



ATTENDANCE POLICY

ACADEMIC SESSION 2014/15

Preamble/Rationale

Regular attendance and punctuality are crucial to a student's success in high school; they are the most important factors in student achievement. Missing class can not only cause a student to fall behind, but may also affect his/her grades or keep him/her in the same class at the end of the academic year.

Policy

Students must attend school on all school days or as otherwise required. The home room tutor maintains a daily attendance register. **95% attendance is mandatory.**

Leave of absence will not be given unless the student is representing the school in an academic or sporting capacity or for medical reasons.

Leave of absence, by prior application, may be given for legitimate reasons such as University interviews or death(s) in the family. In all cases, the parent/guardian must forward a written request to the Head of Secondary.

Should a student be absent for any reason whatsoever, the parent/guardian must contact the school in good time to inform the school of the absence.

In case a student falls ill during school hours, he/she should report the illness to the home room tutor or to the teacher on duty. In case of minor ailments, the First Aid Team of staff will attend to the student. Should the student need to go home, the parent/guardian will be contacted to make the necessary arrangements. All emergencies will be attended to by the AAR. In case an injured student requires further medical attention, the parents will be contacted immediately.

Routine medical or dental appointments must be made outside school hours.

Absences

The following are valid excuses for absences:

- Illness
- Death in the family

The following are unauthorised absences, which will be included in the student's total for the term:

- Religious Holidays and Events.
- Family Events.
- Academic or Sporting Events which are not part of the school's calendar of activities.

School related activities which require a student to miss class time will not be counted as part of the absence total for the term. The student shall be permitted to make up missed assignments under reasonable conditions and timelines set by the teacher in the course requirements. A student's grade may be affected because of the student's inability to make up the specific activities conducted during a class period.

Truancy, Class Cutting and Punctuality

Late Arrival

Students are expected to be in time for registration. Registration is done at 7:50 a.m. for the morning session and at 2.05 p.m. for the afternoon session. Except on Mondays when students must report to school at 7.40am in time for the assembly. It is up to the students and their parents to ensure punctuality.

Gates will be closed at 7:55 a.m. **Students who come late to school will be turned away.**

Any student who reports late to school or does not report to school for a day or more must produce a valid note from a parent or medical professional. If a student fails to produce either of these documents he/she will be considered absent and will be disciplined accordingly.

Truancy

A student who reports to school and fails to attend a class without proper authorisation is assumed to be cutting class and will be disciplined accordingly. Arriving up to 5 minutes late to class is also considered truancy.

Procedure

In case of absence due to illness, the school should be informed before **09:00a.m** on the first day of absence. On reporting back to school the student must bring a letter from a doctor explaining the reason(s) thereof.

This letter must be presented to the home room tutor on the day the student reports back to school. Any student who fails to present such a letter will be considered to have been absent without the parent's knowledge and will be disciplined accordingly.

Leave of absence from school except for medical reasons will seldom be given.

Legitimate reasons for granting leave of absence include interviews, representative games, and emergencies. For these, a written request should be made to the Headmaster at least a week in advance.

Students who become unwell during school hours should report to the school secretary for first aid and/or any other necessary action. They must not go home on their own accord during school hours.

A student that wishes to leave school premises must obtain a gate pass from the relevant authorities. Students who are unable to play games must present the appropriate letters to the teachers in charge before the beginning of the games session.

Consequences of Absenteeism

First Offence

- Parent notification by phone call.

Second Offence

- Parent notification by email.

Third Offence

- A warning letter will be sent to the parent, a copy of which will be kept in the student's file.

Fourth Offence

- The parent will be invited to the school for a joint meeting with the home room tutor, pastoral coordinator and head of pastoral.

Further Offences

Will lead to immediate suspension and the matter will be dealt with at the Board of Governors level based on recommendations from the Disciplinary Committee, the Senior Managers and the Head of Secondary.

Consequences of Truancy or Class-cutting

First Offence

- Student will be cautioned by the subject teacher or homeroom tutor

Second Offence

- Student will be cautioned by the HOD or pastoral coordinator

Third Offence

- Disciplinary action will be taken against the student by the HOD or pastoral coordinator
- A warning letter will be sent to the parent, a copy of which will be kept in the student's file.

Fourth Offence

- The parent will be invited to the school for a joint meeting with the home room tutor, pastoral coordinator and head of pastoral.

Further Offences

Will lead to immediate suspension and the matter will be dealt with at the Board of Governors level based on recommendations from the Disciplinary Committee, the Senior Managers and the Head of Secondary.