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Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, (kwaNdlunkulu nakwii-ofisi zezithili), kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwaMaziko, kwiiNgcali zeMfundo eziziiNtloko eZikolweni, kwiiNqununu zezikolo zikarhulumente nakooSihlalo bamabhunga olawulo

Isishwankathelo esifutshane: *Ukukhutshwa kwakhona kwesetyhula emalunga nomgaqo-nkqubo ongokuhamba isikolo kwabafundi ukwenzela ukomeleza ukuphunyezwa kwalo mgaqo-nkqubo nokugcinwa kweerekhodi zokuhamba isikolo kwabafundi.*

ISihloko: Ukomelezwa kokuphunyezwa komgaqo-nkqubo ongokuhamba isikolo kwabafundi nokugcinwa kweerekhodi zokuhamba isikolo kwabafundi

1. Le setyhula mayifundwe kunye neSetyhula 0029/2010, yomhla we-24 Agasti 2010.
2. Kuphicotho lwakutshanje oluqhutywe nguMphicothi-zincwadi Jikelele nolawulo lwangaphakathi nolwangaphandle lwabachaphazelekayo, kufunyaniswe ukuba ukuphunyezwa koMgaqo-nkqubo ongoKuhamba isikolo kwaBafundi, 2010, nokugcinwa kweerekhodi zokuhamba isikolo kwabafundi kwinqanaba lesikolo kubangela iingxaki ezixhomisa amehlo kwiSebe leMfundo leNtshona Koloni (WCED).
3. Ezinye zeziphumo zophicotho lwangaphambi koku olungokuhamba isikolo kwabafundi zibonisa ukuba iirekhodi:
 - a) zikumgangatho ophantsi yaye azichanekanga kwiimeko ezininzi;
 - b) azingqinelaniswanga ne-CEMIS, yaye iirejista azibonisi manani abafundi eCEMIS; nokuba
 - c) azicocekanga yaye zisoloko zingagqitywanga zinamacandelo angazaliswanga afana nawesini, imihla yokuphela kweeveki, neetotali zezishwankathelo zekota zemihla ngemihla nezaqho ngeveki (*daily and quarterly summary totals*) ezingagqitywanga.

4. Iirekhodi zokuhamba isikolo zabafundi zizalathi zentsebenzo ezinyanzelekileyo ezingeniswa qho ngekota kwi-Ofisi kaNondyebo yePhondo nekaZwelonke (*Provincial and National Treasury*) kwakunye nokuba zibe zizalathi zeenkqubo zangaphakathi. zeSebe iWCED
5. ISebe leMfundo esiSiseko (ISebe iDBE) lapapasha uMgaqo-nkqubo ongoKuhamba iSikolo kwaBafundi (*Policy on Learner Attendance*) kwiGazethi kaRhulumente No. 33150, yomhla we-04 Meyi 2010. Inguqulelo (yephondo) ekwikhompyutha yalo mgaqo-nkqubo iqhotyoshelwe apha ukulungiselela wena.
6. Ziyakhunjuzwa izikolo ukuba injongo yalo mgaqo-nkqubo
 - a) kukukhuthaza ukufika ngexesha nokubakho qho kwabafundi kwizikolo zikarhulumente; kunye
 - b) nokubonelela izikolo zikarhulumente neSebe iWCED ngeenkqubo ezisemgangathweni zokurekhodwa, ukulawulwa nokubekwa esweni kokuhamba isikolo kwabafundi.
7. Icacisiwe imisebenzi neemfanelo eziluxanduva lomzali, lwamabhunga olawulo, lweenqununu, lootitshala beklasi, lootitshala neSebe iWCED kulo mgaqo-nkqubo yaye kubalulekile kakhulu ukuba bonke babenolwazi ngemisebenzi eziimfanelo eziluxanduva lwabo.
8. Kukhunjuzwa ngokukodwa iinqununu ngemisebenzi eluxanduva lwazo ukuqinisekisa ukuphunyezwa koku kulandelayo:
 - 8.1 Irejista yeklasi
 - 8.1.1 Ukwenzela ukuhamba isikolo kwabafundi imihla ngemihla, makugcinwe irekhodi yabafundi abangekhoyo imihla ngemihla abangamakhwenkwe nabangamantombazana ngutitshala weklasi kumaphepha ahlukeneyo kwiincwadi zerejista. Le rejista mayigcinwe ngokunqatyiweyo kwi-ofisi yesikolo xa ingasetyenziswayo.
 - 8.1.2 Ezi rejista, apho kunako ukwenzeka, mazingcinwe kwikhompyutha zikwifomathi ebonelelweyo.
 - 8.1.3 Ikopi emiselweyo ye-*eRegister*, engqinelaniswe nalo mgaqo-nkqubo, iyafumaneka kubaphathi beesekethe.
 - 8.1.4 Izikolo ezisele zisebenzisa irejista ekwikhompyutha yokuhamba isikolo kwabafundi (*electronic attendance register*) okanye i-*School Administration and Management System (SAMS)* zinokuqhubeka zisenza ngolo hlobo njengoko zinako ukuvelisa irejista eluxwebhu ephathekayo efana nayo (*equivalent physical register*) yeenjongo zokuhlolwa nokuphicothwa kweencwadi nokubanako ukuvelisa idatha efunekayo enokufakwa (*populate*) kuxwebhu i-*School Quarterly Learner Attendance Return*

(kunokubhungiswana nomphathi wesekethe okanye negosa lengcaciso elinika inkxaso lesithili ngalo mba).

8.1.5 Ukwenziwa nokumakishwa kwerejista yeklasi makwenziwe ngosuku lwesikolo ngalunye eklasini kwiphiriyodi yokubhalisa yeklasi, engeyonxalenye yexesha elimiselweyo elabelwe iinjongo zokufundisa.

8.1.6 Kucelwa uqaphele ukuba iSebe iWCED, ngokungqinelana neSebe i-DBE, liya kuba litshintshela kwisistim ekumgangatho ofanayo kwixa elizayo.

8.2 Irejista yephiriyodi

Le rejista isekelwe kutitshala kwaye ihamba kunye notitshala weklasi, ingeyiyo iklasi yona ngokwayo. Irejista yephiriyodi luxwebhu olusemthethweni olenzelwe ukusetyenziswa ngaphakathi esikolweni.

8.3 Irejista eyi-summary register

8.3.1 Irejista eyi-summary register luxwebhu olusetyenziswa ngaphakathi esikolweni nolusetyenziswa sisikolo

8.3.2 Esi sisishwankathelo saqho ngeveki setotali yokuhamba isikolo imihla ngemihla ngabafundi abangamakhwenkwe nabangamantombazana.

8.3.3 I-eRegister ngokuzenzekelayo ivelisa zombini i-Summary Register ne-School Quarterly Learner Attendance Return.

8.4 I-School Quarterly Learner Attendance Return (CEMIS)

8.4.1 Uxwebhu i-School Quarterly Learner Attendance Return maluzaliswe kwingcaciso efunyenwe kwi-Summary yeeRejista zoKuhamba iSikolo kwaBafundi (Attendance Registers for Learners) ngosuku lokugqibela lwekota nganye.

8.4.2 Uxwebhu i-School Quarterly Return on Learner Attendance malungeniswe kusetyenziswa ikhompuyutha (ngokungena kwi-online capture screen) kwi-CEMIS kwiveki yokugqibela kwikota yesikolo nganye.

8.4.3 Uxwebhu i-School Quarterly Return on Learner Attendance malungqinisiswe luze lusayinwe yinqununu phambi kokuvalwa kwesikolo kuloo kota.

8.4.4 Idatha evela kuxwebhu i-School Quarterly Return on Learner Attendance iya kugcinwa (saved) kwiziko ledatha yaye iingxelo ziya kwenziwa zifumaneke kubaphathi nakwisikolo

- 8.4.5 Uxwebhu oluprintiweyo olusayiniweyo (*signed printout*) oluzaliswe ekhompnyutheni lwe-School Quarterly Return on Learner Attendance malufayilishwe esikolweni ukwenzela iinjongo zeerekhodi nokuba lube bubungqina bokuba iritheni zigqityiwe zaza zangeniswa ngokufakwa ekhompnyutheni.
9. Kubalulekile ukuqaphela ukuba ezi rejista zimele ukufumaneka qho ukwenzela ukuba zihlolwe yaye zingqinisiswe ngamagosa eSebe iWCED okanye ngamanye amagosa achaphazelekayo.
10. Izikolo ezisebenzisa i-SAMS okanye i-eRegister MAZIQINISEKISE ke ngoko ukuba ziprintiwe yaye zagcinwa kwifayili iikopi zaqho ngeveki yaye mazibenako ukuvelisa iikopi eziprintiweyo xa kunokwenzeka ukuba zindwendwelwe ligosa okanye ngumntu owaziwayo ochaphazelekayo ofana noMphicothi-zincwadi.
11. Inqununu mayigcine irejista nganye kangangeminyaka emithathu ubuncinane emva kokuba kufakwe iinkcukacha zokugqibela (*last entry*) kuyo.
12. Apha kuqhotyoshelwe ithemplethi yokudrafta umgaqo-nkqubo wesikolo ongokuhamba isikolo kwabafundi.
13. Kucelwa wazise okukule setyhula bonke abasebenzi namalungu amabhunga olawulo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-BK SCHREUDER
INTLOKO YESEBE LEMFUNDO
UMHLA: 2019-06-14



**URhulumente
weNtshona Koloni**

EzeMfundo

UMGAQO-NKQUBO ONGOKUHAMBA ISIKOLO KWABAFUNDI



**Western Cape
Government**

Education



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A. IINGCACISO-MAGAMA NEZIFINYEZO

Kulo mgaqo-nkqubo – ukuthi

‘ukungabikho’ kuthetha umfundi ongekho esikolweni njengoko kuchatshazelwe kumhlathi 12;

‘ukwamkelwa komfundi’ kuthetha ukwamkelwa komfundi esikolweni, kwaye kunentsingiselo efanayo nale ithi ‘ukubhaliswa kwabafundi’ (isibizo);

I‘*AIDS*’ kuthetha *Acquired Immune Deficiency Syndrome*; (uGawulayo)

I‘*CEM*’ kuthetha *Council of Education Ministers*; (iBhunga laBaphathiswa beMfundo bamaPhondo)

‘igranti ebonelela ngesondlo sabantwana’ kuthetha igranti yenyanga ehlawulwa umlondolozisi womntwana ophambili (*primary caregiver*) yi*South African Social Security Agency* ukubonelela ngeemfuno zomntwana ezisisiseko;

‘isekethe’ kuthetha isekethe yezemfundo, eyiyunithi encinane yezolawulo yesithili;

‘umphathi wesekeke’ kuthetha intloko ye-ofisi yesekeke;

‘iklasi’ kuthetha iqela labafundi eliphantsi kweliso likatitshala weklasi leyo;

‘irejista yeklasi’ kuthetha uxwebhu lwaseburhulumenteni, olungaluxwebhu olusekhompyutheni, ekurekhodwa kulo ukubakho kwabafundi eklasini ngosuku ngalunye lwesikolo;

‘iphiriyodi yokubhala irejista yeklasi’ kuthetha iphiriyodi kwithayimthebhile yesikolo engagqithanga kwimizuzu eli-10 ekumakishwa ngayo irejista yeklasi;

‘utitshala weklasi’ kuthetha utitshala owabelwe yinqununu umsebenzi wokulawula iklasi ngonyaka wesikolo;

‘umgaqo wokuziphatha’ kuthetha umgaqo wokuziphatha wabafundi ochatshazelweyo kwisiqendu 8 seSASA;

‘iminyaka yobudala obunyanzelekileyo bokuhamba isikolo’ kuthetha isigaba sobudala esichatshazelweyo kwisiqendu 3(1) seSASA, oko kukuthi, ukususela kusuku lokuqala lwesikolo lonyaka apho umfundi eneminyaka esixhenxe kude kube lusuku lwesikolo lokugqibela lonyaka apho umfundi abaneminyaka eli-15 okanye abe kwibakala lethoba, nokuba yeyiphi kwezi eyenzeka kuqala;

‘ukuqhubeka nokungabikho komfundi esikolweni’ kuthetha ukungabikho komfundi esikolweni iintsuku ezili-10 zesikolo zilandelelana kungekho sizathu sivakalayo;

‘i-ofisi yesithili semfundo’ kuthetha i-ofisi yesithili semfundo, elicandelwana lezolawulo lemfundo lephondo i-PED;

‘umphathi we-ofisi yesithili semfundo’ kuthetha intloko ye-ofisi yesithili semfundo;

I‘DBE’ kuthetha iSebe leMfundo esiSiseko;

‘utitshala’ kuthetha utitshala ngokoMthetho weNgqesho yooTitshala, 1998 (UMthetho 76 ka-1998);

‘isistim yezolawulo yekhomyutha’ kuthetha i-SA-SAMS okanye isistim efana naleyo yekhomyutha yezolawulo nokuphathwa kwesikolo;

‘ukubhalisa (*enrol*)’ (isenzi) kuthetha ukwamkela umfundi esikolweni; amanani abafundi ababhalisileyo (*enrolment*) (isibizo) linani labafundi ababhalisileyo eklasini okanye esikolweni;

‘ukuxolelwa’ kuthetha ukuxolelwa komfundi ekuhambeni isikolo ngokunyanzelekileyo ngokwesiqendu 4(1) seSASA;

‘ukugxothwa’ kuthetha ukugxothwa komfundi esikolweni ngokwesiqendu 9(1D) seSASA;

I '*HIV*' kuthetha *Human Immunodeficiency Virus*;

I '*HoD*' kuthetha 'iNtloko yeSebe leMfundo lePhondo'

'imfundo eqhubekela ekhaya' kuthetha imfundo eqhubekela ekhaya njengoko kuchatshazelweyo kwisiqendu 51 seSASA;

'iphiriyodi yokufundisa' kuthetha iphiriyodi eyabelwe ukufundisa kwisifundo okanye kwinkalo yesifundo;

'umfundi' kuthetha nawuphi na umntu ofundayo okanye onyanzelekileyo ukuba afunde ngokweSASA;

'usuku umfundi angekhoyo ngalo esikolweni' kuthetha usuku lwesikolo apho umfundi abhalwe njengongekhoyo kwirejista yeklasi;

I '*National School Calendar Policy*' kuthetha *National Policy for Designing School Calendar for Ordinary Public Schools in South Africa (General Notice 207 of 2000, epapashwe kwiGazethi kaRhulumente No. 20945 nge-1 Matshi 2000)*;

I '*NEPA*' kuthetha *National Education Policy Act, 1996 (UMthetho 27 ka-1996)*;

I '*NSC*' kuthetha iSatifikethi seMatriki sikaZwelonke;

I '*PAM*' kuthetha *Personnel Administration Measures* epapashwe njengeSaziso sikaRhulumente 222 ngo-1999 (kwiGazethi kaRhulumente No. 19767 ye-18 Februwari 1999).

'umzali' kuthetha –

- (a) umntu ongumzali ngokwendalo okanye ongumgcini womfundi;
- (b) umntu onelungelo ngokusemthethweni lokugcina umfundi; okanye
- (c) umntu ovumayo ukwenza imisebenzi eziimbophelelo yomntu okhankanywe kwimihlathi (a) no-(b) ayenzela ukufunda komfundi esikolweni;

I '*PED*' kuthetha isebe lemfundo lephondo elibandakanya i-ofisi yesithili semfundo;

‘iphiriyodi’ kuthetha ixesha elabiwe kwithayimthebhile yesikolo lokufundisa isifundo okanye inkalo yesifundo, okanye lokubhala irejista yeklasi;

‘irejista yephiriyodi’ kuthetha uxwebhu lwaseburhulumenteni ekurekhodwa kulo ukubakho kwabafundi kwiphiriyodi yokufundisa;

‘inqununu’ kuthetha utitshala oqeshwe okanye obambeleyo njengentloko yesikolo;

‘irejista’ kuthetha irejista yeklasi okanye irejista yephiriyodi;

I‘RCL’ kuthetha ibhunga elimele abafundi;

I‘SASA’ kuthetha *South African Schools Act, 1996* (uMthetho 84 ka-1996);

I‘SA-SAMS’ kuthetha *South African School Administration and Management System*;

‘isikolo’ kuthetha isikolo sikarhulumente;

‘umsebenzi wesikolo’ kuthetha umsebenzi osemthethweni wemfundo, wenkcubeko, wokuzonwabisa okanye wezentlalo owenziwayo esikolweni ngaphakathi okanye ngaphandle kwemihlaba yesikolo;

‘usuku lwesikolo’ kuthetha usuku kunyaka wesikolo;

‘i-ofisi yesikolo’ kuthetha i-ofisi yezolawulo yesikolo, enokuba yi-ofisi yenqununu;

‘unyaka wesikolo’ kuthetha imihla ekhankanywe nguMphathiswa weMfundo esiSiseko kuzwelonke kwikhalenda yesikolokwizikolo eziqhelekileyo zikarhulumente;

‘iSGB’ kuthetha ibhunga lolawulo lesikolo;

‘iSMT’ kuthetha ikomiti yolawulo yesikolo;

‘abasebenzi’ kuthetha abasebenzi bolawulo okanye ootitshala besikolo;

‘ukunqunyanyiswa komfundi’ kuthetha ukunqunyanyiswa komfundi ekuyeni esikolweni ngokwesiqendu 9(1) seSASA;

‘utitshala’ kuthetha utitshala osesikolweni owenza umsebenzi wokufundisa eklasini ngokubanzi, njengoko kuchaziwe kwi-*ELRC Collective Agreement 1 of 2008*;

‘irejista yeklasi yethutyana’ kuthetha irejista egcinwa ngutitshala weklasi kungabi ngaphezu kweentsuku ezili-10 ezilandelelanayo ukusulela kumhla wokuqala wekota yokuqala yonyaka wesikolo;

‘ukuvalwa kwesikolo okwethutyana’ kuthetha ukuvalwa kwesikolo okwethutyana ngonyaka wesikolo oko kusenziwa yiNtloko yeSebe leMfundo (HoD) ngokwesiqendu 16(4)(b) seSASA okanye yiSGB ngokwe-*National School Calendar Policy*; kwaye

‘isizathu esivakalayo’ kuthetha isizathu esivakalayo somfundi sokuba angabikho esikolweni njengoko kuchatshazelwe kumhlathi 13 walo mgaqo-nkqubo.

B. INTSHAYELELO

Injongo yomgaqo-nkqubo

1. Injongo yalo mgaqo-nkqubo –
 - (a) kukukhuthaza ukufika ngexesha nokuhamba isikolo kwabafundi qho kwizikolo zikarhulumente; kunye
 - (b) nokunika izikolo zikarhulumente namasebe emfundo amaphondo (*provincial education departments*) (*PEDs*) imigaqo efanayo yokurekhoda, ukulawula nokubeka esweni ukuhamba isikolo kwabafundi.

Umhlaba ofikelelwayo nokusebenza komgaqo-nkqubo

2. UMphathiswa weMfundo esiSiseko umisele lo mgaqo-nkqubo ngemvume ye*Council of Education Ministers*) (*CEM*) ngokwesiqendu 3 se*National Education Policy Act, 1996 (NEPA)*.
3. Lo mgaqo-nkqubo ubandakanya iishedyuli eziqhotyoshelweyo nemiyalelo enxulumene nazo.
4. Lo mgaqo-nkqubo usebenza kuzo zonke izikolo zikarhulumente kwiRiphabliki yoMzantsi Afrika.
5. Apho kuyimfuneko, ii-*PEDs* zimele ukungqinelanisa imigaqo-nkqubo yazo engokuhamba isikolo kwabafundi neenkqubo ezinxulumene nalo mgaqo-nkqubo kazwelonke, njengoko kubonelelwe kwiSiqendu 2(2) seSASA, ukuqinisekisa ukuba bonke abafundi baphathwa ngokufanayo.

Ukutolikwa kwamagama

6. Isigama esisetyenziswe kulo mgaqo-nkqubo sinentsingiselo ekubhekiselelwe kuyo kwiiNgcaciso-magama (*Definitions*) nakwiZifinyezo. Kwimeko apho kukho ukungqubana kwindlela elitolikwe ngayo igama, kuya kusetyenziswa ingcaciso-gama ekwiNEPA okanye kwiSASA.

C. IIMEKO EZINGQONGE UMGAQO-NKQUBO

7. Abafundi bayahlala bangasihambi isikolo ngenxa yezizathu ezininzi, kodwa kwiindawo zoluntu ezininzi, intlupheko sesona sizekabani sokungahambi isikolo kwabafundi kakuhle. Ukungahambi kakuhle kwabafundi isikolo kungabangelwa kukungakwazi kwabazali ukuhlawula iifizi zesikolo okanye ukuthenga iiyunifom; ukunqongophala kwezithuthi zokuya esikolweni; ukugula okuthatha ixesha elide kwabazali okanye kwabantwana, kubandakanywa i-HIV/AIDS nethibhi; ukutya okungenazakha-mzimba okanye indlala; ukusetyenziswa kwabantwana, ubomi bosapho obungazinzanga okanye obuhesheheshe; nobundlobongela bemigewu.¹
8. Iiprogram eziliqela zaseburhulumenteni eziphathelelene nokuhamba isikolo kwabafundi zijoliswe ekunciphiseni iziphumo ezibi kakhulu zentlupheko egqithisileyo. Ezi zibandakanya ukwandiswa kwegranti ebonelela ngesondlo sabantwana kubantwana abahlwempuzekileyo abaneminyaka eli-16–18; ukuqaliswa kweeprogram ze-HIV ne-AIDS; ukwandiswa kweeprogram i-*Early Childhood Development programme*; i-*National School Nutrition Programme*; nomgaqo-nkqubo we-*No-Fee School policy*.

D. IZIZATHU EZIXHASA UMGAQO-NKQUBO (RATIONALE)

Ukubaluleka kokuhamba isikolo komfundi qho

9. Ukubhaliswa kwabafundi nokuhamba isikolo qho nokufika ngexesha zizinto ezifuneka phambili ukuze sibe sisizwe esifundileyo. Ngaphezulu, ukubhaliswa kwabafundi nokufika ngexesha, ukuhamba isikolo qho kubalulekile kuba –
 - (a) Isikolo ngasinye sinoxanduva lokukhusela ilungelo elisisiseko lomfundi ngamnye lokufumana imfundo;
 - (b) Ukubhalisa esikolweni kubeka umfundi phantsi koxanduva lokuba ahambe isikolo kwaye afike ngexesha qho ngaphandle kokuba kukho isizathu esivakalayo sokungabikho komfundi lowo esikolweni;
 - (c) Isikolo esikuthintela ngempumelelo ukungabikho kwabafundi esikolweni bengenasizathu sivakalayo sisethubeni elikhulu lokuphucula ukugcinwa kwabafundi beqhubeka nemfundo nokuphucula inkqubo yabo kwizifundo zabo;

¹Ithathwe kwi-*Learner Absenteeism in the South African Schooling System*. Department of Education, 2007

- (d) Ukuhamba isikolo qho kwabafundi kususithintelo esinamandla sokukhulelwa kolutsha nosuleleko yi-HIV.

Ukubaluleka kweerekhodi zokuhamba isikolo komfundi

10. Irekhodi yemihla ngemihla yokuhamba isikolo komfundi inika isikolo ithuba lokubeka esweni ukungabikho komfundi esikolweni, size isikolo sithathe amanyathelo okulandelela oku nabazali kunye nabafundi. Iingxelo zekota zokungabikho komfundi esikolweni zinika ithuba ii-ofisi zezithili zemfundo ukuba zilandelele izinto ezenzeka ezikolweni nokuba ziphendule ngokufanelekileyo malunga noku.
11. Irekhodi zokuhamba isikolo kwabafundi zingafuneka ngeenjongo zasemthethweni. Kuyimfuneko ke ngoko ukuba isikolo sizigcine iirekhodi ezinjalo ngokuchanekileyo. Inqununu nootitshala besikolo badlala indima yokuba ngabazali bomfundi esikolweni (*in loco parentis*) (*in place of parent*). Bona ke ngoko banomsebenzi wokunonophelela ukuba umfundi ngamnye orekhodiweyo ukuba ukho esikolweni. Ukuba bekunokuthathwa amanyathelo asemthethweni ngakwisikolo ngenxa yento embi eyehlele umfundi, ukuchaneka kweerekhodi yokuhamba isikolo komfundi bekungangumba obaluleke kakhulu enkundleni yamatyala.

E. UKUNGABIKHO KWABAFUNDI ESIKOLWENI

Ingcaciso-gama elithi ‘ukungabikho komfundi esikolweni’

12. Umfundi uthathwa njengongekhoyo esikolweni xa umfundi engekho eklasini okanye engathathi nxaxheba kumsebenzi wesikolo xa kumakishwa irejista.

Isizathu esivakalayo sokungabikho komfundi esikolweni

13. Lo gama ukufika ngexesha esikolweni nokubakho qho kuyimfuneko, kumaxesha ngamaxesha kusenokungabikho ndlela okanye kungalungi ukuba umfundi abekho esikolweni. Nasiphi na kwezi zizathu zilandelayo sisizathu esivakalayo sokungabikho komfundi esikolweni:
- (a) ikhefu lokuzifundela ekhaya elithathwe ngumfundi weBakala 12 ngokomhlathi 6.4.2 walo mgaqo-nkqubo;
 - (b) ukugula ngokwasemzimbeni okanye ngokwasengqondweni, inqununu enokuthi ifune ukunxibelelana nomzali malunga nokuba umfundi engenako ukuhamba isikolo,

- okanye incwadi ebhaliweyo engqina oku kagqirha okanye yomntu oyinyanga (*traditional healer*) ukuba isigulo eso sithatha ngaphezulu kweentsuku ezintathu;
- (c) ukuya kubeleka, ngokuxhomekeka kwincwadi ebhaliweyo nengqinayo kagqirha okanye yombelekisi obhalisiweyo;
 - (d) ukuthobela izinto zezenkolo okanye zenkcubeko ezivunywe liBhunga loLawulo leSikolo (*School Governing Body*) (*SGB*) ngokwe*National School Calendar Policy*;
 - (e) ukusweleka komnye wosapho;
 - (f) ukufuneka aye kwinkundla yamatyala, kwiinkonzo zezentlalo-ntle okanye kwenye i-arhente yaseburhulumenteni, enokuthi inqununu ifune ubungqina obubhaliweyo malunga noku;
 - (g) ukunqunyanyiswa yi-SGB;
 - (h) iziganeko zendalo (oko kuthi, iziganeko ezingaphaya kolawulo lomntu);
 - (i) iimeko ezingaxhaphakanga ezinokuthi ngokwembono yenqununu, ukungabikho esikolweni ithutyana –
 - (i) kube yeyona nto elungiselela umfundi bhetele; okanye
 - (ii) kube yinto engenakuthinteleka.

F. IMISEBENZI ELUXANDUVA

Ukukhuthaza umoya wokuhamba isikolo kwabafundi

13. Uninzi lwezikolo zikarhulumente zinenkqubo yokukhuthaza ukuthanda ukuhamba isikolo nokufika ngexesha qho kwabafundi esikolweni. Injongo karhulumente kukuba zonke izikolo zikarhulumente zaseMzantsi Afrika ziqalise zize zigcine umoya onjalo, nto leyo eluphawu lokuzingca kwizikolo zethu kunye nemfuneko yokufunda nokufundisa okusemgangathweni. Oku kuya kwenzeka ukuba –
- (a) iinqununu, ootitshala namagosa ee-ofisi zezithili zemfundo abonisa ungakunyamezeli kwaphela ukungahambi isikolo kwabafundi bengenasizathu sivakalayo;
 - (b) izikolo zijongana nengxaki yokukhethelwa bucala (*alienation*) kwabafundi ngokudala umoya wokunika inkxaso nokhuseleko esikolweni; ukubonelela ngekharithyula enika umdla nengumngeni; nokufundisa abafundi kakuhle;
 - (c) izikolo nee-arhente zezentlalo-ntle zinika inkxaso efanelekileyo kubafundi abantsapho zabo zitsala nzima phantsi komthwalo wobuhlwempu, ukugula kakhulu nokuswelekelwa, ngakumbi abafundi abanyanzeliswa ziimeko ukuba babe ngabanonopheli (*caregivers*) okanye iintloko zamakhaya abo;

- (d) ii-ofisi zezithili zemfundo zinika inkxaso izikolo ngokukhuthaza nokubeka esweni ukuhamba isikolo kwabafundi nokulandelela (*following up*) apho kukho ubungqina bokuba isikolo sinengxaki yokungahambi kwabafundi isikolo; yaye
- (e) amasebe emfundo amaphondo nelikazwelonke ayalwazisa uluntu ngokubaluleka kokuhamba isikolo kwabafundi nokufika ngexesha.

Imisebenzi eluxanduva lomfundi

- 14. Umfundi unomsebenzi oluxanduva wokuhamba isikolo nokufika ngexesha yonke imihla. Urhulumente uxhomekeke kubazali, kwii-SGB, kwiikomiti zolawulo zesikolo (*school management teams*) (*SMTs*), kootitshala nakwii-PED ukuba badlale indima yabo ekuqinisekiseni ukuba abafundi bayalwamkela baze baluphumeze olu xanduva. Umzekelo owenziwa ngabazali, ii-SMT nootitshala ubaluleke kakhulu ekwakheni umoya wokufika ngexesha nokuhamba isikolo qho kwabafundi.
- 15. Ngaphandle kwabafundi beBakala 12, umfundi akanako konke ukungayi esikolweni kuba eza kufundela iimviwo okanye xa iimviwo ziphelile. Abafundi beBakala 12 bangathatha ikhefu lokulungiselela iimviwo zeSatifikethi seMatriki sikaZwelonke (*National Senior Certificate*) (*NSC*) kwiintsuku ezintlanu phambi kosuku lokuqala loviwo lweNSC. Abafundi abalolu hlobo abanyanzelekanga ukuba bahambe isikolo ngeentsuku abangabhali mviwo ngazo nasemva kokuba iimviwo zigqityiwe.
- 16. Kwizikolo ezineBakala 8 nangaphezulu, ibhunga elimele abafundi (*representative council of learners*) (*RCL*) limele –
 - (a) ukufaka igalelo kuphuhliso nasekusetyenzisweni komgaqo-nkqubo wesikolo ongokuhamba isikolo kwabafundi; kunye
 - (b) nokwazisa i-SMT ngezithintelo ezenza ukuba abafundi bangabikho esikolweni.

Imisebenzi eluxanduva lomzali

- 17. Umzali kulindeleke ukuba –
 - (a) aqinisekise ukuba umfundi uhamba isikolo yonke imihla, ufika ngexesha kwaye ubakho esikolweni usuku lonke ngaphandle kokuba kukho isizathu esivakalayo sokungayi esikolweni;

- (b) aqinisekise ukuba umfundi akakhutshwa esikolweni ngaphandle kwesizathu esivakalayo (iiholide zokuphuma nosapho ayisosizathu sivakalayo);
- (c) azise inqununu okanye utitshala weklasi ukuba umfundi akakho okanye kulindeleke ukuba angabikho esikolweni okanye afike kade esikolweni ngesizathu esivakalayo;
- (d) asebenzisane nesikolo ukusombulula ingxaki leyo ukuba umfundi akakho esikolweni ngesizathu esivakalayo; aze
- (e) akhuthaze kwaye, ukuba unako, ancedise umfundi ukuba abuyise ixesha elilahlekileyo ngenxa yokuba ebengekho esikolweni.

Imisebenzi eluxanduva lwesikolo

- 18. Uluntu oluyinxalenye yesikolo, olukhokelwa yinqununu ne-SGB, lunoxanduva lokukhuthaza nokubeka esweni ukuya kwabafundi esikolweni ukwenzela ukuba lunike abafundi ithuba elingcono lokuzuza kumava alo esikolo.

Imisebenzi eluxanduva lwe-SGB

- 19. Imigaqo engokufika ngexesha nokuhamba isikolo qho kwabafundi imele ukuba yinxalenye yomgaqo wabafundi wokuziphatha oqulunqwe yi-SGB.
- 20. I-SGB kulindeleke ukuba ibonise umdla omkhulu kwireyithi yokuhamba isikolo kwabafundi esikolweni sayo. Okubalulekileyo, i-SGB imele ukucela kwinqununu ingxelo yekota yendlela abahamba isikolo ngayo abafundi [ngokwesiqendu 16A (2)(c) seSASA] ize iqwalasele ingxelo leyo entlanganisweni.

Imisebenzi eluxanduva lwenqununu

- 21. Inqununu, isebenzisana ne-SMT ne-SGB, inoxanduva lokwakha umoya wokufika ngexesha nokuhamba isikolo qho kwabafundi.
- 22. Inqununu inoxanduva lokukhuthaza umoya obonisa inkathalo esikolweni apho ii-SMT nootitshala banomdla ngentlalo-ntle yomfundi ngamnye kwaye bezazi iingxaki ezingachaphazela ukuhamba komfundi isikolo.

23. **Ngokwesiqendu 16A seSASA nesiqendu 4 seMigaqo yoLawulo lwaBasebenzi (*Personnel Administrative Measures (PAM)*), inqununu inokwabela omnye utitshala umsebenzi okhankanywe kulo mgaqo-nkqubo.**
24. Inqununu mayiqulunqe umgaqo-nkqubo wesikolo ongokuhamba isikolo kwabafundi emva kokuthetha-thethana nootitshala besikolo, i-RCL (apho kufanelekileyo) ne-SGB. Umgaqo-nkqubo ongokuhamba kwabafundi isikolo kufuneka –
- (a) ucacise gca ukuba ukungabikho komfundi esikolweni ngaphandle kwesizathu esivakalayo akwamkelekanga kwaye kuya kulandelelwa ngokukhawuleza;
 - (b) ucacise indlela umzali amele ukunxibelelana ngayo nesikolo ukuba umfundi akakho esikolweni;
 - (c) ucacise ukuba ngaba irejista ye-klasi iya kumakishwa kanye okanye kabini ngosuku;
 - (d) uchaze ukuba leliphi na inyathelo lokulandelela oku isikolo esiya kulithatha ukuba umfundi akakho esikolweni;
 - (e) uchaze ukuba yeyiphi inkxaso isikolo esiya kuyinika umfundi obekhe akabikho esikolweni, ukwenzela ukubuyisa ixesha elilahlekileyo okanye iimvavanyo aye waziphosa;
 - (f) ucacise ukuba irejista ye-klasi mayisiwe kwi-ofisi yesikolo ukwenzela ukuba igcinwe ngokunqatyisiweyo;
 - (g) ucacise indlela irejista yeephiriyodi emayimakishwe ngayo nokuba isiwe nini na kwi-ofisi yesikolo ukwenzela ukuba igcinwe ngokunqatyisiweyo; kwaye
 - (h) ichaze indlela ekwabiwe ngayo imisebenzi ngemisebenzi eqalela-ku(d)-(g).
25. Inqununu mayiqinisekise ukuba ootitshala ababelwe umsebenzi wokujongana nokuhamba isikolo kwabafundi, bayakuqonda ukubaluleka kweerekhodi ezichanekileyo nokubeka esweni inkqubo ngononophelo, nokwenza imisebenzi eluxanduva lwabo ngobuchule.
26. Inqununu inoxanduva lokuqinisekisa ukuba iirejista ze-klasi neerejista zeephiriyodi ziyenziwa, zimakishwe yaye zibekwe esweni ngokufanelekileyo kwaye zigcinwa ngokunqatyisiweyo ngokwalo mgaqo-nkqubo. Kwizikolo ezineesistim zolawulo zekhompyutha, inqununu inoxanduva lokuqinisekisa ukuba iirejista ezenziwe ekhompyutheni zigcinwa ngokufanelekileyo kuze kugcinwe idatha kwezinye izixhobo

(backed up) nokuba kwenziwe iikopi eziprintiweyo ngokunxulumene nalo mgaqo-nkqubo.

27. Inqununu mayilandelele ukungayi kwabafundi esikolweni njengoko kuchatshazelwe kwimihlathi 50-53.
28. Inqununu mayiyicime (*cancel*) irekhodi yomfundi kwirejista yeklasi yabafundi ngokwemihlathi 54-59.
29. Inqununu mayibeke esweni ize icazulule iireyithi zokuhamba isikolo kwabafundi ngokwamabakala ize ibandakanye loo ngcaciso kwiingxelo ezenziwa yinqununu izithumele kwiNtloko yeSebe leMfundo (*HoD*) nakwi-SGB ngokwesiqendu 16A seSASA.
30. Inqununu mayiqhagamshelane ne-ofisi yesithili semfundo ukufumana isisombululo esamkelekileyo ukuba, ngethuba leemviwo zeNSC, ukuhamba kwabafundi isikolo kungaphazanyiswa ziingxaki zokufumaneka kwendawo yokubhalela okanye kukungabikho kootitshala esikolweni abenza umsebenzi wokumakisha iimviwo.

Imisebenzi eluxanduva katitshala weklasi

31. Utitshala weklasi unoxanduva lomsebenzi wokubhala amakishe *irejista yeklasi* ngephiriyodi yerejista yeklasi ngosuku ngalunye, ayigcine ngokuchanekileyo aze ayise kwi-ofisi yesikolo ukwenzela ukuba igcinwe ngokunqatyisiweyo.
32. Utitshala weklasi makazise inqununu xa umfundi engekho esikolweni kungekho nkcazo inikiweyo iintsuku zesikolo ezintathu zilandelelana kwaye makazise inqununu ngezenzo zokuphinda-phinda engayo esikolweni ukwenzela ukuba lo mba ulandelelwe kumzali ngendlela efanelekileyo.

Imisebenzi eluxanduva katitshala

33. Utitshala unoxanduva lomsebenzi wokumakisha *irejista yeepiriyodi*, ayigcine ngokuchanekileyo aze ayise kwi-ofisi yesikolo ukwenzela ukuba igcinwe ngokunqatyisiweyo.

34. Utitshala onesizathu esimenza akholelwe ekubeni umfundi othile akakho esikolweni ngesizathu esingavakaliyo makanike ingxelo yoko kungabikho komfundi esikolweni kwi-ofisi yesikolo.

Imisebenzi eluxanduva lwesebe lemfundo lephondo (*PED*)

35. INTloko yeSebe leMfundo (*HoD*), esebenza ubukhulu becala ngabaphathi bee-ofisi zezithili zemfundo nabaphathi beesekethe, inoxanduva lokukhuthaza ukuhamba kwabafundi isikolo qho nokufika ngexesha ngokuthi –
- (a) ikhuthaze ulwazi kuluntu ngokubaluleka kokuhamba isikolo kwezemfundo nakwezentlalo;
 - (b) inike inkxaso efanelekileyo kwezolawulo kwii-ofisi zezithili zemfundo nasezikolweni ngokwalo mgaqo-nkqubo nangokomgaqo-nkqubo wesebe lemfundo lephondo (*PED policy*);
 - (c) iqinisekise ukuba abasebenzi be-ofisi yesithili semfundo babeka esweni iirejista zeklasi xa betyelela isikolo;
 - (d) icazulule ingxelo yokuhamba kwabafundi isikolo yekota ukuqaphela umkhwa wokungayi kwabafundi ezikolweni; ize
 - (e) ithathe inyathelo elililo kwimeko yezikolo ezineereyithi eziphezulu zokungahambi isikolo kwabafundi.
36. INTloko yeSebe leMfundo, i-*HoD*, mayiqinisekise ukuba ootitshala abathile babelwa umsebenzi wokujongana nemiba yokuhamba isikolo kwabafundi kwisebe lemfundo lephondo i-*PED* kwi-ofisi yesithili semfundo nakwi-ofisi yesekethe; ukuba bayakuqonda ukubaluleka kweerekhodi ezichanekileyo nokubekwa esweni ngenyameko kwenkqubo le; kwanokuba bayenza ngobuchule imisebenzi yabo.
37. INTloko yeSebe leMfundo i-*HoD* mayiqinisekise ukuba zonke izikolo ezingenayo isistim yezolawulo yekhompyutha zineerejista zeeklasi ezaneleyo, iirejista zeepiriyodi kunye neengxelo zekota.

G. INKQUBO ELANDELWAYO

Qaphela: Izikolo ezineesistim zolawulo zekhompyutha zingatsibela kumhlathi 48.

Irejista

38. Irejista ngamaxwebhu aseburhulumenteni esebe lemfundo lephondo (*PED*). Ezi rejista zilandelayo ziya kusetyenziswa ngokunxulumene nalo mgaqo-nkqubo:
- (a) *irejista yeklasi* (ebandakanya irejista yeklasi yethutyana), egcinwa ngutitshala weklasi; kunye
 - (b) *nerejista yeephiriyodi*, egcinwa ngutitshala.
40. Ukuba utitshala weklasi okanye utitshala akakho esikolweni, omnye utitshala makamakishe irejista yeklasi okanye irejista yeephiriyodi.
41. Irejista mayinikwe igosa eligunyazisiweyo lesebe lemfundo lephondo i-*PED* okanye igosa lomthetho eligunyazisiweyo xa kwenziwe isicelo soko.

Irejista yeklasi

42. Irejista yeklasi mayimakishwe ngephiriyodi yokumakisha irejista yeklasi ngosuku ngalunye ngokungqinelana nemiyalelo ekwiShedyuli 1.

Iphiriyodi yokubhala irejista yeklasi

43. Ithayimthebhile yesikolo mayibandakanye iphiriyodi yokubhalisa abafundi kwirejista (*registration period*) yonke imihla engadlulanga kwimizuzu eli-10 ukwenzela ukuba utitshala weklasi amakishe irejista yeklasi. Iphiriyodi yokubhalisa yeklasi inokuba sekuqaleni kwentsasa nganye, ukuba irejista imakishwa kabini ngosuku, ekuqaleni kwentsasa nganye nasemva kwemini nganye.

Irejista yeklasi yethutyana

44. Irejista yeklasi yethutyana isengasetyenziswa ithuba elingadlulanga kwiintsuku zesikolo ezili-10 zilandelelana, ukuqala kumhla wokuqala wekota yokuqala, lo gama kusagqityezelwa iilisti zeeklasi (*class lists*).
45. Irejista yeklasi yethutyana mayigcinwe ngendlela efanayo naleyo yerejista yeklasi ngokwalo mgaqo-nkqubo.

46. Xa kuphela umjikelo weentsuku ezili-10 zexesha lerejista yeklasi yethutyana, makukotshelwe idatha kwirejista yeklasi.

Irejista yeephiriyodi

47. Irejista yeephiriyodi mayimakishwe ubuncinane kanye
48. ngenyanga ngephiriyodi nganye ngosuku olumiselwe yinqununu. Nakuba kunjalo, ukwenzela ukuba kubekwe esweni ukuhamba isikolo kwabafundi, inqununu ingayalela ukuba irejista yeephiriyodi mayimakishwe qho.

Izikolo ezineesistim zezolawulo zekhompyutha

48. Inqununu yesikolo egcina idatha yokuhamba isikolo kwabafundi kwisistim yezolawulo yekhompyutha –
- (a) isenokusebenzisa irejista yeklasi ukurekhoda ukuhamba isikolo kwabafundi imihla ngemihla, okanye isenokuprinta ilisti yeklasi kwisistim yezolawulo yekhompyutha yesikolo ukwenzela ukuba isetyenziswe ngutitshala weklasi;
 - (b) mayiqinisekise ukuba idatha yokuhamba isikolo kwabafundi ifakiwe kwisistim yezolawulo yekhompyutha ubuncinane kanye ngeveki;
 - (c) mayiqinisekise ukuba ikopi eprintiweyo yerekhodi yokuhamba isikolo kwabafundi yeklasi nganye yenziwa qho ngenyanga ekuyeyenyanga engaphambili, isayiniwe yinqununu, ifayilishiwe ukulungiselela iinjongo zokuphicothwa kwamanani;
 - (d) mayiqinisekise ukuba ziyenziwa iingxelo zekota (*quarterly returns*) zokuhamba isikolo kwabafundi; zize
 - (e) mayiyilungise apha naphaya ize isebenzise imihlathi 39-47.
49. Nayiphi na irekhodi okanye ingxelo yokuhamba isikolo kwabafundi okanye leyo yenziwa ngesistim yezolawulo yekhompyutha iluxwebhu lwaseburhulumenteni lwesebe lemfundo lephondo i-*PED*.

Ukulandelela ukungabikho kwabafundi esikolweni

50. Ukuba umfundi akakho esikolweni iintsuku zantathu zokuhamba isikolo zilandelelana kungekho nkcazo, utitshala weklasi ochaphazelekayo makaxelele inqununu

ngokungabikho komfundi esikolweni. Inqununu kufuneka, ngokukhawuleza kangangoko kunokwenzeka, yenze iinzame ezifanelekileyo zokuqhagamshelana nomzali nangaziphi na iindlela ezifanele iimeko zesikolo nezosapho oluchaphazelekayo.

51. Ukuba umfundi akakho esikolweni kungekho sizathu sivakalayo iintsuku zaze zantathu zokuhamba isikolo, inqununu kufuneka –
- (a) yazise umzali ngokubaluleka kokuhamba isikolo qho komfundi;
 - (b) igxininise ukuba kungumsebenzi oluxanduva lomfundi ukuhamba isikolo nokufika ngexesha qho ngokomgaqo wokuziphatha wabafundi wesikolo;
 - (c) ukuba umfundi ukubudala beminyaka enyanzelekileyo yokuhamba isikolo, yazise umzali ngoxanduva analo ngokwasemthethweni ngokwesiqendu 3 seSASA;
 - (d) yazisa umzali ngobungozi bokucinywa kwerekhodi yomfundi kwirejista ye-klasi ngenxa yokuqhubeka angabikho esikolweni;
 - (e) acele umfundi ukuba abuyele esikolweni;
 - (f) apho kuyimfuneko, acele inkxaso ye-ofisi yesithili semfundo; aze
 - (g) apho kuyimfuneko, acele ungenelelo ngoncedo oluvela kurhulumente okanye kwii-arhente zophuhliso lwezentshango-ntle ezingekho phantsi kurhulumente.
52. Ukuba kuthe nangoku inqununu seyingenelele ngoncedo, waqhubeka umfundi nokungabikho esikolweni kungekho sizathu sivakalayo –
- (a) makabekwe ityala ngokophula umgaqo wokuziphatha wesikolo; okanye
 - (b) mayicinywe irekhodi yomfundi kwirejista ye-klasi ukuba umfundi akakho esikolweni iintsuku zesikolo zali-10 zilandelelana.
53. Irekhodi yayo yonke imbalelwano mayigcinwe kwiprofayili yomfundi.

Ukucinywa kwerekhodi yomfundi kwirejista ye-klasi

54. Ukucinywa kwerekhodi yomfundi kwirejista ye-klasi linyathelo lezolawulo, elingelilo inyathelo loluleko. Asinto ifanayo nokunqunyanyiswa okanye ukugxothwa komfundi ngokwesiqendu 9 seSASA.
55. Irekhodi yomfundi okwirejista ye-klasi ingacinywa ngenxa yesinye sezi zizathu zilandelayo:
- (a) ukuxolelwa komfundi ukuhamba isikolo ngokunyanzelekileyo;

- (b) ukugxothwa;
 - (c) ukutshintshelwa kwesinye isikolo;
 - (d) ukubhaliselwa imfundo eqhubekela ekhaya;
 - (e) ukuqhubeka angabikho esikolweni;
 - (f) ukwaziswa ngumzali ukuba umfundi akasayi kubuyela esikolweni; okanye
 - (g) ukusweleka komfundi.
56. Ukuba umfundi akakho esikolweni iintsuku zesikolo zali-10 zilandelelana, inqununu mayenze iinzame ezifanelekileyo zokuqinisekisa kumzali womfundi ukuba ngaba umfundi lowo ukhutshiwe na esikolweni. Ukuba umfundi ukhutshiwe, okanye akunikwanga sizathu sivakalayo sokungabikho kwakhe esikolweni, okanye ukuba inqununu ayikwazi ukuqhagamshelana nomzali okanye nomfundi, inqununu mayiyicime irekhodi yomfundi kwirejista yeklasi ngezizathu **‘zokuqhubeka nokungabikho komfundi esikolweni’** (*‘continuous absence’*).
57. Irekhodi yomfundi obhinqileyo akuvumelekanga ukuba icinywe ngezizathu zokuba ekhulelwe okanye ebelekile.
58. Xa irekhodi yomfundi icinyiwe, inqununu kufuneka ithi, ngenchwadi ebhaliweyo –
- (a) yazise umzali notitshala weklasi ngomhla nesizathu sokucinywa kwayo; yaye
 - (b) ukuba umfundi ukwiminyaka yobudala enyanzelekileyo ukuba ahambe isikolo yazise i-ofisi yesithili semfundo ngomhla nesizathu sokucinywa kwayo.
59. Ukuba irekhodi yomfundi icinyiwe waza umfundi wamkelwa kwakhona esikolweni, utitshala weklasi makambhale umfundi ngokutsha kwirejista yeklasi.

Ukuvalwa okwethutyana kwesikolo

60. Isikolo singavalwa okwethutyana yiNtloko yeSebe leMfundo i-HoD kwiimeko ezingxamisekileyo ngokwesiqendu 16(4)(b) seSASA.
61. IBhunga loLawulo Lesikolo i-SGB inokwenza isicelo kwiNtloko yeSebe leMfundo i-HoD ngokwemihlathi 3.1.7 no-3.1.8 ye*National School Calendar Policy* semvume yokuvala isikolo okwethutyana ngezizathu zezikhumbuzo zezenkolo (*religious commemorations*) (ukuba uninzi lwabafundi besikolo eso bangamalungu enkolo echaphazelekayo), okanye ngenxa yeziganeko zezemidlalo okanye zezenkubeko.

Kuyo nayiphi na yezi meko, isikolo sivumelekile ukuba singavala ithutyana elingadlulanga kwiintsuku ezimbini zesikolo ngonyaka ngamnye.

62. Umfundi akanakumakishwa njengongekhoyo esikolweni kwirejista yeklassi ngosuku apho isikolo sivaliweyo okwethutyana. Imiyalelo ekwiShedyuli 1 ibandakanya amanqakwana (*notations*) afanelekileyo angokuvalwa okwethutyana kwesikolo.

Iingxelo zekota zesikolo ezingokuhamba isikolo kwabafundi

63. Iingxelo zekota zesikolo ezingokuhamba isikolo kwabafundi mazibhalwe, zingqinisiswe zize zisayinwe ngokwethemplethi enikiweyo kwiShedyuli 4 zize zingeniswe kwi-ofisi yesithili nokuba kungekhompyutha okanye ngohlobo lweekopi ezingamaphepha ingadlulanga iveki enye emva kokuphela kwekota elandelayo yesikolo.

H. UMHLA WOKUQALISA UKUSEBENZA KOMGAQO-NKQUBO

64. Lo mqaqo-nkqubo uqala ukusebenza nge-1 Januwari 2011.

I. IISHEDYULI

65. Ezi shedyuli zilandelayo ziyinxalenye yalo mqaqo-nkqubo:
1. Irejista yeklassi;
 2. Irejista yeepiriyodi;
 3. Irejista esisishwankathelo ngokwamabakala, eluxwebhu lokunika isikhokelo kuphela, nengeyothemplethi yaseburhulumenteni; kunye
 4. Nengxelo yesikolo yekota engokuhamba isikolo kwabafundi.



Irejista yeklasi

Igama lesikolo:

Igama likatitshala weklasi:

IBakala kunye neKlasi:

Inombolo yegumbi:

Unyaka:

IMIVALELO

- 1. Imisebenzi emalunga nerejista:** Irejista luxwebhu lwaseburhulumenteni olusengasetyenziswa xa kuxoxwa amatyala. Inqununu yesikolo inoxanduva lokukhuseleka kwayo. Irejista mayiphathwe ngolu hlobo lulandelayo:
 - 1.1 Ukuphathwa kwerejista imihla ngemihla:** Irejista mayigcinwe ngokukhuselekileyo ngutitshala weklasi itshixelwe e-offisini yesikolo xa ingasetyenziswa.
 - 1.2 Ukulondolozwa/ukuphathwa kwerejista njengovimba wengcaciso (archiving):** Inqununu mayigcine irejista ngokukhuselekileyo ubuncinane iminyaka emithathu emva kokuba kugqityiwe ukubhalwa kuyo.
 - 1.3 Ukuhlolwa:** Inqununu mayiveze irejista ukwenzela ukuba ihlolwe xa icelwe ligosa eligunyazisiweyo leSebe leMfundo lePhondo okanye ligosa lezomthetho eligunyaziswe ngokufanelekileyo.
 - 1.4 Ukubhala nokumakisha irejista:** Utitshala weklasi unoxanduva lokubhala nokumakisha irejista ngobuchule. Utitshala weklasi makamakishe irejista ngephiriyodi (ngeephiriyodi) yokubhala iklasi kwirejista kusuku lwesikolo ngalunye. Umfundi akavumelekanga ukuba amakishe irejista.
 - 1.5 Izongezelelo notshintsho: Izongezelelo** notshintsho mazenziwe kuphela ngutitshala weklasi. Impazamo mayihlatywe ngobunono ukwenzela ukuba okubhaliweyo ngaphantsi kufundeke kakuhle notshintsho lubhalwe ngokucacileyo kufakwe ii-inishiyali kunye nomhla. Akuvumelekanga ukusebenzisa *itippex* ukulungisa iimpazamo.
- 2. Ukubhala/ ukumakisha/ irejista:** Irejista mayibhalwe ngolu hlobo lulandelayo:
 - 2.1 Isini:** Kwisikolo semfundo edibanisa amakhwenkwe namantombazana, dwelisa amakhwenkwe namantombazana kumakhasi ahlukeneyo, kuqale amakhwenkwe kulandele amantombazana. Bhala 'Amakhwenkwe' okanye 'Amantombazana' kwisithuba esinikiweyo kumphezulu wekhasi.
 - 2.2 Iklasi enamabakala amaninzi:** Kwiklasi enamabakala angaphezulu kwesinye, irejista yeklasi ezimeleyo isengasetyenziswa kwibakala ngalinye.
 - 2.3 IBakala kunye neKlasi:** Umzekelo: 'IBakala 6B'.
 - 2.4 Ikota:** Bhala u-1, 2, 3 okanye u-4.
 - 2.5 I-No:** Nika umfundi ngamnye inombolo eqala ngo-1.
 - 2.6 Ifani/Igama:** Dwelisa amagama abafundi ngolandelelwano lwe-alfabhethi kusetyenziswa ifani. **MAKUQATSHELWE:** Ukuba utitshala weklasi akakwazi ukufaka onke amagama abafundi kwirejista, isengasetyenziswa irejista yesibini.
 - 2.7 I-No. yokwamkelwa yomfundi:** Faka inombolo yokwamkelwa komfundi.
 - 2.8 Ukuphela kweveki:** Bhala umhla wosuku lokugqibela lweveki.
 - 2.9 linkcukacha zembali yobuqu/yobomi babafundi:** Eli candelo akuyanzelekanga ukuba lisetyenziswe. Linokusetyenziselwa iinjongo zolawulo sisikolo. Izikolo zivumelekile ukuba zongeze ikholam ezingaphezulu.
 - 2.10 Umfundi omtsha:** Igama lomfundi owamkelwa emva kokuba irejista ibhaliwe malifakwe ekupheleni kwilisti yeklasi. Krwela umgca oxwesa

unqumleze imihla leyo umfundi angakhange aye ngayo esikolweni. Bhala u-N kwisikwere ekubhalwa kuso umhla wokuqala wokuhamba isikolo.

2.11 Ukucinywa kwerekhodi yomfundi. Krwela umgca oxwesileyo kumqolo ukusuka kumhla wokucinywa kwegama lomfundi kude kuye ekupheleni kwekota. Umfundi orekhodi yakhe icinyiweyo nowamkelweyo kwakhona kwenye ikota yesikolo makathathwe njengomfundi omtsha aze utitshala weklasi akubhale phantsi oko ngakumbhalo wobhaliso lwentsusa.

3. Ukumakishwa kwerejista. Irejista mayimakishwe nge-inki ngolu hlobo

lulandelayo:

3.1 Xa umfundi ekho esikolweni: Shiya isikwere singabhalwanga nto ngaphandle xa kungosuku lokuqala lomfundi, apho kufuneka kubhalwe u-N kwisikwere.

3.2 Xa umfundi engekho esikolweni: Ukuba irejista imakishwa kanye ngosuku, bhala u-a esazulwimi sesikwere. Ukuba irejista imakishwa kabini ngosuku, bhala u-a ekoneni ephuzulu yasekhohlo emva kwemini kubhalwe u-a ekoneni yasekunene engasezantsi.

3.3 Ukuvalwa kwesikolo okwethutyana. Ukuba isikolo sivaliwe ngokusemthethweni ngosuku lwesikolo, bhala isizathu soko ngoonobumba abakhulu kwikholam yosuku (umzekelo, IZIZATHU EZINGXAMISEKILEYO (EMERGENCY), IHOLIDE YEZENKOLO (RELIGIOUS HOLIDAY)).

3.4 Iiholide zikawonke-wonke. Xa isikolo sivala ngeholide kawonke-wonke, bhala ngoonobumba abakhulu kwikholam yosuku 'IHOLIDE KAWONKE-WONKE' ('PUBLIC HOLIDAY').

3.5 Iimviwo ze-NSC: Makubhalwe umgca oxwesileyo namagama athi 'IIMVIWO ZE-NSC' ('NSC EXAMS') ngoonobumba abakhulu kwirejista yeklasi yeBakala 12 ngephiriyodi ukususela ekuqaleni kwephiriyodi yekhefu lokuzifundela ekhaya kude kuye ekupheleni konyaka wesikolo.

4. Isishwankathelo semihla ngemihla: Utitshala weklasi makabhale kusuku ngalunye isishwankathelo semihla ngemihla kumazantsi ekhasi ngolu hlobo lulandelayo:

4.1 Inani labafundi abangekhoyo esikolweni: Fakela ikholam yenani labafundi abangekhoyo esikolweni ngaloo mhla uchaphazelekayo ubhale inani lilonke kwisithuba esichanekileyo. Ukuba irejista imakishwa kabini ngosuku, dibanisa kuphela ababengekho imini yonke esikolweni.

4.2 Inani labafundi ababhalisileyo: Faka inani labafundi ababhalisileyo abadweliswe kwikhasi elo. Eli nani lakuhlala lingatshintshi ukusuka kumhla nomhla ngaphandle kwaxa umfundi omtsha esamkelwa okanye irekhodi yomfundi icinyiwe.

5. Ekupheleni kwekota nganye: Utitshala weklasi makazalise ikholam yokugqibela yerejista ngolu hlobo lulandelayo:

5.1 Iintsuku angekhoyo ngazo esikolweni umfundi ngamnye: Kumfundi ngamnye dibanisa ngokuxwesayo iintsuku ebengekho ngazo umfundi esikolweni kwikota leyo ubhale inani lilonke (*sum*) kwisithuba esichanekileyo kwikholam yokugqibela. Ukuba irejista imakishwa kabini ngosuku, dibanisa kuphela inani labangekhoyo esikolweni imini yonke.

5.2 Itotali yenani leentsuku abafundi abangekho ngazo esikolweni:

Faka itotali yawo onke amanani kwisithuba esichanekileyo kwikholam yokugqibela.

6. Iisiginitsha

6.1 Isiginitsha katitshala weklasi: Utitshala weklasi makayisayine irejista ekupheleni kwekota nganye ukubonisa ukuba igqityiwe kwaye ichanekile.

6.2 Isiginitsha yenqununu: Inqununu mayisayine irejista ekupheleni kwekota nganye ukubonisa ukuba igqityiwe kwaye ichanekile.

7. Iinkukacha zembali yobomi bomfundi (azinyanzelekanga):

7.1 Kwikholam ezinezihloko ezithi 'Umama uswelekile', 'Utata uswelekile', 'Bobabini abazali baswelekile', 'Uyayiphinda iklasi', 'Igranti esisibonelelo somntwana', bhala u-'Y' ukuba kufanelekile.

7.2 Kwikholam ezibhalwe 'Ulwimi lwenkobe' bhala ikhowudi yolwimi okanye yeelwimi ezithethwa qho kakhulu kwikhaya lomfundi.

Isiginitscha katitshala: _____

Isiginitscha yeqununu: _____

Ikota: _____

I-No	Iveki ephela:			Iveki ephela:			Iveki ephela:			Iveki ephela:			Iveki ephela:			Iveki ephela:			I-No yeentsuku bengayanga esikolweni umfundi ngamnye	I-No
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Itotali yeentsuku abafundi abangekhoyo ngazo esikolweni																				

Isiginitha katitshala weklasi: _____

Isiginitha yenqununu: _____

Isiginitsaha katitshala weklasi: _____

Isiginitsaha yenqununu: _____

Isiginitsha katitshala weklasi: _____

Isiginitsha yenqununu: _____

Itotali yeentsuku abafundi abangekhoyo ngazo esikolweni

Isiginitsa yeqununu: _____

Isiginitsa katitshala weklasi: _____

Ikota:

I-No	Iveki ephela:			Iveki ephela:			Iveki ephela:			Iveki ephela:			Iveki ephela:			I-No yeentsuku bengayanga esikolweni umfundi ngamnye	I-No
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Itotali yeentsuku abafundi abangekhoyo ngazo esikolweni																	

Isiginitha katitshala weklasi: _____

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Isiginitsaha katitshala weklasi: _____

Isiginitsaha yenqununu: _____

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I-No	Iveki ephela:			Iveki ephela:			Iveki ephela:			Iveki ephela:			Iveki ephela:			I-No yeentsuku bengayanga esikolweni umfundi ngamnye	I-No
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Itotali yeentsuku abafundi abangekhoyo ngazo esikolweni																	

Isiginitha katitshala weklasi: _____

Isiginitha yenqununu: _____

Iinkcukacha zabafundi zobuqu

I-No	Ifani	Igama	Umhla wokuqalwa (yy-mm-dd)	Umzali okanye umgcin		Idilesi
				I-inisihyali kunye nefani	Ifoni yoqhagamshelwano	
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I-No	Umama uswelekile	Utata uswelekile	Bobabini abazali baswelekile	Uyayiphinda kwakhona iklasi umfundi	Uyokuthathai nkxaso yesibonelelo somtswana	Usebenzisa ulwimi lwenkobe 1**	Usebenzisa ulwimi lwenkobe 2**		I- No
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*Uyayiphinda kwakhona iklasi: Kuthetha umfundi oluphindayo ibakala kulo nyaka

****Iikhowudi zoLwimi lweNkobe:** [1] iAfrikansi, [2] isiNgesi, [3] isiNdebele, [4] iSepedi, [5] iSiSwati, [6] iXitsonga, [7] iTshivenda, [8] iSetswana, [9] iSiXhosa, [10] iSiZulu, [11] iSesotho, [12], ULwimi lweZandla lwaseMzantsi Afrika

Iinkcukacha zabafundi zobuqu

I-No	Ifani	Igama	Umhla wokuzalwa (yy-mm-dd)	Umzali okanye umgcini		Idilesi
				I-inishiyali kunye nefani	Ifoni yoqhagamshelwano	
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I-No	Umama uswelekile	Utata uswelekile	Bobabini abazali baswelekile	Uyayiphinda kwakhona iklasi umfundi	Uyokuthatha igranti yesibonelelo somntwana	Usebenzisa ulwimi lwenkobe 1**	Usebenzisa ulwimi lwenkobe 2**			I-No
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Uyayiphinda iklasi umfundi: Kuthetha umfundi oliphindayo ibakala kulo nyaka.

****Iikhowudi zolwimi lweNkobe:** [1] iAfrikansi, [2] isiNgesi, [3] isiNdebele, [4] Isepedi, [5] iSiSwati, [6] iXitsonga, [7] iTshivenda, [8] iSetswana, [9] iSiXhosa, [10] iSiZulu, [11] iSesotho, [12], ULwimi lweZandla
lwaseMzantsi Afrika

TEMPLATE FOR DRAFTING A SCHOOL POLICY ON LEARNER ATTENDANCE

Name of School

Address and telephone number

School logo

POLICY ON LEARNER ATTENDANCE

1 PURPOSE OF THE POLICY

1.1 The purpose of this policy is to

- (a) promote punctual and regular attendance at (*name of school*) and
- (b) provide (*name of school*) and the Western Cape Educational Department (WCED) with standard procedures for recording, managing and monitoring learner attendance.

2 LEGAL FRAMEWORK

2.1 The national Minister of Basic Education has determined the Policy on Learner Attendance with the approval of the Council of Education Ministers in terms of section 3 of the National Education Policy Act of 1996, which appeared in Government Gazette No. 33150, dated 4 May 2010.

2.2 This policy includes the attached schedules and related instructions.

2.3 This Policy on Learner Attendance applies to (*name of school*).

3. RATIONALE FOR THE POLICY

Importance of Regular School Attendance

Enrolment of learners and their regular and punctual attendance at school are prerequisites for an educated nation. Moreover, enrolment and punctual, regular attendance at school are important because

- (a) each school has a duty to protect each learner's fundamental right to education;

- (b) enrolment at a school places a learner under an obligation to attend school punctually and regularly, unless there is a valid reason for absence; and
- (c) a school that successfully curbs absence without valid reason will most likely improve learner retention and performance.

4. LEARNER ABSENCE

Definition of 'absent'

A learner is deemed to be absent from school when the learner is not present in class or not participating in a school activity when the register is marked.

5. VALID REASON FOR ABSENCE

5.1 While punctual and regular attendance is necessary, from time to time, it may not be possible or desirable for a learner to attend school. Any of the following is a valid reason for the absence of a learner from school:

- (a) Study leave taken by a Grade 12 learner in terms of paragraph 6.4.2 of this policy
- (b) Physical or psychological illness, for which a principal may require communication from the parent that the learner is unable to attend school, or written confirmation by a registered medical practitioner or traditional healer if the illness lasts longer than three days
- (c) Giving birth, subject to written confirmation by a registered medical practitioner or registered midwife
- (d) Religious or cultural observances approved by the school governing body (SGB) in terms of the National School Calendar Policy
- (e) Death of a family member
- (f) Appointment at court, social services or other official agency, for which a principal may require documentary proof
- (g) Suspension by the SGB
- (h) Acts of nature (that is, events that are beyond human control)
- (i) Exceptional circumstances for which, in the view of the principal, a temporary absence from school
 - (i) is in the best interest of the learner or
 - (ii) was unavoidable

5.2 Absence without valid reason is unacceptable and will be followed up promptly as set out below.

6 ROLES AND RESPONSIBILITIES

6.1 Roles and Responsibilities of the Principal

6.1.1 The principal, working with the school management team (SMT) and the SGB, is responsible for developing a culture of punctual and regular attendance at the school.

6.1.2 The principal is responsible for fostering a caring school environment in which the SMT and teachers take an interest in each learner's well-being and are alert to problems that might affect a learner's attendance.

6.1.3 Subject to the provisions of section 16A of South African Schools Act (SASA) of 1996 and section 4 of the Personnel Administrative Measures, the principal may allocate a responsibilities envisaged in this policy to members of staff (*Give names of teachers and specify responsibilities.*).

6.1.4 The principal must ensure that staff who are allocated responsibilities for school attendance matters understand the importance of accurate records and careful monitoring, and that they carry out their responsibilities competently.

6.1.5 The principal is responsible for ensuring that class registers and period registers are compiled, marked and monitored properly, and that they are stored safely in terms of this policy. At schools with electronic administration systems, the principal is responsible for ensuring that electronically generated registers are properly maintained and backed up, and that hard copies are made in accordance with this policy.

6.1.6 The principal must follow up learner absence by (*Describe according to school context.*).

6.1.7 If the learner is absent without valid reason for three consecutive school days, the principal must

- (a) inform the parents of the importance of regular attendance;

- (b) emphasise the learner's duty to attend punctually and regularly in terms of the school's code of conduct for learners;
- (c) if the learner is of compulsory school-going age, inform the parents of the legal implications of section 3 of the SASA;
- (d) inform the parents of the risk of the learner's record in the class register being cancelled because of continuous absence;
- (e) request the learner's return to school;
- (f) where necessary, elicit the support of the district office; and,
- (g) where necessary, elicit intervention from government or non-government social development agencies.

6.1.8 If, despite the intervention of the principal, a learner persists in being absent without valid reason, the principal must

- (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 school days.

6.1.9 When a learner's record is cancelled in the class register, the principal must

- (a) inform the parents and class teacher in writing of the date of and reason for the cancellation; and,
- (b) if the learner is of compulsory school-going age, inform the district office of the date of and reason for the cancellation.

6.1.10 The principal must monitor and analyse learner attendance rates in each grade and must include such information in the reports the principal makes to the Head of Department or the SGB in terms of section 16A of SASA.

6.1.11 The principal must consult the district office in order to find an acceptable solution if, during the National Senior Certificate (NSC) examinations, learner attendance is likely to be disrupted by accommodation difficulties or the absence of teachers on examination marking duty.

6.2 Roles and Responsibilities of Teachers

6.2.1 The Class Teacher's Roles and Responsibilities

6.2.1.1 The class teacher is responsible for compiling and marking the *class*

register in the class registration period on each school day, maintaining it accurately and taking it to the school office for safekeeping. (*Specify where and when.*)

6.2.1.2 The class teacher must inform the principal when a learner is absent without explanation for three consecutive school days and must draw the principal's attention to cases of repeated absence so that the matter may be followed up with the parents in an appropriate manner.

6.3 Teacher's Roles and Responsibilities

6.3.1 The teacher is responsible for marking the *period register*, maintaining it accurately and taking it to the school office for safekeeping (*specify how often it is marked, to whom it should be handed and when*).

6.3.2 A teacher who has reason to believe that a learner is absent from a period without valid reason must report such absence to the school office.

6.4 Roles and Responsibilities of Learners

6.4.1 A learner has a responsibility to attend school punctually and regularly. The government depends on parents, SGBs, SMTs, teachers and the WCED to play their part in ensuring that learners accept and act on this responsibility. The example set by parents, SMTs and teachers is of crucial importance in building a culture of punctual and regular attendance.

6.4.2 Except for Grade 12 learners, a learner may not take leave from school to study for examinations or when examinations have ended. Grade 12 learners may take 5 school days' study leave to prepare for the NSC examinations before the first day of the NSC examinations. Such learners need not attend school on days when they do not write examinations and after writing each examination.

6.4.3 The representative council of learners (*in schools with Grade 8 and above*) should

- (a) contribute to the development and application of the School Policy on Learner Attendance and
- (b) inform the SMT of reasons for poor learner attendance.

6.5. Roles and Responsibilities of Parents

6.5.1 Parents are expected to

- (a) ensure that the learner attends school daily, on time and for the whole school day, unless there is a valid reason for absence;
- (b) ensure that the learner is not taken out of school without valid reason (Family holidays are not a valid reason.);
- (c) inform the principal or class teacher if the learner is absent or expected to be absent or expected to be late for school, giving a valid reason; (*Specify how and when.*)
- (d) co-operate with the school in resolving the problem if the learner is absent from school without valid reason; and
- (e) encourage and, if possible, assist the learner to make up for time lost as a result of absence from school.

6.6 Roles and Responsibility of the School

6.6.1 The school community, led by the principal and SGB, is responsible for promoting and monitoring school attendance in order to give learners the best chance of benefiting from their school experience.

6.6.2 The school will provide support to a learner who has been absent (*State who, how and when.*) in order to make up for time lost or assessments missed.

6.7 The Roles and Responsibilities of the SGB

6.7.1 Rules dealing with punctuality and regular attendance must be part of an SGB's code of conduct for learners.

6.7.2 An SGB is expected to take an active interest in the rate of attendance of learners at its school. In particular, an SGB must request from the principal a quarterly report on learner attendance trends (in terms of section 16A (2) (c) of SASA) and consider the report at a meeting.

7. PROCEDURES

7.1 Procedures must be followed in accordance with the schedules attached.

8. NON-COMPLIANCE

[Indicate actions for non-compliance – less serious to serious]

9. IMPLEMENTATION OF THIS POLICY AND MONITORING

[Who, what, when and how – include communication with learners and parents]

10. IMPLEMENTATION DATE:

1 January 2020

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Chairperson of SGB

Date:

.....

Assistant Chairperson of SGB

Date:

.....

School principal

Date: