



Open minds campus

Reviewed annually

A community of self-directed learners

153/1 Crocus Road

Kyalami AH

Gauteng 1684

Absenteeism Policy

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For any queries, please contact us
By email: info@openmindscampus.co.za
Phone: 011-702-3332

1. Introduction

All individuals at Open Minds Campus uphold basic principles reflecting our philosophy and that define all students and employees at Open Minds Campus.

Achieving the best results is not possible without consistent attendance at school by all students with minimum absenteeism during the year. Finding joy within learning and self-discovery makes it important unless due to illness.

The intention of this Policy therefore is to give clarity to Open Minds Campus expectations in terms of student attendance at school.

2. Policy statement

2.1 Notice of absence

Should a student be unable to attend school on any particular day, the parent/guardian is requested to inform the school by email or telephone, or other appropriate means of their child's absence and the reason for that absence.

2.2 Prolonged absence

Any student who misses three or more consecutive days of school through illness is required to present a doctor's certificate testifying to that absence upon their return to school.

2.3 Absence before or after a weekend

Any student who misses the day immediately prior to or immediately after a weekend, long weekend or half term weekend is required to present a doctor's certificate testifying to that absence upon their return to school. If the student was not absent due to illness, a valid reason has to be provided.

2.4 Excessive absence in a term

Where a student misses more than 10 days of school in any one term, the School will determine the reasons for this excessive absence and appropriate action may be taken where necessary.

2.5 Late arrival

Where a student is consistently late in arriving for the start of school, this will be investigated by the school and appropriate action may be taken where necessary.