



22 Mackeurtan Avenue Durban North 4051 Grades 8–12 Tel: 031 563 2221 Fax : 086 763 4325
Web: www.oakridge.co.za Principal: Daryl C Franks B.Sc NHOD(RAU) EMIS No: 341 769 CK 2000/010115/23

1 February 2017

Dear Parents and Guardians

Absenteeism is a huge problem for educators and as the safety and security of the learners at Oakridge College is of prime importance we need to remind you of our **absentee policy** and **early departure procedure**.

Please read these carefully as they will be strictly adhered to.

Leaving school early is **only allowed** by the Department of Education for the following reasons :

1. Extreme illness or accidents :
(Headache, stomach aches, tiredness and other minor maladies do not always fall in the extreme category and learners are encouraged to be at school whenever possible.)
2. Specialist appointments :
As it is often difficult to book these after school hours, a special procedure is in place (see point 2 below).
General doctors' appointments should be made after school hours wherever possible.
3. Family death or crisis.
4. International, national or regional/provincial sporting events :
(Prior arrangements to be made.)
NB : (Leaving early to travel away for a weekend is not considered an emergency.)
5. Drivers tests are not to be taken in school hours. Please book these in the holidays.

If any of these circumstances apply to your child then please follow these procedures. If there is **any** other urgent **reason for absenteeism** then please notify the school **in advance in writing**. An email can be sent to: contact@oakridge.co.za

1. If a learner is extremely ill at school they must report to Mrs Bredenkamp-Dalais. If permission is given for an early departure then either she or the receptionist will phone the parent / guardian. Learners are not automatically sent home if they feel unwell.

NB Please do not communicate with your child via their cell phones as these conversations cannot be verified.

On arrival at school please report to reception to sign out.
Only designated parents / guardians may sign their children out.
The learner will then be fetched from class.

2. Please notify the school in writing, with a minimum of 24 hours notice prior to the specialist's appointment, to enable this to be recorded in advance. Designated parents / guardians then follow the signing out procedure above.
3. In case of family death or crisis, please contact Mr Franks or Mrs van Loggerenberg via reception so that arrangements can be made.
4. The procedure for sporting events is the same as specialist appointments (number 2). The school must be notified in writing in advance.

School Absences

If your child is ill or any other unforeseen emergency arises, **please notify the school by phoning in as soon as possible on the day.** Do not message Mr Franks.

If a learner is sick on a Monday, Friday or test day, then a doctor's note is required. If a learner is sick for two or more consecutive days, a doctor's note is required.

ALL ABSENCES MUST HAVE AN ACCOMPANYING LETTER / DOCTOR'S CERTIFICATE on the day of return to school.

Please refer to the detailed procedures and requirements in the Code of Conduct on our website : www.oakridgecollege.co.za

We thank you for assisting us in this and know that you appreciate the concern afforded your child.

D C FRANKS
PRINCIPAL / DIRECTOR