

Absence from School

1. Parents should notify the school before 10:00 in the morning about a learner's absenteeism and send a letter/fax/e-mail to the office.
2. Learners are not allowed to be absent from school for any unnecessary reason such as driver's licence tests, routine doctor's or dentist's appointments, etc.
3. If a learner, who has a valid reason, wishes to be excused during school hours, she should notify the principal in writing. The official permission signed by the principal must then be presented to the class teacher, as well as the secretary and only then may the learner, when fetched by the parent(s), sign out in the applicable book in Room 19. Learners must be on time for their appointments and wait in the foyer. **NO-ONE WILL BE CALLED.** Learners must be at school for the first four (4) periods to be marked present.
4. Learners not feeling well during the course of the day, may contact the secretary in Room 19. If permission is granted to leave school, the learner must write a note which is signed by the principal.
5. Hostel staff will inform the school about the absenteeism of boarders. Boarders may only return to the Hostel during school hours when a written note, signed by the principal, is presented.
6. No learners are allowed to leave school until the LAST official school day of each term.
7. See Assessment Policy for absenteeism during tests and examinations.

Latecomers

Parents must inform the school when learners will be late. Learners **MUST** sign the register in Room 19 upon arrival.