



ATTENDANCE RECORDING POLICY

AIM

The aim of this policy is to ensure the correct daily completion of the attendance register.

The register is the property of Blessed Perfect Academy and must be kept in the principal's office while in use, and for at least five years for reference purposes. It should be locked up at each school day.

SUMMARY

The following procedures should be carefully adhered to when completing the attendance register;

- The surnames and initials of all staff members must be entered alphabetically and rewritten for every two-week period.
- The Principal must enter the dates in the appropriate columns.
- All staff members (teaching as well as non-teaching staff) should enter the actual arrival and departure times against their names and initial every entry.
- The Principal should ensure that actual times are recorded and not the beginning and ending times of the school day.
- By signing the register every day, the Principal verifies the correctness of the entry for the day.
- The remarks column could be used to record any additional information related to staff attendance.
- If a staff member is on leave, a line should be drawn against the staff member's name indicating the type of leave taken, e.g. leave/sick. This should correlate with the leave forms filled in by the staff member.
- School and public holidays should be indicated as such on the register.
- At the end of each month, a summary leave register should be completed by the Principal.



DETAILS

IT IS AN OFFENCE TO ENTER ANY FALSE INFORMATION ON THE ATTENDANCE REGISTER

Educators

General

The school starts at 07:30 at assembly and lessons are to commence at 7h50 every week day morning.

Educators are to report for duty by 07:30 and start with their classes at 07:30.

An educator is expected to report to the Principal on the previous day if for whatever reason he/she may report late for school on the following day.

On arrival each educator must sign the time of arrival on time book following Employment of Educators Act.

Educators Arriving Late

Educators who arrive late will be expected to sign in on the time book and also on the late arrival register.

Permission To Leave During School Hours

Educators who for a reasonable excuse have to leave during school hours are to receive approval from the Principal/deputies and also complete details on the permission book.

Leaving Without Requesting For Permission

Educator who leaves during school hours without requesting for permission to leave will be entered in the logbook and this will be regarded as misconduct.

Knock Off Time

All educators are expected to be at work for at least seven hours. The official knock off time at the school is therefore 15:30.



Signing Off

Each educator is to sign off on the time book indicating the actual time that he/she left the school.

Absence From Work

An educator is to report a day prior if for whatever reason he/she will not be able report for duty on the following day (s).

In case of an unforeseen emergency or illness an educator will be expected to notify the school telephonically of his/her absence. An educator who is absent from work for more than 14 consecutive days without reporting a reason for the absence will be regarded as having absconded from work and termination of contract.

Learners

Learners are expected to report to school at 07:30 and commence with lessons at 07:50.

PUNCTUALITY

- Learners who arrive late for school must report to the Reception before going to class. A learner will be marked absent for the day should this not take place.
- The school day starts at 07:50. All learners should be at school by 07:40, at the latest.
- Learners are expected to be punctual for all school activities.

Absence From School

Parents /guardians/learners are expected to notify the school if a learner has to be absent from school for whatever reason. This can be done verbally or by written letter

VACATION

Parents/learners must request permission, from the principal, for leave school for family responsibilities/vacations. The principal cannot ordinarily grant permission without sound and valid reason



Absence Due To Hospitalisation/Initiation

Learners who are hospitalised/ or at the initiation schools will remain in the school's register throughout the period of hospitalisation/initiation.

ILLNESS

- When the learner returns to school after being away due to illness, a letter from the parent/learner must be given to the tutor explaining the learner's absence. The letter may be noted in the school diary.
- A doctor's certificate is required if a learner is absent for two or more consecutive days. A doctor's certificate is also required if a learner misses any examination or cycle test.
- Please refrain, as far as possible, from making doctors/dentist appointments during the school day.

SICKBAY

- A learner who is ill at school will be placed in the (Sick Bay) and the parent will be notified if requested. Parents must report to the School Office to sign the pupil out.
- Learners are allowed to contact parents personally if they are sick and need to be collected. The School Reception will assist in this process.

Irregular Attendance

- The school shall report instances of irregular school attendance to the parents/immediate person of the learner in writing.
- If this continues the Principal shall report this matter to the appropriate office.



Leaving During School Hours (EARLY DEPARTURE)

- Learners who have to leave before school out are to produce a written request from them otherwise permission will not be granted. No learner will be allowed to leave the premises without a written permission signed by the Principal.

GENERAL TERMS

- Although the educator may assist, the responsibility to catch up work missed during absence falls on the learner and the parent.
- Projects, tasks, etc., due for a particular date must be submitted by the learner on the due date if a learner is reported to be absent on that particular day.
- A learner will, generally, be expected to write a test or examination that has been missed due to absence, on the day he/she returns to school, or by a date set by the educator.
- Learners who miss more than 12 school days other than for verified medical reasons (doctor's certificate) may result in their not being eligible for promotion.

Non-Re Admittance of a Learner

A learner who for an unacceptable reason attended school for less than 60% of the school calendar year may be refused re-admission during the same year and may not be allowed to write the final examination in that year.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

