



SPARK Schools Scholar Attendance Policy

1. GENERAL

- 1.1. The Principal of the school is accountable, and the School Operations Manager is responsible, for the accurate recording and monitoring of scholar attendance and absence.
- 1.2. According to the National Policy of Learner Attendance (2010), a daily record of scholar attendance enables the school to monitor scholar attendance and absence, in order to take required action with scholars and parents, as necessary, or to make referrals to the district office when required.
- 1.3. Section 3 of the Schools Act (RSA, 1996b) makes school attendance compulsory for children under the age of 16.

2. PROCEDURE

- 2.1. The member of staff responsible for each class during their first lesson of the day must mark attendance and submit it to the Office Manager by 8:05am.
 - 2.1.1. A scholar is Present if they arrive by 7:45am.
 - 2.1.2. A scholar is Tardy if they arrive after 7:45am.
 - 2.1.3. A scholar is Absent if they do not arrive during the instructional day.
- 2.2. The Office Manager must accurately capture scholar attendance online by 9:00am daily.
 - 2.2.1. Hard copy attendance registers should be kept for the duration of the instructional year in a file in the school leadership office. These registers should be made available on request by authorised district officials.



2.3. The School Operations Manager is required to check and ensure that attendance registers are correctly marked and absenteeism data is accurately captured, before submitting to SA-SAMS administrators by 9:15am on Fridays.

2.3.1. Weekly attendance registers are reported to district offices as part of compliance reporting requirements by the SA-SAMS administrators at SPARK Support by 11am on Fridays.

2.4. The Principal is required to monitor, analyse, and report scholar absenteeism trends to take appropriate action with scholars and parents.

3. ABSENCE

3.1. If a scholar is absent for three consecutive school days without a valid written reason (hard copy or e-mail from the scholar's parent or guardian), the Principal must intervene by contacting the parents regarding their responsibility and requesting the parents' cooperation.

3.2. If, despite the intervention, the absence persists, the scholar must be charged with a breach of the school's policies. The Principal should request a meeting with the parents and issue a warning letter. If the parents fail to attend the requested meeting, the warning letter should be sent via e-mail.

3.3. If the absence reaches 10 consecutive school days, the scholar's enrolment contract *must be cancelled* on the grounds of continuous absence. The cancellation should take place only after the Principal has again made a reasonable attempt to contact the parents.

3.3.1. The cancellation of a scholar's enrolment contract entails the Principal informing the scholar's teachers, the parents and the district office of the cancellation, the date of the cancellation and the reason therefore. (DBE, RSA, 2010, para. 58).



- 3.3.2. The Principal should provide a term's notice, wherever reasonably practicable, to ensure that the parents have an opportunity to find the child another suitable school to attend.
 - 3.3.3. The Principal should follow the SPARK Schools process for termination of contract, by informing the relevant teams and individuals at SPARK Support.
 - 3.3.4. If a parent decides to remove their child sooner than the date set by the Principal when cancellation will go into effect, the parent remains responsible for fee payment per the Enrolment Contract.
 - 3.4. In terms of Paragraph 59 of the Policy on Learner Attendance, a scholar may be readmitted (DBE, RSA, 2010). After the district office has been informed, it will inform the head of the provincial department of Basic Education, who will then deal with the matter in terms of section 3(5) of the Schools Act. Readmittance to the school must be approved by the district office to which the Principal has referred the cancellation of the scholar's enrolment contract.