



# Fish Hoek Primary School

ESTABLISHED 1928

GRADES: Pre R - 7

## **POLICY ON TRUANCY / ABSENTEEISM AND LATE-COMING**

Fish Hoek Primary School has a Code of Conduct which is accepted by learners, staff and parents each year. This Code of Conduct covers both absenteeism / truancy and late-coming.

### **1. Truancy / Absenteeism**

The following procedure will be followed:

- 1.1 The class teacher will report frequent absenteeism or any concerns regarding school attendance to the Grade Head.
- 1.2 Grade Head will contact the parents of the learner to arrange a meeting to discuss the problem. This meeting will include the Grade Head, the class teacher, the parents and the learner. This meeting is to be minuted for reference purposes. Appropriate sanction to be meted out if the learner is found to be in breach of the school's Code of Conduct. This sanction might include sessions with the school's counsellor
- 1.3 Should the problem persist, the matter will be forwarded to the Principal / Deputy Principal who will arrange a further meeting with the parents and the Learner, attended by the Counsellor, Grade head and class teacher. Strategies will be agreed upon and implemented. These may include further counselling, sanctions or a report to Social Welfare. Should these measures prove ineffective, the matter may be reported to the Western Cape Education Department.

### **2. Late-coming**

The following procedure will be followed:

- 2.1 The teacher will inform the Principal/ Deputy/ Counsellor if the child is often late for school
- 2.2 The parents will be sent a letter informing them of the problem
- 2.3 If the problem persists, the parents will be called in for a meeting with either the Teacher; Grade Head; Counsellor; Deputy or Principal
- 2.4 Strategies will be agreed upon and implemented. These may include further counseling, sanctions or a report to Social Welfare.
- 2.5 Should these measures prove ineffective, the matter may be reported to the Western Cape Education Department.

### **3. Absenteeism and late-coming of staff**

Should a member of staff be guilty of absenteeism and / or late coming the procedure will be as follows:

- 3.1 The staff member will meet with the Principal and Deputy Principal to discuss the problem. The staff member will be informed of his/her need to be at school on time.
- 3.2 Should the problem persist, the standard progressive discipline procedure will be followed.

It's all about our kids

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