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The King's School Linbro Park Attendance Policy

1. **Absence from school**

- 1.1 Pupils are required by law to be present at school for the entire term periods, as determined by the Management Board.
- 1.2 Permission cannot be granted for (a) pupil(s) to be away from school.
- 1.3 Parents wishing to keep their child(ren) out of school must send a letter to school before the required leave of absence, informing the school principal of their planned action.
- 1.4 Pupils will not be permitted to leave the school for dental/medical appointments unless they are of an urgent nature. In this case an advance letter is required from parents.
- 1.5 Pupils will not be permitted to leave the school to be tested for their driver's licences. Driver's licence tests are to be taken after school.
- 1.6 In the event of a pupil being absent from school, a parent/guardian must please contact reception. The information will then be passed on to the relevant teacher. On arrival back at school, a letter must be handed over to the class teacher who will record the reason for the absenteeism and place the letter on file.
- 1.7 Unauthorised absence from school or lessons is a serious misdemeanour.

2. **Late coming for school**

We expect punctuality. Parents should co-operate in this regard and must provide a note explaining late arrival.

The following procedure must be followed:

- 2.1 The pupil should report to the prefect or reception on arrival with a note from his/her parent/guardian. Parents are expected to co-operate in this regard and to provide a note explaining late arrival.
- 2.2 The time the pupil arrived at school will be recorded so that the relevant teacher can be informed.
- 2.3 It is the pupil's responsibility to report to reception.
- 2.4 If a pupil misses a lesson and does not report to reception, this will be interpreted as bunking.

3. **Leaving school early**

- 3.1 A note from the parent(s) requesting early leave from school, must be handed in to reception. The pupil must report to the reception office before 08:00.
- 3.2 The pupil will be informed by the reception secretary if permission has been granted.
- 3.3 The pupil must then present himself / herself 5 minutes before the required time of leaving to the reception office.
- 3.4 The pupil is to remain in the reception foyer until the person coming to collect him/her arrives and signs him/her out.
- 3.5 If the pupil is ill and needs to return home, then the decision will be taken by the receptionist and the parent(s) will be contacted to come and collect the sick/injured pupil. The responsible person collecting the pupil must sign the pupil out.
- 3.6 If there is no record of a pupil leaving school early and not having followed the above procedure, then this will be interpreted as truancy.

4. **Absenteeism on test/examination days**

- 4.1 In the event of a pupil being absent for an examination, a doctor's certificate or other official certificate is required.
- 4.2 In the event of a pupil being absent for a test, a note from the parent/guardian is required.
- 4.3 Under no circumstances may a pupil miss any period(s) / day(s) before or after a test/examination. Missing a period(s) / day(s) before or after a test/examination. without permission is considered to be bunking.