



Lüderitz Blue School

Attendance, Lateness and Absence Policy

1. SCHOOL STATEMENT

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

2. SCHOOL HOURS - PRIMARY SCHOOL

- i) Academic lessons run from 8:00 until 14:00.
- ii) Students have a supervised break from 10:30 - 11:00 and a supervised lunch break from 13:00 - 13:30.
- iii) Optional extra-curricular activities start at 14:00 and end at 15:00 unless otherwise stated.

3. SCHOOL HOURS - SECONDARY SCHOOL

- i) Academic lessons run from 8:00 until 15:00.
- ii) Students have a supervised break from 10:00 - 10:30 and a supervised lunch break from 13:00 - 13:30.
- iii) Optional extra-curricular activities start at 15:00 and end at 16:00 unless otherwise stated.

4. COLLECTION AND DROP-OFF OF STUDENTS

- i) Parents/guardians are responsible for ensuring the safe and prompt arrivals of students to school.
- ii) Students may not leave the school premises unaccompanied at the end of the day unless an Independent Travel Form has been signed by parents/guardians and returned to the School Office,
- iii) The above is strongly recommended, but not compulsory, for Secondary school students.
- iv) If the person collecting the student is not their parent/guardian, parents/guardians must inform the School Office who will be collecting the student.
- v) The person collecting the student must be over 18 years of age unless otherwise agreed with the Head/s of School beforehand.
- vi) Students must be collected promptly at the end of the school day. If a parent/guardian is running late, the school must be informed.
- vii) As of January 2024, the school charges late fees for students not collected on time. Late fees apply when a student 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
- viii) The above will continue to increase with N\$50 every 15 minutes, up to a maximum of N\$500 dollars on one day.
- ix) Note for external children joining extra-curricular activities and/or trial days: It is the responsibility of a child's parent/guardian to make sure they arrive at school safely. The rules for drop-off and collection are the same as a student at Lüderitz Blue School. If parents/guardians allow their child to travel home independently after their club, an Independent Travel Form must be completed.
- x) As of February 2025, the school has introduced the option of paid after school supervision for students up to 17:00. For further information, please contact the School Office.

5. ACADEMIC LESSONS

- i) Daily attendance is taken by Class Teachers / Form Tutors. These documents, as well as communications with parents/guardians regarding absence are kept at the School Office.
- ii) School registers are taken at 8:00. Students must arrive promptly at this time. Any students arriving after this time will be registered as late.
- iii) If a student 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, 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 before 8:30. Any short-term absence (less than three (3) days) must be covered by a note from the student's parent or guardian.
- vi) If a student 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 student is absent from a formal assessment, a letter from a medical doctor must be provided.
- viii) Students are prohibited from leaving the school premises during school hours. Should a student 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.

6. EXTRACURRICULAR ACTIVITIES

- i) Attendance of extra-curricular activities is strongly encouraged as a part of the school's holistic approach to learning.
- ii) Students and parents/guardians may choose which activities the student will attend each day. Places are offered on a first-come-first-served basis.
- iii) 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.
- iv) If a student does not attend one activity for three (3) times in one term, their place will be offered to the next student on the waiting list.
- v) Note for external children joining extra-curricular activities: The same rules apply regarding attendance.

7. NOTE ON ARRANGED ABSENCES DURING TERM TIME

- i) Regular school attendance is essential for students' 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 student 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.

8. WITHDRAWAL FROM THE SCHOOL

- i) If parents/guardians wish to withdraw their child from the school, a notice period of two (2) calendar months is required.
- ii) This must be submitted in writing to the Head/s of School.
- iii) Should the full notice period of two (2) calendar months not be given, parents/guardians are required to pay the remaining fees for the child until the 2 months have passed.

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