



## ATTENDANCE POLICY

### Terms of Reference

1. Government Gazette 33150
2. Employment of Educators act 1998 (Act 76 of 1998)
3. South African Schools Act 1996 (Act 84 of 1996)
4. National education Policy Act, 1996 (Act 27 of 1996)
5. General Notice 207 of 2000
6. P.A.M Government Notice 222 of 1999 (Gazette 19767)
7. ELRC Collective Agreement 1 of 2008
8. Code of Conduct Jeppe High School for Boys

### Purpose of Policy

The purpose of this policy is to promote and regulate attendance at Jeppe High School for Boys. This includes the rights to an education and the obligation to attend school punctually and regularly. The policy is also there for record keeping that will include the required legal aspects. Ultimately the parents or legal guardians are responsible for seeing that their son/ward attends school.

### Valid Reasons for Absence

- Study leave taken by Grade 12 boys. Only 5 days before the final end of year exam.
- If a boy has a physical or psychological illness. In Such cases, parents must communicate with the school and a medical certificate from a Medical Practitioner must be presented to the school secretary in the front office after three or more consecutive days of illness.
- Religious observances approved by the SGB.
- Death of a family member.
- Appointment at court or social services
- Suspension from school by the SGB.
- Act of nature
- Exceptional circumstance for which the Headmaster decides that it is in the best interest of the boys not to attend school.

### Responsibilities

#### Boys:

- Boys must attend school punctually and regularly.
- Boys who have committed to participation in an extra mural activity must honour their commitment.
- The School reserves the right to punish boys who do not adhere to the attendance policy, in accordance with the Code of Conduct.
- No study leave is allowed unless specified by the Headmaster.
- No absence after exams

## Parents:

- Must ensure that their sons attend school daily and for the duration of the entire school day.
- Must schedule all medical appointments for after school hours or during school holidays.
- **Ensure that the boys are not taken out of school without a valid reason (Family Holiday is not a valid reason)**
- Inform the school when their son is absent.
- Co-operate with the school when resolving a problem on attendance.

## Procedure for daily registration

- Boys will be required to register their fingerprints every morning and /or by the procedures as determined by the school.
- Register will be taken at the register teacher every morning at 07:40.
- Boys, who are late 2 or more times within a calendar week will be placed on a school detention the following Friday.
- The Head of Grade will contact the parents/guardians of boys who are continually late or absent.
- When a boy has been absent for 5 consecutive days without a valid reason, parents will be contacted again.
- After 7 consecutive days of being absent parents will be contacted by the Head of Grade and the GDE District office will be notified.
- After 10 consecutive days of absenteeism without valid reason the boy/s will be removed from the school roll. The admission process will have to be completed for the boys to return to school. Offenders are not guaranteed re admission.

**Written records will be kept of all the above.**

## Record Keeping

- Jeppe High School for Boys will produce registers in line with the expectations of the GDE.
- Registers will be taken by an educator and recorded electronically.
- Register teachers will be responsible for managing registration of his / her class on a daily basis.
- The Admin section will be responsible for the termly stats.

## Registration for Academic Time Table

- Boys have to attend every academic period of the day.
- Boys that arrive after the second bell has gone for the start of a period will be deemed as being late for class.

**Boys who do not comply with the above requirements will be given demerits and or detention as per the school code of conduct.**

## Procedure

- Teachers will take registration during the course of every lesson.
- Boys that are absent are recorded on the school administration system.
- The Admin department will send weekly stats to all Head of Grade.
- Head of Grade to follow-up with boys on non attendance.

Jeppe High School for Boys is an academic institution that will not tolerate absenteeism and late coming.

**Late Coming:**

- Boys that arrive after 07:40 will have to report to the front office for a late note before going to class.
- Detention will be allocated from the 2<sup>nd</sup> late arrival of the week.
- Parents will be notified via SMS, email or phone by the Head of Grade.

**ATTENDANCE PROCEDURE FOR MUSLIM STUDENTS ATTENDING MOSQUE ON FRIDAYS**

1. Boys are to apply in writing to the Headmaster at the start of every year to attend mosque on Fridays.
2. Applications must be endorsed by their parents.
3. Muslim Students will be allowed to leave school on Friday to attend prayers at mosque at 12:15 and must return to school by 13:45.
4. Boys will be required to collect a pass-out card from the front office before leaving for prayers. This card will allow them to exit the school gates. The card must be returned to the front office when the boy returns to school after prayers.

Students who do not follow the above procedure will be marked absent/bunking in accordance with the School's Code of Conduct and will be punished accordingly.