

INSTRUMENT FOR MONITORING BASIC FUNCTIONALITY

4. BASIC FUNCTIONALITY						
Purpose	To evaluate whether the school functions efficiently and effectively to realise its educational and social goals					
Criterion	The school has appropriate procedures for dealing with absence, lateness and truancy					
Theme	Registers are up to date and regularly monitored					
Sources of Information	Admission Policy; Admission Register, Attendance Registers; Summary Register; Quarterly Attendance Returns; Late-coming and Truancy Registers; Educator Time-book / Time Register; Leave Register; Leave Forms File; Any notes / letters written to learners/ parents / educators with regard to late-coming and any other documents that may assist with evaluation of this Area, Code of conduct for learners and educators					
No.	Criteria and associated indicators	Place a cross (x) in the appropriate in box See guidelines on Rating Scale				
		OUTSTANDING	GOOD	ACCEPTABLE	NEEDS IMPROVEMENT	NEEDS URGENT SUPPORT
4.1	The school has appropriate procedures to deal with absence, lateness and truancy					
4.1.1	The Admission Register is available	5	4	3	2	1
4.1.2	The school has sufficient teachers allocated per quota of learners	5	4	3	2	1
4.1.3	The school has a positive organisational culture that supports the continuous growth and development of learners and educators	5	4	3	2	1
4.1.4	Class Attendance Registers are available	5	4	3	2	1
4.1.5	The Summary Register is available	5	4	3	2	1
4.1.6	The Period Registers are available	5	4	3	2	1
4.2	The school has procedures to monitor and curb absence and late-coming amongst educators					
4.2.1	The Time Register is available	5	4	3	2	1
4.2.2	The Leave Register is available	5	4	3	2	1
4.2.3	Internal school procedures to curb late-coming and early departure are available	5	4	3	2	1
4.2.4	The majority of educators attend school regularly (low absenteeism levels are recorded)	5	4	3	2	1
4.3	Code of Conduct for learners aims to establish a disciplined and purposeful school environment					
4.3.1	School rules - regulating learner behaviour and discipline are documented	5	4	3	2	1
4.3.2	Disciplinary regulations and procedures are in place when learners transgress and action is taken	5	4	3	2	1

Reasons for the above finding/s: Strengths and Areas for Development

Total: Basic functionality

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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: _____