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- Ensure that learners arrive on time for school and school commitments. If the learner is going to be late, the parent/guardian must immediately phone the office to notify the school and give the reason/s for late arrival. Any delay in contacting the school may result in the late arrival not being approved.

Approval for the late arrival will only be granted if the Principal is satisfied with the reason for the late arrival. Learners will be given an informal detention for late arrival (two if it is after a long weekend/exeat or holiday) that is not approved by the Principal. Further action will be taken if there is a pattern of late arrivals. The parent/guardian is responsible for ensuring that learners are at school every day, that they arrive punctually and that absenteeism is avoided.

Unavoidable absenteeism must be reported by telephone before 9:00am on each day of absence under all circumstances, and in writing on the first day of the learner's return with contact details. If the letter is not submitted on the day of return, the absenteeism will not be approved.

A doctor's letter is required for absenteeism on a day when an assessment was written. A new assessment may be set for the learner for a fee of R300 for a test and R500 for an exam, payable in advance.

- A doctor's letter is also required for absenteeism of two days or longer, or one day if before or after a weekend or holiday. A learner may not return to school before the date specified on the doctor's letter. The school will not accept a doctor's letter if it is illegible, or if the doctor is the learner's parent/guardian or immediate relative. Dysmenorrhea (period pain) will not be accepted as a valid reason for absence, unless the school is provided with a letter from a registered medical specialist. Fees and expenses are payable in full while a learner is absent, irrespective of how long the absence is. The learner is responsible for catching up on any school work missed while he/she was absent. Learners must be present at all times during school hours, unless they are absent with the written permission of the Principal.

All appointments or commitments of any kind (e.g. doctor, dentist, orthodontist, medical tests or check-ups, scheduled surgery, drivers' licences, interviews, applications, competitions, shows, conferences, seminars, initiation school, events, ceremonies, etc.) must be made for times outside school hours and school terms.

Absence will not be granted for external events of any kind (e.g. fashion shows, competitions, league matches, performances, conferences, seminars, cultural events, church or community events, graduations, interviews, appointments, tests, travelling, special days, family ceremonies/rituals, etc.).

Learners will not be released from school (including sport, extra-murals, detention, extra lessons/study, activities, functions, camps or events) during the week or weekend under any circumstances unless the school has received a written request with documentary proof at least 3 school days before the event and the request has been approved by the Principal in writing, as described in Section 5.10 paragraph 7 under School Rules (Additional comments).

Absence for funerals will only be considered for immediate family members (parent, sibling or grand-parent) and only if the death certificate is submitted with the letter of request. If absence for a funeral is permitted, only one school day will be granted.

Absenteeism is not allowed unless agreed by the Principal in writing. Unauthorised absenteeism is an expellable offence. Informal or formal detentions or Saturday study will be given to the learner for each day of unauthorised absence at the sole discretion of the Principal.

Learners will get a zero for any assessment that was missed due to unauthorised absenteeism. A new assessment may be set for the learner for a fee of R300 for a test and R500 for an exam payable in advance, at the sole discretion of the Principal.

Learners will receive DOUBLE PENALTIES for absence or late coming immediately before or after holidays/exeats/long weekends. If the learner is absent for longer than 2 weeks, the school reserves the right, at the sole discretion of the Directors, to put the learner back to the previous grade and/or not register them for external examinations. Fees and expenses are payable in full while a learner is absent, irrespective of how long the absence is. The learner is responsible for catching up on any school work missed while he/she was absent.