

## School Experience Attendance Record Guidance

You are responsible to demonstrate your attendance at school for the School Experience. Each week you should be in school for **4 days**. In Year 1 you will be working in a Standard 1 or Standard 2 class, in Year 2 you will be working in a Standard 7 or Standard 8 class. You will have a Mentor who is an experienced teacher, and you will meet with her/him every 2 weeks to discuss your progress in the KGIS MATS programme. The Head Teacher in your school is also available to support you if you need.

Please complete the School Experience attendance record **every week**. After you input information in each row, you will need to have it signed by the Head Teacher. You will then sign in the last column to confirm that the information you have recorded is correct and you have shown it to the Head Teacher.

You will have to show your attendance record to FAWEMA before receiving your bursary, and they will give you a new record form for the following term. You will not be able to get your bursary if the form is not completed, signed, and up to date. At the end of the term you will need to leave your completed attendance form at the TDC to be collected by FAWEMA. You will sign a register at the TDC as evidence that you have submitted your attendance form. You will not be able to collect your next bursary if your form was not submitted at the TDC.

It is important that you attend your School Experience 4 days each week. Your attendance will be evaluated to determine whether it is good, low or poor. If your attendance is not good, you will need to have a conversation with the FAWEMA officer and **your bursary might be delayed**.

### How Your Attendance will be evaluated

Your attendance will be rated as good, low or poor according to the following criteria. We have provided an example based on a term with 56 days:

- **GOOD** attendance: If you have attended school between 45 and 56 days (75%-100%): Well done and make sure you continue attending regularly next term!!
- **LOW** attendance: if you have attended school between 30 and 44 days (50%-75%): You have missed a lot of days this term. You may be at risk of having your bursary withheld next term if you do not improve your attendance. You should make sure your attendance is GOOD next term to ensure you receive your bursary.
- **POOR** attendance: If you have attended school less than 29 days (less than 50%): You have missed most days and this affects the work you are doing with the learners and the teacher in your class. You will need to speak with the FAWEMA officer who might have to delay your bursary until next term. You should make sure your attendance record is GOOD next term to allow you to receive your bursary (for both terms).

### How to Complete the Attendance Form

An attendance form will be provided by FAWEMA at the induction and at every bursary payment day. Here is an example of how to complete it along with further explanations:

Week starting	Total days attended this week	Reasons for any non-attendance	Name of Head Teacher or Mentor	Signed and dated by Head Teacher or Mentor	Signed and dated by Teaching Assistant
Monday, 1 <sup>st</sup> of June 2015	2	Wednesday my daughter was ill. Thursday I took my daughter to the hospital.	J. Phiri	✗	✗

- Week starting: FAWEMA has completed this column for you and it indicates the weeks you should be in school this term or until FAWEMA comes to pay your bursary.

- Days attended: here you need to write the number of days you have attended during this week. You will need to write a number between 0 and 4.
- Reasons for any non-attendance: if you have not been able to attend the 4 days this week, you should explain why this was for each day you were not in school. Was it because you were ill, another person in your family was ill, you had a funeral, a doctor's appointment..? Please also indicate school holidays in these explanations.
- Name of Head Teacher or Mentor: you need to write the name of the Head Teacher or your Mentor who is verifying your attendance in school.
- Signed and dated by Head Teacher or Mentor: Your Head Teacher or Mentor will need to sign and date this column to confirm your attendance.
- Signed and dated by Scholar: you also need to sign and date when you have signed the form AFTER the Head Teacher or Mentor sign it to confirm that you agree.
- End of form: at the end of the form you need put the total days you have been in school this term and sign the form before you give it to the FAWEMA officer.

## School Experience Attendance Record

Teaching Assistant Name: \_\_\_\_\_

District: \_\_\_\_\_ Zone: \_\_\_\_\_ School: \_\_\_\_\_

[illegible]


I have attended \_\_\_\_\_ total days of school experience this term.

Scholar signature/date: \_\_\_\_\_ FAWEMA signature/date: \_\_\_\_\_