

HIGHVELD PRIMARY & PRE-PRIMARY SCHOOL

Learner Attendance

The Legal Requirement

School attendance is compulsory in South Africa. In terms of the South African Schools Act 84 of 1996 (as amended), every parent is legally responsible for ensuring their child attends school regularly and punctually from Grade R through to the end of Grade 9 or the year the learner turns 15, whichever comes first. Non-compliance is a criminal offence.

Highveld Primary's Attendance Rules

Absences

- All absences must be explained in writing on the day the learner returns to school.
- Absences of more than 3 consecutive days require a doctor's certificate on return.
- Absences during formal tests, exams or assessments must be supported by a medical certificate. Without one, a mark of 0 will be awarded for that assessment.
- If a learner is absent on the due date of an assignment, the work must be dropped off at the office that day, or a doctor's letter submitted on return.

Late-Coming

- The school day begins at 07:30. All learners must arrive before this time.
- Late learners are marked absent in the register.
- After 5 late-coming offences, a 3-hour Friday afternoon detention will be issued.

Early Departures

- Early departures are only permitted in exceptional circumstances.
- A parent or guardian must report to the school office in person and submit a written letter.
- If someone other than a parent is collecting the learner, written authorisation must be provided in advance.

Extended Absence

- Absence of 10 or more consecutive school days without valid reason is classified as "continuous absence" under DBE policy and will be reported to the district office.

Parent Responsibilities

- Ensure your child attends school every day, on time and for the full school day.
- Notify the school promptly if your child is absent or expected to be late, and provide a valid reason.
- Do not take your child out of school without a valid reason — holidays and personal travel do not qualify.
- Submit a written note on the day your child returns from any absence.
- Ensure a doctor's certificate is obtained for absences longer than 3 days or during assessments.
- Support the school by reinforcing the value of regular attendance at home.

*South African Schools Act 84 of 1996 (as amended by Act 32 of 2024)
DBE Policy on Learner Attendance, Government Gazette No. 33150 (4 May 2010)*

PROGRESS