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GENERAL NOTICE

Basic Education, Department of

General Notice

982 Learner Attendance Policy and Procedures, 2009: For public comment 4 32414

GENERAL NOTICE

Annexure B:
GOVERNMENT GAZETTE

NOTICE 982 OF 2009**DEPARTMENT OF BASIC EDUCATION****Call for comment on the Learner Attendance Policy and Procedures, 2009**

I, Angelina Matsie Motshekga, Minister of Basic Education, after consulting with the Council of Education Ministers, hereby publish the draft Policy in the Schedule for comment.

All interested persons and organisations are invited to comment on the draft Policy in writing and to direct their comments to:

The Director-General, Private Bag X895, Pretoria, 0001, for attention: Ms R Pillay, tel. 012 312 5942, email pillay.r@doe.gov.za, fax 012 312 5908, or Mr VL Rikhotso, tel. 012 312 5930, email rikhotso.v@doe.gov.za, fax 012 312 5902.

Kindly provide the name, address, telephone and fax number and email address of the person or organisation submitting the comments.

The comments should reach the Department within 21 days of the publication of this notice.

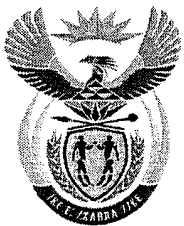
Angie Motshekga, MP
Minister of Basic Education
Date:

Annexure A:
LEARNER ATTENDANCE POLICY
AND PROCEDURES

LEARNER ATTENDANCE POLICY AND PROCEDURES

Pretoria
23 June 2009

DRAFT



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

ORIGINAL DOCUMENT
RECOMMENDED BY DDG
2009 -06- 27

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DEFINITIONS AND ACRONYMS

In this policy, unless the context otherwise indicates, the following definitions apply –

‘Abscond’ means to skip a period or school activity or leave the school during a school day without permission from the principal;

‘Absent’ means a learner is not in class or is not participating in a school activity when a class or period register is marked;

‘Actual school days’ means the number of official school days in a quarter less the number of school closure days in that quarter;

‘Admission’ means admission of a learner by a principal to a school, and ‘enrolment’ has the same meaning.

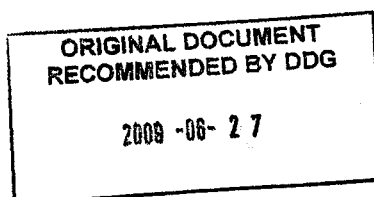
‘Admission register’ means the register in which the particulars of every learner admitted to a grade in a school are recorded;

‘CEM’ means Council of Education Ministers;

‘Class’ means a group of learners who are under the administrative supervision of a class teacher;

‘Class registration period’ means a period on a school timetable not exceeding ten minutes when the class register is marked;

‘Class register’ means a daily register of learner attendance and absence, which is maintained manually and may also be computer generated;



‘Class teacher’ means an educator assigned by the principal to have administrative responsibility for a class for a school year;

‘Computer generated learner attendance register’ means a daily register of learner attendance maintained on SA-SAMS or a compatible computer-based school information management system;

‘Continuous absence’ means absence of a learner from a school for more than ten consecutive school days without valid reason;

‘De-registration’ means the cancellation by a principal of a learner’s record in a daily attendance register as provided in this policy;

‘District’ means education district;

‘District manager’ means head of a district office;

‘DoE’ means national Department of Education;

‘Educator’ means any person, excluding a person who is appointed to exclusively perform extracurricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at a school;

‘Enrolment’ means admission of a learner by a principal to a grade in a school, and ‘admission’ has the same meaning.

‘Failure to take up a school place’ means absence of a learner from a school without valid reason for ten consecutive school days after having been admitted to the school;

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'Grade head' means an educator assigned by the principal to have administrative responsibility for a grade;

'Head of Department' means head of a Provincial Education Department;

'HEDCOM' means Heads of Education Departments Committee;

'Learner absentee day' means a school day on which a learner is marked in the class register as absent for the whole or part of the day;

'Multi-grade class' means a class whose learners are in different grades but who are taught in the same classroom at the same time;

'NEPA' means National Education Policy Act, 1996 (Act 27 of 1996);

'Other school-wide educational activity' means an educational activity involving the whole school other than regular teaching;

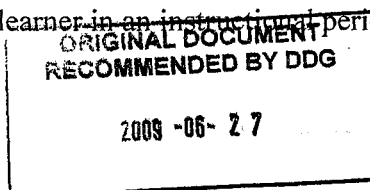
'Parent' means –

- (a) the parent or guardian of a learner;
- (b) the person legally entitled to custody of a learner; or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner's education at school;

'PED' means Provincial Education Department;

'Period' means period in a school timetable designated for instruction in a subject or learning area, or for class registration.

'Period register' means an official PED document used by a school to monitor the attendance or absence of each learner in an instructional period;



‘Principal’ means an educator appointed or acting as head of a school;

‘RCL’ means Representative Council of Learners;

‘Regular teaching’ means teaching in a class or subject or learning area group that takes place in a school’s usual facilities;

‘SASA’ means the South African Schools Act, 1996 (Act 84 of 1996);

‘SA-SAMS’ means South African School Administration and Management System;

‘School’ means public school;

‘School activity’ means an official educational, cultural, recreational or social activity of a school within or outside the school premises;

‘School closure’ means closure of a school during the school year for a specified period of time by direction of the Head of Department in accordance with this policy or a policy of the PED;

‘School day’ means the hours in a day specified on the school timetable when a learner is normally required to be in a school for purposes of instruction;

‘School year’ means the dates in a calendar year, specified by a Head of Department, on which a school is officially open to learners for teaching or a school activity;

‘Senior teacher’ is a Post Level 1 teacher with the ability to give guidance to less experienced teachers as envisaged in Collective Agreement No. 4 of 2003 of the Education Labour Relations Council.

‘SGB’ means school governing body;

‘SMT’ means school management team;

‘Teacher’ means an educator who teaches a subject or learning area;

‘Temporary class register’ means a register maintained by a class teacher for no more than ten consecutive school days from the first day of the first term of the school year.

‘Valid reason’ means any of the following reasons for absence of a learner from school –

- (a) Study at home by a grade 12 learner during a study period designated by a school for purposes of preparing for the National Senior certificate examinations;
- (b) Suspension by the SGB;
- (c) Physical or psychological illness, for which a principal may require written confirmation by a registered medical practitioner or traditional healer if the illness is longer than three days’ duration or communication from the parent that the learner is unable to attend school due to illness;
- (d) Maternity leave, subject to the Department of Education’s *Measures for the Prevention and Management of Learner Pregnancy* (2007), the relevant policy of the PED and written confirmation by a registered medical practitioner or registered midwife;
- (e) Religious or cultural observances approved by the PED or the principal in terms of this policy;
- (f) Death of a family member;
- (g) Appointment at court, social services or other official agency, for which a principal may require documentary proof;
- (h) Acts of nature outside human control; or

- (i) Exceptional circumstances for which, in the view of the principal, a temporary absence from school –
 - (i) would be in the best interest of the learner; or
 - (ii) was unavoidable.

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