



SMT

Learner Attendance:

Data analysis table - SMT

Grade	Number of learners	Weekly submissions of class registers						Names of learners with more than 5 days absent	Learners with 10 consecutive days absent		Report Marks	Learner challenges	Support by SBST
		Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6		Names	Action taken by principal			

Questions to ask when looking at this data:

- Which grades have not submitted the weekly registers? What is the reason for this?
- Who is responsible for ensuring that all class registers are marked and collected on a daily basis?
- If you compared the number of learners enrolled in a class to the number of learners who have been absent for more than 5 days, what is the percentage of learners who are absent more than 5 days?
 - Which class or grade has the highest percentage?
 - What are the implications of having a high percentage of learners absent for more than 5 days?
- Policy states that learners who are absent for 10 consecutive days should be followed up by the principal. Has the principal followed up with the parents of those learners?
- Select a grade with the highest number of learners who are absent more than 5 days. What are the common challenges that these learners face? What support has the SBST given to these learners?



Tracking interventions - SMT

Learner Attendance	Number of learners who require support	Person responsible for collecting class registers	Names of learners (10 consecutive days) that the principal followed up on	Names of learner who have been given support by the SBST	Support given by the SBST	Update on progress			
						Term 1	Term 2	Term 3	Term 4

Questions to ask when looking at this data:

- Does the updated progress show any improvement?
- Which grade made the most improvement? What were the contributing factors to the improvement?