

Reporting Learner Attendance/Early Leavers/Sanctions

Purpose:

To ensure that schools and parents are kept up to date regarding learners' attendance and safety.

Procedure:

Attendance registers will be completed at the beginning of both morning and afternoon sessions on MIS system on to complete daily attendance records.

Upon completion of initial session attendance registers, the administrator will telephone the parent(s)/guardian(s) of missing learners to inform them of their child's absence.

If a learner arrives late, inform the learner's parent(s)/guardian(s) that the child has arrived and is in the care of R2S for the duration of the session.

Learner attendance will be collated by the administrator on the MIS system and sent to the appropriate school(s) by latest 10:30 am. Learners arriving after 10:00 am will be recorded as late arrivals, and an updated attendance record will be promptly emailed to the appropriate school(s).

If a learner leaves early without prior consent or agreement, senior staff must be informed immediately so that they can notify the parent(s)/guardian(s) and the school.

If a learner is sent home for disciplinary or health reasons, they will not be allowed to leave the premises until confirmation from the parent(s)/guardian(s) has been received by staff, informing them that the learner is allowed to return home.

Sanction Process for Non-Attendance

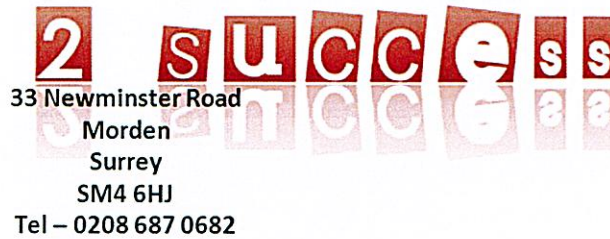
To ensure proper accountability for learners' attendance, the following sanction process will be implemented for non-attendance:

First Letter - Reminder:

If a learner is absent without prior notice or valid reason, staff will send a first reminder letter to the parent(s)/guardian(s). This letter serves as a reminder of the importance of regular attendance and requests an explanation for the absence.

Second Letter - Formal Warning:

If absenteeism continues, a second formal warning letter will be issued to the parent(s)/guardian(s). This letter stresses the importance of resolving the attendance issue and highlights that continued non-attendance may result in further disciplinary actions.



Third Letter - Final Warning:

After repeated non-attendance, a third and final warning letter will be issued. This letter will clearly state that further absences without valid reason may result in more severe consequences, including potential suspension or termination of the learner's participation. A meeting with the school may also be required to discuss the situation further.

Guidance

If staff are unable to promptly reach the parent(s)/guardian(s) by phone (usually due to them not answering), a voice message or text will be left.

If a learner is not attending due to an authorised absence, the reason for the absence must be noted on both R2S's attendance register and the attendance register received by the learner's school.

