

**DURBAN GIRLS' HIGH SCHOOL****ABSENTEE POLICY FOR PARENTS AND LEARNERS**

If your daughter is unable to attend school please advise the school telephonically on the day of her absence. A note explaining the reason for her absence, written and signed by a parent, must be sent to school with your daughter on the day of her return to school.

1. If your daughter is absent, she must bring an absentee letter and hand it to her register class teacher on the morning she returns to school.
2. The letter must be written on an A4 sheet of paper to facilitate filing.
3. The letter must state the **full name of the learner, register class and date/s of absence. The reason for the absence must be given and must be specific - not just '.... was ill.'** It must be signed by the parent/guardian.

	<b>Date</b>
<b>Addressed to: Mrs Hayes-Hill / The Principal</b>	
<b>RE: [Full name of learner] absent from school</b>	
Class e.g. Gr 12 H	
Date/s of absence	
<b>In this absentee letter the parent/guardian must give a specific reason why his/her daughter was absent.</b>	
<b>Signed by parent / guardian</b>	
<b>Contact Tel Number:</b>	

4. If your daughter is doing an assessment on the day she is absent, her parent/guardian must phone the school before 07h30 and inform Mrs Hoffman that she will be missing an assessment in the particular subject concerned. Failing to do this will result in her receiving zero for the assessment.
5. Similarly, if your daughter has a project/assignment due on the day she is absent, her parent/guardian must phone the school before 07h30 and inform Mrs Hoffman that she is aware of the project/assignment in the particular subject. Arrangements can then be made for the handing in of the project; preferably for it to be brought to school on that day.
6. If your daughter needs to leave school during school hours (e.g. for a specialist appointment) the following process should be followed:
  - write a letter, addressed to the Principal, with details of the request.
  - this letter must be brought to the Deputy's office before 07h30.
  - only the biological parent may collect the learner from the Front Office.
  - if the biological parent is not collecting the learner, the details of the person who is collecting the learner and the ID number of this person must be provided.

**Please note this is for emergencies only.**

7. **If at all possible please do not make appointments during schools hours; this includes writing learners licenses, seeing people off at the airport, going away for the weekend, etc.**