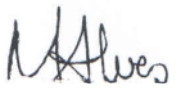
Signatures:



Mrs Truter
Executive Principal

DATE:

10/03/2021



Ms Alves
HS Deputy Principal

DATE:

10/03/2021