



## **IkamvaYouth's Kick-out Policy**

Please note that this kick-out policy can be amended depending on your agreed upon terms of kick-out. This is best done at the beginning of the year with your whole team so everyone is on the same page.

### **1. Background to kick-out policy**

Good attendance correlates to good academic results, better subject confidence and a more committed and responsible attitude. These are some of the core aims of the tutoring programme.

To keep a learner on the programme that has not adhered to the 75% attendance requirement does the learner and the programme a disservice. It can:

- Cause friction and conflict between learners
- De-value those learners who are attending regularly and on time
- Increase poor attendance as normalises tardiness and absenteeism amongst peers
- Jeopardise personal development
- Reduce the overall impact of your programme
- Anger and demotivate volunteer tutors who have dedicated their time when no one shows up.

### **2. Terms**

To establish the 75% attendance requirement and maintain good attendance, it is important to follow the guidelines set out in this policy.

#### **2.1. To whom this policy applies**

Any learner who has registered with the programme and has signed the agreement stating that they fully understand and commit to achieve a 75% attendance requirement and failure to do so will result in being kick-out.

This includes all grade 8-12 learners.

It is recognised that grade 12 learners are often subject to extra classes, particularly in exam terms. This can cause their attendance to fall below the required 75%. Organisational staff will use their discretion and will establish and communicate any special exceptions to the attendance requirement upfront with all grade 12 learners. Any grade 12 learner who does not comply with the specified attendance requirement is liable to be kicked-out of the programme.

## 2.2. Absenteeism

All learners make a commitment to attend all tutoring sessions during the week and on Saturday mornings.

If a learner is unable to attend a session they must:

- a) Report in advance to the tutoring session starting, by telephone or in person to the programme coordinator and provide a valid reason for their absence
- b) Report after their absence with a signed letter from their parent or school stating the reason for such absence
- c) Provide contact details of any teacher or parent who signs a letter of excuse and agree to them being contacted should there be any cause for doubt

All efforts should be made to attend every session. However, valid reasons for absence include:

- **Doctors appointment** – learners must provide a doctor's note that states the time, date, and location of their appointment
- **School extra classes** – learners must provide a teacher's note stating the reason for being kept behind at school as well as the time, date and location
- **Emergency family responsibilities** – learners must provide a parent/guardian's note stating the reason for absence, and the time, date and location

If a valid absence is reported timeously in the manner set out above, it will result in attendance being recorded as 0,5 points and contribute to the learners overall attendance score.

If the absence is either invalid or is not reported in the manner set out above, the attendance will be recorded with 0 points.

## 2.3. Process

If learners miss more than one session the organisation has the right to call their stated parent/guardian to determine the reason for their absence.

Any learner whose attendance is dropping below 75% attendance will receive a warning within good time so that she/he are able to make a choice to improve their attendance before the kick-out date.

A learner will receive a letter home and a 'yellow card' warning if they are in danger of being kicked-out.

Any learner/parent/guardian has the right to request access to their attendance data at any time.

Kick-outs will be conducted at the end of each term and learners who are kicked-out of the programme will be notified via sms and a list will be publically posted at the branch.

## 2.4. Making up missed time

Any learner who misses a tutoring session for any reason has the right to make up this time by attending the catch-up class on the specified day or attending one of the tutoring sessions that is held in the week. If a learner makes up this time during the week they will be marked as having 100% attendance for that week.

Any decision to make up time on an additional day needs to be discussed and agreed upon with the Programme Coordinator ahead of time.

## **2.5. Reapplication**

If a learner has been kicked-off the programme due to poor attendance or for another reason such as poor behaviour, that learner will not be allowed to reapply for the programme until one calendar year has passed.

If the learner would like to reapply in the following year they may do so but it will be at the discretion of the branch staff whether he/she should be accepted.

## **2.6. Dates**

Any learner who has been kicked off the programme will be notified not later than 1 week after the close of each term; 25<sup>th</sup> March, 1<sup>st</sup> July, 7<sup>th</sup> October, 14<sup>th</sup> December 2016.

Any contestation to the kick out decision must be brought to the branch coordinator by the parent/guardian together with the learner in person in the first week of the new term.

## **2.7 Agreement**

I .....fully understand the 75% attendance requirement. I understand that in order to keep my place in the programme I must attend a minimum of 75% of the tutoring sessions in any term. I will receive a warning in the middle of the term if my attendance is less than 75% and will have the opportunity to improve my attendance before the end of the term. If at the end of term my attendance has been less than 75% for the term I agree that this will result in being kicked-out of the programme and my place will be given to another learner on the waiting list.

I agree that if I miss more than 1 tutoring session the organisation has the right to contact my parent/guardian to find out why I was not able to attend.

I make this commitment as I understand that this will help me to improve my academic results and will assist the organisation to deliver the best programme for me.

Student signature .....

Parent/Guardian signature.....