



POLICY

Absenteeism of Pupils

Content of Policy

- School Day Times
- Break Times
- Assembly Times
- Pupil Registration Process in the morning
- Requested Leave by parents for permission for pupil to leave school during a school day/ miss school day(s)
- Full Attendance Certificate
- Pupils absent from school - Process to be followed should a pupil be ill on a formal assessment day and the effect of such absenteeism with regards to Grade 7 Prize Giving; ranking for Trophy Awards and Dux Scholar.

1. Academic School Day, Break and Assembly Times

The academic school day for the Primary School pupils is as follows:

1.1 **Gr 2 to Gr 7 Pupils**

Monday, Tuesday, Thursday, Friday 07:50 till 14:15 and on a Wednesday 07:50 till 13:30.

1.2 **Grade 1 Pupils**

Grade 1 pupils follow the following times: From start of academic year until the mid-term break in February Monday till Friday 07:50 till 13:00. After the mid-term break in February, the grade 1 day finishes at 13:30. From term 2 the academic school day times are: Monday, Wednesday, Thursday 07:50 till 13:30, Tuesday and Friday 07:50 till 14:15.

2. Break Times

Monday, Tuesday, Thursday, Friday	Wednesday
10:00 till 10:15	11:00 till 11:30
11:45 till 12:15	

3. Assembly Times

Whole School Assembly Gr 1 - Gr 12: Monday 08:00 till 08:30
Primary School Assembly Gr 1 - Gr 7: Friday 11:15 till 11:45

- All pupils attend a homeroom class from 07:50 until 08:00 every morning. The homeroom/class teacher takes pupil register during this time and communicates/attends to the operational needs of his/her class.
- For the first 10 days of each academic year the 'pupil register process' is done manually. After the 10th school day, the registration process continues on Ed-Admin.
- The class teacher/homeroom teacher captures the information on absentees and latecomers on Ed Admin.
- Homeroom/classroom teacher follows up on absentees.
- For any pupil to leave the school premises during the 'academic school day,' a note from the parent/guardian needs to be sent/emailed to the class teacher requesting leave and

the reason for the request. Permission for leave during the school day may only be given by the Grade Controller.

4. Requested Leave

Requested leave for a pupil to miss day(s) of school may only be given by the Principal.

- 4.1 No pupil may leave the school during the academic school day, without having been signed out by the school's receptionist, and provided with a duplicate slip that is presented to the security at the exit.
- 4.2 Parents need to phone the school and or email their child's teacher before 08:00 if their child is ill and won't be attending school.
- 4.3 If a child is ill for a period of 3 or more days, a doctor's letter needs to be handed in/emailed to the class teacher.

5. Full Attendance Certificate

- 5.1 A Full Attendance Certificate is issued to pupil(s) on the last day of school who have not missed a day of school.
- 5.2 If a pupil misses a school day(s) due to events such as festivals/camp(s)/tour/trials/tournaments/Eisteddfods, that are organized by SAHETI Primary School and or the pupil is required to represent SAHETI Primary School at such an event, the pupil(s) will be marked present.
- 5.3 In the event a pupil(s) is/are absent from school as he/she needs to attend an event such as trial(s)/tournament(s)/festival(s) that are not organized by SAHETI School the pupil will be marked absent.
- 5.4 The Full Attendance Award for 3 or 4 consecutive years, will be issued at the Grade 4 to Grade 6 Prize Giving Assembly. The Full Attendance Award for 5 or more years, consecutive years of full attendance will be issued at the Grade 7 Prize Giving Assembly.

6 Pupils absent from school during a formal assessment time/day

- 6.1 If a pupil is ill and is unable to write a formal assessment, the following process needs to be adhered to:
 - 6.1.1 the parent/guardian needs to contact the school or email the class teacher before 08:00.
 - 6.1.2 A doctor's letter needs to be given/emailed to the class teacher.
- 6.2 The teacher will inform the relevant Head of Department/Vice-Principal of Academics and the relevant Grade Controller.
 - 6.2.1 The teacher will proceed to phone the parent and inform the parent of the discussed date when the pupil will write the 'missed' formal assessment.
 - 6.2.2 In the event the formal assessment is an exam the determined date(s) for the exams will be communicated to the parent by the Vice-Principal of Academics.
- 6.3 If a pupil is not able to write exams/formal assessments due to a long term illness; the Foundation Head of Department/Vice-Principal of Academics will communicate with the parent, grade controller and relevant teachers and the pupil's average will be determined according to the prior marks recorded.
- 6.4 It needs to be noted: At Grade 7 level should there be such a situation the pupil will not be considered in the Grade 7 ranking process for the Trophy Award(s) and for the Dux Scholar Trophy. This communication will be relayed to the parents and the pupil by the Vice-Principal of Academics