



ABSENTEEISM OF LEARNERS DURING COMPULSORY TUITION TIME.

Government Gazette No 33150 of May 2010: "Policy on learner attendance."

When is your child deemed absent?

A learner is considered absent when he/she is not present during the completion of the daily register." (no 12 in policy) this comes into play the moment the learner enters class.

The Policy compels parents to comply with the following:

1. Ensure punctuality of the learner – learner must be on time
2. Ensure that learners are not excused from school for minor reasons
3. Please inform the school and in particular the class teacher when your child is absent or will be late for school preferably before **07:55am**.
4. If the school needs to contact you with regards to your child's absenteeism, by law your co-operation is essential and the matter be addressed.
5. Parents must ensure that the learner completes all work taught during the period of absenteeism.
6. If the learner is absent for 3 consecutive days without informing the school, the school has the right to notify the authorities. The South African School Regulations Act makes provision for legal measures. Your child is a minor and it is legally your responsibility to ensure that your child is present and punctual for school every day.
7. If a learner is absent for 10 consecutive days without informing the school, the learner will be deregistered.
8. It is also compulsory for our learners to attend school until the last day of term. School and education are important.

If a child is absent for:
1-3 consecutive days , the school will follow up with an SMS to the parents requesting a doctors certificate or email or written explanation for the absence.
5 consecutive days , the school will call or email the parents if no reason provided for the absence requiring a letter of confirmation stipulating the reason.
10 Consecutive days , the school does a final letter to the parents and deregisters the child from the data base.
***** All absentee emails to be sent to: Ellerton.prim@wcgschools.gov.za

If absence is due to a death in the family, the WCED may request a death certificate. If the funeral requires attendance in another province which takes longer than 3 days, the absence has to be accompanied by a letter from a parent and a copy of family member's death certificate as well.

All of the above is kept in the school's attendance register and in the child's edlab.

Take note: The attendance is recorded not only by the school but by the education department via Cemis as well. Please be aware that this means it will be reflected on the child's record
