

	HLANGANANI PREPARATORY SCHOOL NPO – 004 - 598		ISASA
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Absence from School Policy

Policy Objective: Hlanganani Preparatory School (HPS) has developed an Absence Policy for Parents and Learners to give direction to them when their child is absent from school.

A learner may only be absent from school for a valid reason (illness, urgent affairs, etc).

- If a child is absent from school for one day only. Upon his return, the child's absence should be explained by means of a letter from the parent(s).
- If a child is off for a second day, the secretary should be informed by telephone. This should be done at the outset if parents know that the child is due to be off for more than one day. You can contact the school on 039 6854648 or on Whats app number 060 908 3597
- Absence of more than three days must be supported by a doctor's certificate.
- In the case of absence through illness, the teachers will assist in efforts for the child to catch up with missed work, get notes, etc.

A Grade 4 to 7 learner who is absent on a test day will have to supply a doctor's certificate, otherwise they will receive zero for that assessment.

The Principal or any teacher may NOT give permission for any child to miss school for any reason other than illness or urgent affairs. Permission for travel, timeshare, modelling assignments etc may not be given.

Should a parent decide to keep a child out of school for reasons other than illness, it is their responsibility and, not that of the teacher, to ensure that the child catches up missed work, obtains notes, gets up to date, hands in projects etc.

Absence for periods of a week or longer could seriously hamper the child's progress.

January 2023

