



Lüderitz Blue School

Attendance, Lateness and Absence Policy

1. SCHOOL STATEMENT

Lüderitz Blue School believes that regular school attendance is essential for learners' academic and social development. Parents/guardians, teachers, school management, and learners are all jointly responsible for ensuring that learners attend school daily.

2. SCHOOL HOURS

- i) The school day runs from 8:00 until 15:00. Academic lessons begin at 8:00 and end at 13:00, and then run again from 13:30-14:00.
- ii) Learners will be supervised while eating their lunch and playing between 13:00-13:30.
- iii) Extra-curricular activities start at 14:00 and end at 15:00 unless otherwise stated.

3. COLLECTION AND DROP-OFF OF LEARNERS

- i) Parents/guardians are responsible for ensuring the safe and prompt arrivals of learners to school.
- ii) Learners may not leave the school premises unaccompanied at the end of the day. If the person collecting the learner is not their parent/guardian, parents/guardians must inform the learner's class teacher who will be collecting the learner.
- iii) The person collecting the learner must be over 18 years of age unless otherwise agreed with the Head/s of School beforehand.

iv) Learners must be collected promptly at the end of the school day. If a parent/guardian is running late, the school must be informed.

v) As of January 2024, the school charges late fees for learners not collected on time. Late fees apply when a learner has not been collected 15 minutes after pick up time. Late fees are as follows:

- 15 minutes late: N\$50
- 30 minutes late: N\$100
- 45 minutes late: N\$150
- 60 minutes late: N\$200

vi) The above will continue to increase with N\$50 every 15 minutes, up to a maximum of N\$500 dollars on one day.

vii) It is normally not allowed for a learner at Lüderitz Blue School to leave school independently at the end of the school day. If parents do request this, permission must be granted by the Head/s of School and a detailed Independent Travel Form must be completed by the learner's parent/guardian.

viii) Note for external children joining extra-curricular activities: It is the responsibility of a child's parent/guardian to make sure they arrive at their activities safely. The rules for drop-off and collection are the same as a learner at Lüderitz Blue School. If parents/guardians allow their child to travel home independently after their club, an Independent Travel Form must be completed.

4. ACADEMIC LESSONS

i) Daily registration records, as well as communications with parents/guardians regarding absence will be kept by the learner's class teacher.

ii) School registers are taken at 8:00. Learners must arrive promptly at this time. Any learners arriving after this time will be registered as late.

iii) If a learner is frequently absent from or late to school, this will be reported by the class teacher to both the parent/guardian and Head/s of School in writing, who will decide on the necessary course of action.

iv) Attendance is compulsory in all academic lessons, unless otherwise agreed with the Head/s of School.

v) If a child is unwell and will not be attending school, parents/guardians must inform the school by telephone before 8:30. Any short-term absence (less than three (3) days) must be covered by a note from the learner's parent or guardian.

vi) If a learner is absent from school for a period of three (3) days or longer, a letter from a medical doctor must be provided.

vii) If a learner is absent from a formal assessment, a letter from a medical doctor must be provided.

viii) Learners are prohibited from leaving the school premises during school hours (8:00-15:00). Should a learner need to leave school due to illness or a pre-arranged appointment, permission must be granted by a member of Senior Management, and arrangements made with parents/guardians.

5. EXTRACURRICULAR ACTIVITIES

i) Attendance of extra-curricular activities is expected as a part of the school's holistic approach to learning.

ii) Learners and parents/guardians may choose which activities the learner will attend each day. Places are offered on a first-come-first-served basis.

iii) If a learner cannot attend their activity, parents/guardians must inform the school no less than twenty-four (24) hours in advance.

iv) If an activity cannot run on a certain day, the school will endeavour to arrange alternative arrangements. Should this not be possible, parents/guardians will be informed.

v) If a learner does not attend one activity for three (3) times in one term, their place will be offered to the next learner on the waiting list.

vi) Note for external children joining extra-curricular activities: The same rules apply regarding attendance.

6. NOTE ON ARRANGED ABSENCES DURING TERM TIME

i) Regular school attendance is essential for learners' academic and social development.

ii) In cases where a child needs to be taken out of school for non-medical reasons, eg. a family event, a Request for Learner Absence Form must be completed. These forms are available on the school website and from the School Office.

iii) Please complete this form and return to the School Office at least one week before the start of the requested absence date/s.

Written: March 2022

Written by: Marnie Allen, Aretha Olman

First review: Lüderitz Blue School Board, April 2022

Second review: March 2023, Marnie Allen

Third review: January 2024, Marnie Allen

Next review due: January 2025