

## School Attendance Policy

Please note the following requirements for school attendance

### ILLNESS

- Parents are requested to be wise about their sick children. Please do not send your child to school if he/she is really ill. However, do not keep your child at home for any minor ailment.
- When the pupil returns to school after being away due to illness, a letter from the parent must be given to the register/class teacher explaining the child's absence. The letter may be noted in the school diary.
- A doctor's certificate is required if a child is absent for two or more consecutive days. A doctor's certificate is also required if a child misses any examination or STest.
- Please refrain, as far as possible, from making doctors/dentist appointments during the school day.

### VACATION

- Parents must request permission, from the **Headmaster**, for leave from school for family responsibilities/vacations. The Headmaster cannot ordinarily grant permission without sound and valid reason.

### GENERAL TERMS

- Although the teacher may assist, the responsibility to catch up work missed during absence falls on the pupil and the parent.
- Projects, tasks, etc., due for a particular date must be submitted by the parents on the due date if a pupil is reported to be absent on that particular day.
- A pupil will, generally, be expected to write a test or examination that has been missed due to absence, on the day he/she returns to school, or by a date set by the teacher. Stests are caught up on the first Friday back. A letter / doctor's note must be taken to the test/exam administrator and he/she will attach said to the test when it is written.
- Pupils who miss more than 12 school days other than for verified medical reasons (doctors certificate) may result in their not being eligible for promotion.

## **PUNCTUALITY**

- Pupils who arrive late for school must report to the College/Prep Reception before going to class/assembly. A learner will be marked absent for the day should this not take place.
- Parents are expected to ensure that pupils arrive at school on time. The school day starts at 07:40. All pupils should be at school by 07:30, at the latest.
- Pupils are expected to be punctual for all school activities including sports and cultural activities.

## **SANATORIUM**

- A pupil who is ill at school will be placed in the (Sanatorium) and the parent will be notified. Parents must report to the Sanatorium to sign the pupil out.
- Pupils are not allowed to contact parents personally if they are sick and need to be collected. The College/Prep Reception will assist in this process.

## **EARLY DEPARTURE**

- Pupils that know beforehand if they need to leave early must bring a letter detailing their early departure. This letter should be handed to the House Mentor before school starts. The House Mentor will issue an "Early Leaving" slip.
- Pupils may not contact their parents via their cellphones to collect them, should they not be feeling well or if they wish to leave early for any other reason. An "Early Leaving" form must be signed by the Class teacher/House Mentor. The pupil must report to the College/Prep Reception with this form where the administrator will contact the parents, if necessary.
- Parents must collect their child/children from the College/Prep Reception personally, to sign the Early Departure book.
- Pupils who do not adhere to the early departure procedure will be considered truant.
- In the case where parents request early departure, for any reason, please inform the Deputy Headmaster's secretary who will initiate the above procedure.