



ATTENDANCE POLICY

Peak Academy is an Independent school registered with the Western Cape Education Department (WCED) and with Cambridge Assessment International Education. Peak Academy is a division of Peak Group (PTY) Ltd.

OBJECTIVE

Our objective at Peak Academy is to be intentional in training and supporting a student to reach their full potential. Success requires a commitment from both parties. Attendance is regarded as the first form of a student's commitment to their studies and their engagement in their learning experience at Peak Academy.

The purpose of this policy and procedure is to familiarise our students with what will be expected of them one day in the working world. It also ensures that students are attending lessons and participate in **all** the functions of Peak Academy. This is a fundamental element to the success of a student at Peak. Parents are also required to commit to getting students to the Academy daily on time.

EXPECTATIONS

Students are required to attend the Academy every working week day. Students are expected to be at school by **08:15am**. In order to qualify for the external exam endorsement students are required to have an 95% attendance at school.

Students are also required to attend all scheduled lessons during the week. Students are expected to attain a high (approx. 95%) attendance rate which means that no more than 2 lessons per subject can be missed per semester.

Students are also required to remain at school for the duration of the academic day. All external appointments are to be made outside of academic hours.

PROCEDURE – ABSENCE FROM SCHOOL

Should a student have a valid reason to stay absent from school, it is expected that a **parent or guardian** will notify the office **before** 8:15am on the morning. This can also be done through the learner management system. (LMS)

A medical certificate signed by a registered medical professional, will be required to be submitted to the office should absence due to illness be longer than 3 consecutive days or absence on a Monday or Friday.

Should a student be absent for any other reason consent should first be obtained from the office before taking absent days.



PROCEDURE – ABSENCE FROM LESSONS

Students are expected to be at all scheduled lessons. If a student cannot be present for a lesson for a valid reason, it is **the student's responsibility** to excuse themselves from the lesson bearing in mind

- that after 2 missed lessons there will be intervention action
- possibly be unendorsed from writing final exams.

PROCEDURE – MISSING TESTS, ASSESSMENTS ETC

Students should always be aware of upcoming tests, assessments, tasks or assignments which are noted on their schedules for each subject each semester.

In the event of absence on the day of a formal assessment, scheduled test, task or assignment a medical certificate signed by a registered professional will be required to be submitted to the office AND to the teacher of the relevant subject via the LMS.

Should this letter or certificate be provided an alternative arrangement can be made to complete the assessment, test or assignment, however it will be the responsibility of the student to arrange this with their relevant Teacher.

Should no medical certificate be presented on the day of return after missing a formal assessment, scheduled test, task or assignment the student will **obtain a zero mark**. This will affect their overall performance rating. The work should however, still be completed to be marked. This is to ensure that consolidation of the content is still accomplished.

Should a student require an extension to handing in a task or an assignment or writing a formal test or assessment the student must communicate the issues as to why it cannot be done by the due date and possible alternative dates must be given. Please note that it is at the sole discretion of the teacher to allow an extension or alternative plans to be made.

PROCEDURE – FOR EXTENDED LEAVE OF ABSENCE

Should a student have a valid reason for not attending school for an extended time, an *Extended-Leave-of-Absence-Form* needs to be filled in and submitted to the office by a parent or guardian.

It should be noted that once approved by the school, it is expected of the student to take the initiative to inform and discuss the work requirements with their individual subject teachers in advance and an action plan be established for the time that they will be away.

They should be able to stick to their work schedules and should email their work to the office in order to stay up to date, unless stated the reason for absence does not permit school work to be done. This must be indicated on the *Extended-Leave-of-Absence-Form*.

It is very important to note that without completing the *Extended-Leave-of-Absence-Form* parents are still liable to pay monthly school fees.



PROCEDURE – ABSENCE DUE TO EXTERNAL EXAMINATION

Should a student writing their International Cambridge Examinations be absent from other lessons to write the exam, it is **the student's responsibility** to excuse themselves from any lessons that they will potentially miss. Should this not happen the teacher will mark a student as “absent” from the class and this will ultimately affect the endorsement to write the exam for that subject.

It should be noted that it is expected of the student to take the initiative to inform and discuss the work requirements with their individual subject teachers in advance and an action plan be established.

DEFAULT IN ATTENDANCE

Students are strongly discouraged from being absent from lessons as it puts them at a disadvantage. Attendance will be monitored closely and should it be noted that there is a default the student will be called to an intervention for the situation to be analysed. Measures will then be put in place to support the student to remediate the situation.

Should a student's attendance rate fail to improve following intervention and without valid reason, the next step in the disciplinary process will follow and could eventually result in the termination of their studies at Peak Academy.

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