



# SAHETI SCHOOL

## POLICY

### POLICY FOR ABSENTEEISM -ASSESSMENT

#### A. INTRODUCTION:

Absenteeism from summative assessment must be viewed so that academic standards are not compromised and that the individual needs of the scholar are met. In all instances the outcome will be on establishing consistent, fair decisions that best suit the needs of all parties.

#### B. ABSENTEEISM DURING CLASS TESTS (ILLNESS):

1. An original verifiable doctor's note is to be produced the first day back at school. A letter from a parent cannot be considered as justifiable proof.
2. Failure to produce a doctor's note will result in a zero.
3. Should a doctor's note be produced the following procedure will follow:
  - a) the pupil will write the test on the day of his/her return.
  - b) Should the learner have missed a section of work for testing, the test needs to be adjusted so that the pupil is not disadvantaged.
  - c) The teacher concerned may not distribute test papers and marking guides to the rest of the class/grade until the absent pupil has written the test.
4. Should the pupil absent himself for a long period due to illness, the teacher will report the matter to the Subject Head and Grade Controller. A meeting will be set up with Director Academics to discuss a plan of action which is acceptable and uncompromising to academics and the needs of the pupil. In this instance, it may be necessary to rank the pupil.

#### C. ABSENTEEISM DURING CLASS TESTS (SPECIAL LEAVE – sport and cultural activities not organised by the school):

1. The pupil concerned needs to apply timeously in writing for application for special leave for sporting/cultural representation.
  - a. Leave is not automatically granted.
  - b. Should the organisers/parents approach the school for permission after tickets/accommodation have been booked this will not influence the decision taken by the school.
  - c. National and Provincial representation will be considered favourably.
  - d. Extended vacations will not be considered.
  - e. Each application for leave sporting/cultural activity will be viewed on an individual basis based on work ethic, academic results.
2. Permission will only be considered effective once written approval has been granted.
3. It remains the responsibility of the pupil to ensure that all outstanding work is caught up. The academic staff will support where possible but the work will not be retaught.

4. The Grade Controller, in consultation with the Directors, will arrange for the test to be written preferably prior to the pupil's granted leave. Under exceptional circumstances, where the work required for the test will not have been covered in class, ranking may be considered.
5. Should a pupil take leave of absence against the advice of the school, CASS test missed will result in a zero.

#### **D. ABSENTEEISM DURING SUMMATIVE ASSESSMENT (ILLNESS):**

1. Parents need to inform the Grade Controller/Academic Director before the commencement of the particular summative assessment that the pupil is ill.
2. A doctor's note is to be forwarded to the school. The doctor's note may not be from a family member. Details on the nature of illness is required on the doctor's note.
3. Failure to produce a doctor's note will result in a zero.
4. The Grade Controller is to inform the subject teacher concerned of the absence.
5. On the closest date on the pupil's return the missed summative assessment will be written.
6. The teacher concerned may not distribute test papers and memoranda to the rest of the class until the absent pupil has written the exam.
7. Should the learner absent himself for a long period over the summative assessment due to illness and in consultation with the Director of Academics, Grade Controller and Subject Teacher sufficient evidence be supplied that it would disadvantage for the scholar to write the assessment then the following will take place:
  - a. In consultation with Head, a recommendation will be made that the CASS mark will be unaffected. The summative assessment mark will be based on a ranking in another summative assessment session from either term two or three. Where the illness occurs in a first summative assessment, then ranking will only be recorded retrospectively in the promotion mark. The report for the absent term will reflect that the marks displayed are only CASS marks.
  - b. The pupil should on his return write the summative assessment as practice exercises and these should be marked by the teacher concerned.

#### **E. ABSENTEEISM DURING SUMMATIVE ASSESSMENT (BEREAVEMENT OR EXTRAORDINARY CIRCUMSTANCES):**

1. Extended holidays will not be considered.
2. Parents need to discuss the matter with either the Head or Director of Academics.
3. The Head and Directors will discuss the matter thoroughly and make a decision on concession granted based on the individual circumstances.
4. The subject head, grade controller and class teacher will be consulted.
5. Each case will be viewed individually.
6. Where possible, the procedures as outlined in D (above) will apply.