

REVISED JANUARY 2023

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 Gr. 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. Immediately 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 if a valid reason has been submitted. These tests will take place during the first scheduled detention session where a teacher will be available to administer the test. However, if a learner is chronically late for the first one or two periods of any given school day when a test has been scheduled, she forfeits the time lost.

11.5 The learner will be allowed to submit any assignments which were due. However, these must be submitted on the day.

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



Ms Alves
HS Deputy Principal