



NOVA PIONEER
SCHOOLS FOR INNOVATORS & LEADERS

STUDENT ABSENTEEISM POLICY

SOUTH AFRICA

October 2018

1. Introduction

All individuals at Nova Pioneer uphold the six culture principles reflecting our philosophy and that define a Novaneer. We believe that you cannot have great learning or build a great community without a strong and positive culture.

Novaneers live these six culture principles in learning and behaviour

High Expectations	Greater Together	Servant Leadership	Joy of Learning	Always Growing	Solutions First
<i>We sweat the small stuff and take pride in what we do. We set goals that others think are impossible and never stop until we achieve them.</i>	<i>We constantly support our teammates because we know we can achieve more together.</i>	<i>Great leaders always put others before themselves and engage their community with humility and generosity. We see leadership as a way of improving the world, not simply promoting ourselves.</i>	<i>We are lifelong learners and we are fuelled by curiosity and discovery</i>	<i>We constantly seek out difficult challenges, share and receive feedback as a gift, and see every failure as an opportunity to grow.</i>	<i>Everything is possible when we think creatively and critically about a problem. We are always thinking of new solutions when faced with difficult problems.</i>

Achieving High Expectations is not possible without consistent attendance at school by all students with minimum absenteeism during the year. The culture principle of Joy of Learning implies student attendance at school unless this is impossible because of injury, illness or trauma.

The intention of this Policy therefore is to give clarity to Nova Pioneer expectations in terms of student attendance at school.

2. Policy statement

2.1. Notice of absence

Should a student be unable to attend school on any particular day, the parent/guardian is requested to inform the school by email or telephone of their child's absence and the reason for that absence.

2.2. Prolonged absence

Any student who misses three or more consecutive days of school through illness is required to present a doctor's certificate testifying to that absence upon their return to school.

2.3. Absence before or after a weekend

Any student who misses the day immediately prior to or immediately after a weekend, long weekend or half term weekend is required to present a doctor's certificate testifying to that absence upon their return to school.

2.4. Absence on the day of a published formal assessment

Any student who is absent on a day when there is a published formal assessment for any subject (written, oral or practical), is required to present a doctor's certificate testifying to that absence upon their return to school.

2.5. Excessive absence in a term

Where a student misses more than 10 days of school in any one term, the School will determine the reasons for this excessive absence and appropriate action may be taken where necessary.

2.6 Late arrival

Where a student is consistently late in arriving for the start of school, this will be investigated by the school and appropriate action may be taken where necessary.

3 Review of Policy

In order to remain relevant, this policy will be reviewed in terms of the Policy Management Policy.