



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

EARLY DEPARTURE and ABSENTEEISM PROCEDURES

FEELING SICK AT SCHOOL

1. If a learner is extremely ill at school, they must report to MRS BREDEKAMP-DALAIS.
2. If permission is given for an early departure, the learner then goes to the receptionist who will phone the relevant parent or guardian. Learners are not automatically sent home if they feel unwell. Learners may not make arrangements directly with their parents via cell phone.
3. When the learner is picked up from school, the parent or guardian has to sign the learner out at reception.

PRIOR KNOWLEDGE OF PLANNED ABSENTEEISM

1. The school has to be informed of the learner's absence at least the day before **in writing**. This is to be communicated to the school reception via **email** or a **letter** sent with the learner.

The reception email address is: contact@oakridge.co.za

NO PRIOR KNOWLEDGE OF ABSENTEEISM

1. The parent or guardian **has to phone** reception to inform the school of the learner's illness. The reception landline is 031 563 2221.
2. MEDICAL CERTIFICATES are required under the following circumstances:
 - If the learner is sick on a Monday or Friday or the day before or after a public holiday.
 - If the learner is absent due to illness for **two or more consecutive** days.
 - If the learner is absent on a **test or examination** day. If a medical certificate is not submitted, the learner will NOT be allowed to catch up the test or examination.