



**Administration Centre**  
Zone D, Gwadana Drive, Ezibeleni  
Private Bag X 7110, Queenstown, 5320  
TEL: 047 873 8843 FAX: 047 873 8849

REFERENCE : Compulsory daily class attendance.

ENQUIRIES : Adv. A. Mgaleli.

CIRCULAR : **General Circular Number 01/2025.**

EXPIRY DATE : **None.**

TO : **ALL STUDENTS.**

**BRIEF SUMMARY:** A circular aimed at informing students about compulsory daily class attendance.

**SUBJECT : IMPLEMENTATION OF COMPULSORY CLASS ATTENDANCE.**

1. All students are officially informed of the compulsory 100% daily class attendance.
2. Students are further advised to ensure that they signed the class control register daily for every period attended.
3. Subject lecturers to ensure that students signed class control register in class during the period.
4. Absenteeism shall be captured in the BMS from class control registers weekly, and the capturing shall be monitored weekly.
5. A report on students who fall below 100% shall be generated monthly with reference to the class control register as a source document.
6. Students who fail to attain 100% attendance per month shall have the payment of their allowances blocked and this may also result in the examination entry being blocked too.
7. It is hoped that all students shall find this in order and perceive it as a support system towards the achievement of high academic performance and responsible citizenry.
8. The medical certificate rule shall apply in all cases of reported sicknesses.

SIGNED: .....

ACTING/DP REGISTRAR: Adv. A. MGALELI

DATE: *19/02/25*

*(The circular must be circulated to all teaching staff and data capturers and/or admin clerks)*

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Administration Centre	047- 873 - 8800	Queen Nonesi	047 – 878 6472
Aliwal North Campus	051-634 1035	Queenstown	045 - 838 2593/4
Ezibeleni Engineering	047-8731293	Sterkspruit	051 – 611 0205