



Ref. : Policy on Learner Attendance
Dept. : Communication
Contact : Mr G. Burger
Date : 13 January 2026

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 their 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, as per 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 for the cancellation, and the District Office will also be notified.

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 who teach your child will provide the necessary support for your child who was absent with the objective 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 07:45-13:15;
Tuesday 07:45-13:00.

Gr 3: Monday, Wednesday, Thursday 07:45-13:45;
Tuesday 07:45-13:00;
Friday 07:45-13:15.

Gr 4 – 7: Monday, Wednesday, Thursday 07:45-14:15;
Tuesday 07:45-13:15;
Friday 07:45-14:00.

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