Eversdal
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Verw. : Leerderbywoningsbeleid
Dept. : Kommunikasie
Kontak : Mnr. G. Burger
Datum : 14 Januarie 2025

07

Geagte Ouer(s)/Voog(de)

KOMMUNIKASIE : LEERDERBYWONINGSBELEID

Volgens Omsendbrief 0029/2010 verwag die Wes-Kaapse Onderwysdepartement (WKOD) dat die beleid rakende leerderbywoning by skole, jaarliks deeglik met ouer(s)/voog(de) gekommunikeer moet word. Die WKOD het ten doel om stiptelike en gereelde bywoning binne skole te bevorder. 'n Beleidsraamwerk soos gefigureer binne Artikel 3 van die Wet op Nasionale Onderwysbeleid van 1996, wat in Die Staatskoerant no. 33150, gedateer 4 Mei 2010 verskyn het, is aan skole gestuur.

Die volgende inligting is vir u gewaardeerde aandag en toepassing belangrik:

1. Wanneer u kind 'n ingeskrewe leerder van die Laerskool Eversdal word, is hy/sy verplig om die skool stiptelik en gereeld by te woon, tensy daar 'n geldige rede vir afwesigheid is.

2. Geldige rede vir afwesigheid kan die volgende insluit:

   (a) liggaamlike of sielkundige siekte waarvoor 'n skoolhoof kommunikasie van 'n ouer benodig wat aandui dat die leerder nie in staat is om die skool by te woon nie, of geskrewe bevestiging deur 'n geregistreerde mediese praktisyn indien die siekte langer as drie dae duur;
   (b) godsdienstige of kulturele plegtighede soos goedgekeur deur die Beheerliggaam (BL) ingevolge die Nasionale Skoolkalenderbeleid;
   (c) dood van 'n familielid;
   (d) 'n afspraak by die hof, 'n afspraak met maatskaplike dienste waarvoor die skoolhoof dokumentêre bewys mag vereis;
   (e) skorsing deur die BL;
   (f) ingryping van die natuur (d.w.s. gebeure wat buite die mens se beheer is);
   (g) buitengewone omstandighede waarvoor, volgens die opinie van die skoolhoof, 'n tydelike afwesigheid van skool –
      (i) in die beste belang van die leerder is, of
      (ii) onvermydelik was.

3. Afwesigheid sonder 'n geldige rede is onaanvaarbaar en sal stiptelik opgevolg word as volg:

3.1 Indien die leerder vir drie agtereenvolgende dae afwesig is sonder 'n geldige rede, sal:

   (a) u in kennis gestel word van die belangrikheid van gereelde bywoning en die leerder se plig beklemtoon om stiptelik en gereeld skool by te woon ingevolge die gedragskode vir leerders van die Laerskool Eversdal.

(b) die feit dat die leerder skoolpligtig is volgens die wetsimplikasie van Artikel 3 van die Suid-Afrikaanse Skolewet (SASW), met die ouer gekommunikeer word:

(c) u ingelig word van die risiko dat die leerder se rekord in die klasregister gekanselleer kan word as gevolg van voortgesette afwesigheid;

(d) die leerder se terugkeer na die skool versoek word;

(e) waar nodig, ondersteuning van die Distrikskantoor verkry word.

3.2 Indien u kind, ten spyte van bogenoemde intervensie, voortgaan om afwesig te wees sonder ‘n geldige rede, kan die skoolhoof:

(a) die leerder aankla van die verbreking van die skool se gedragskode vir leerders; of

(b) u kind se rekord in die klasregister kanselleer indien hy/sy vir 10 agtereenvolgende dae afwesig is. U sal skriftelik van die datum en die rede vir die kansellasie in kennis gestel word en die Distrikskantoor sal ook dienooreenkomstig ingelig word.

4. Dit bly u kind se verantwoordelikheid om die skool stiptelik en gereeld by te woon en die skool vertrou u as ouer(s)/voog(de) om te verseker dat u kind hierdie verantwoordelikheid aanvaar en daarvolgens optree.

5. Van u as ouer(s)/voog(de) word verwag om:

(a) seker te maak dat u kind betyds is en die hele skooldag bywoon, tensy daar ’n geldige rede vir afwesigheid bestaan. (Familievakansies is nie ‘n geldige rede nie);

(b) die skool of klasonderwyser in kennis te stel as u kind afwesig is of moontlik afwesig of laat sal wees vir die skool en ‘n geldige rede verskaf deur die skool te skakel teen 07:45, of deur ‘n briefie/e-pos na die klasonderwyser te stuur;

(c) met die skool saam te werk om die probleem op te los indien u kind sonder ‘n geldige rede van die skool afwesig is;

(d) u kind sover as moontlik by te staan om werk wat verloor is as gevolg van afwesigheid van die skool, in te haal.

6. Die skool en by name die opvoeders wat u kind onderrig, sal die nodige ondersteuning aan u kind wat afwesig was, bied met die oog daarop om werk in te haal en by te werk. Waar moontlik sal die werk gedurende klastyd ingehaal word.

7. Neem asseblief kennis van die amptelike skoolure, soos bepaal deur die Beheerliggaam:

Gr 1 & 2:	Maandag, Woensdag, Donderdag en Vrydag 07:30-13:15; Dinsdag 07:30-13:00.
Gr 3:	Maandag, Woensdag, Donderdag 07:30-13:45; Dinsdag 07:30-13:00; Vrydag 07:30-13:15.
Gr 4 – 7:	Maandag, Woensdag, Donderdag 07:30-14:15; Dinsdag 07:30-13:15; Vrydag 07:30-14:00.

Personeellede sal amptelik vanaf 07:30 – 14:30 aan diens wees. Indien u vroegoggend reeds u kind by die skool moet aflaai, moet u kind in die vierkant wag.

Die Sporthek (06:30 – 07:45) en die Hoofhek (06:30 – 07:15) sal oop wees.

8. Aan die oostekant van die skool (rugbyvelde se kant) is daar wagstasies ("dug-outs") waar leerders kan wag vir hul ouers om hul op te laai. Leerders mag nie na 14:30 "rondhang" rondom die skool nie.

   Wagareas aan die oostekant van die skool.

9. Daar word van ouer(s)/voog(de) verwag om, aan die einde van aandfunksies, hul kind(ers) stiptelik te kom oplaai. U kan nie verwag dat 'n onderwyser soms tot 'n uur lank saam met u kind by die skool moet wag nie. U moet ook bereikbaar wees via selfoon of landlyn, sou die skool u wil kontak om u kind te kom oplaai na-ure.

Ter afsluiting wil die skool net weereens 'n dringende beroep op elke ouer/voog en leerder doen om hierdie inligting nie ligtelik op te neem nie.

Baie dankie dat die skool op u kan reken!

Groete

MNR. G. BURGER
LAERSKOOL EVERSDAL: SKOOLHOOF

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Ref. : Policy on Learner Attendance
Dept. : Communication
Contact : Mr G. Burger
Date : 14 January 2025

07

Dear Parent(s)/Guardian(s)

COMMUNICATION: POLICY ON LEARNER ATTENDANCE

According to Circular 0029/2010, the Western Cape Education Department (WCED) has instructed schools to communicate its policy concerning learner attendance to parents annually. The WCED aims to promote punctuality and regular attendance of learners. A policy framework as featured in Article 3 of the Law of National Education Policy of 1996 which appeared in The Government Gazette No. 33150 dated 4 May 2010 has been sent to schools.

The following information is for your undivided attention and the application thereof is important.

1. When your child is enrolled as a learner of Eversdal Primary School he/she is obligated to attend school punctually and regularly unless there is a valid reason for his/her absence.

2. Valid reasons for absence can include the following:

   (a) Physical or psychological illness, for which a principal may require communication from the parent(s)/guardian(s) that the learner is unable to attend school, or written confirmation by a registered medical practitioner if the illness lasts longer than three days.
   (b) Religious or cultural observances approved by the Governing Body in terms of National School Calendar Policy.
   (c) Death of a family member.
   (d) An appointment at court, an appointment with social services from which the principal may require documentary proof.
   (e) Suspension by the Governing Body.
   (f) Acts of nature (that is, events that are beyond human control).
   (g) Exceptional circumstances for which, in the opinion of the principal, a temporary absence from school –
      (i) is in the best interest of the learner or
      (ii) was unavoidable.

3. Absence without a valid reason is unacceptable and will be followed up as follows:

3.1 If the learner is absent without a valid reason for three consecutive days:

   (a) you will be informed of the importance of regular attendance and the learner's duty to attend punctually and regularly in terms of the school's Code of Conduct for learners of Eversdal Primary School.

(b) the fact that the learner is of school-going age and the legal implications according to Article 3 of the South African Schools Act will be communicated to the parent/guardian.

(c) you, as parent(s)/guardian(s), will be informed of the risk of the learner's record in the class register being cancelled because of continuous absence.

(d) the learner's return to school will be requested.

(e) where necessary, elicit the support of the District Office.

3.2 If, despite the above intervention, a learner persists in being absent without a valid reason, the principal may:

(a) charge the learner with breach of the school's code of conduct for learners, or
(b) cancel the learner's record in the class register if the learner is absent for at least 10 consecutive days. You will be informed in writing of the date and reason of the cancellation and the District Office will also be informed.

4. It remains your child's responsibility to attend school punctually and regularly and the school trusts you as parent(s)/guardian(s) to ensure that your child accepts this responsibility and acts accordingly.

5. You as parent(s)/guardian(s) are expected to:

(a) ensure that your child attends school the entire day unless there is a valid reason for absence. (Family holidays are not a valid reason).

(b) inform the school or class teacher if the learner is absent or expected to be absent or late and give a valid reason by phoning the school by 07:45 or by letter/email to the class teacher.

(c) co-operate with the school in resolving the problem if your child is absent without a valid reason.

(d) encourage and, if possible, assist the learner to catch up on work missed as a result of absence from school.

6. The school and the educators that teach your child will provide the necessary support for your child who was absent with the object of catching up on the work missed. Where possible the work will be caught up during class time.

7. Please note that the official school hours, as determined by the Governing Body:

Gr 1 & 2:	Monday, Wednesday, Thursday and Friday 07:30-13:15; Tuesday 07:30-13:00.
Gr 3:	Monday, Wednesday, Thursday 07:30-13:45; Tuesday 07:30-13:00; Friday 07:30-13:15.
Gr 4 – 7:	Monday, Wednesday, Thursday 07:30-14:15; Tuesday 07:30-13:15; Friday 07:30-14:00.

Staff will officially be on duty from 07:30 until 14:30. If you need to drop your child(ren) off early morning, they must report to the quad.

The Sport Gate (06:30 – 07:45) and the Main Gate (06:30 – 07:15) will be open.

8. On the eastern side of the school (the side where the rugby fields are) you will find waiting areas (dug-outs) where learners can wait for their parents to pick them up. Learners may not loiter around the school after 14:30.

   Waiting areas on the eastern side of the school.

9. The school expects parent(s)/guardian(s) to be punctual when collecting their child(ren) at the given times communicated by the relevant staff member. You cannot expect a teacher to wait with your child for longer than an hour if you do not arrive at the arranged time. Please ensure that you are available and can be reached via telephone or cell phone if the school needs to contact you.

In conclusion, the school once again urgently appeals to every parent/guardian and learner, not to treat this information with indifference.

Thank you that the school can rely on you!

Regards

MR G. BURGER
EVERSDAL PRIMARY SCHOOL: PRINCIPAL