



KIRSTENHOF PRIMARY SCHOOL

ABSENTEEISM POLICY

POSITION STATEMENT

At Kirstenhof Primary School we believe that time on task is a very important factor. It is vital that children spend as much time engaging with their learning as possible. Marks alone are not a good indicator of how much learning has taken place or indeed how much could be learned. Being present at school is therefore very important and the school must do all it can to ensure that as many school days as possible are productive that children are at school as many days as possible. The school is responsible for following up where there is chronic or regular absenteeism.

ABSENTEE PROCEDURE

Absentees are logged every morning on the Staffroom platform. Teaching staff must complete this task at the beginning of the day. Admin staff will then duplicate this log on CEMIS, as required by the WCED.

FOLLOWING UP ON ABSENTEES

- If a child is absent for more than two days concurrently a doctor's certificate will be required.
- If a child is absent for more than two days without an explanation the class teacher must contact the parents to enquire about the child's health.
- If a child is absent for five or more days in a term their case will be discussed at SBST. The teacher will make contact with the parents to encourage improved attendance, unless there is a viable explanation. Chronic absenteeism should be noted on the school report.
- Once a child has reached 15 days absent in a year a letter from the SBST will be sent home.
- If a child reaches 25 days absent without medical support for the absences a meeting with the parents will be arranged.
- After this, if the parents are not responding to the requests for improved attendance, their case will be reported to Safer Schools.

Catching up on Work and assessments:

- If a child is absent for one day, there is no need for a teacher to send work home.
- Work will be sent home when there is an extended absence.
- Assessments will not be sent home, but may be caught up on return to school at the teachers' discretion.

- For formal tests any absence needs a doctor's note and only Language and Mathematics tests will be caught up and only if possible.

RATIFIED: DATE: 17.11.22

SGB CHAIRPERSON: 