

EARLY DEPARTURE and ABSENTEEISM PROCEDURES

FEELING SICK AT SCHOOL

1. If a learner is extremely ill at school, they must report to MRS BREDENKAMP-DALAIS.
2. IF permission is given for an early departure, the learner then goes to the receptionist who will phone the relevant parent / 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 / 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. Either via EMAIL or a letter sent with the learner.

EMAIL ADDRESS: deputy@oakridge.co.za / contact@oakridge.co.za

NO PRIOR KNOWLEDGE OF ABSENTEEISM

1. The parent / guardian **has to phone** Reception to inform the school of the learner's illness.
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 EXAM day. If a medical certificate is not submitted, the learner will NOT be allowed to catch up the test or exam.