

Guidelines for absence of learners



DEUTSCHE
INTERNATIONALE
SCHULE
JOHANNESBURG

1. Absence due to illness

- In case of illness, the parent or guardian will excuse their child **before 8:00** a.m. by calling the reception (011 726 6220) or by emailing the class director.
- For a period of **up to three days and if excused** by phone, the parent or guardian will write a letter of excuse, which will be submitted to the class director after three days at the latest without being asked.
- For illnesses lasting **longer than three days**, a doctor's note must be submitted to the class director no later than the return to school.
- If an announced performance test is missed due to illness, a doctor's note must always be submitted.
- In the event of **illness during the school day**, the student will pick up an application (green form) from the front desk, fill it out, and submit it to the subject teacher for signature. This signed form will be submitted to the front desk and the student will be given a yellow form with which to leave the school if he/she is picked up by a parent/guardian.

2. Absence in case of exemption

Subject teachers may grant exemptions for a **single lesson**. To do so, the parent/guardian submits a written request to the subject teacher. The student will fill out an application (green form) and turn it in at the front desk if picked up by a parent/guardian.

3. Absence in case of leave of absence

- Requests for leave of absence from classes of up to **3 working days, which do not border on vacations**, are to be submitted in writing by the parent or guardian to the head of the class.
- Requests for leaves of absence that are **adjacent to vacations or of more than three workdays** should be submitted to the school administration (secretary@dsjmail.co.za).
- Requests for leave of absence must be submitted in writing **at least 10 days** in advance with a detailed explanation of the reasons and can only be approved in justified exceptional cases. The school will inform the parent or guardian of the decision in writing.

4. Consequences of absence

- In the case of absences, students must independently make up the missed class material.
- If students are absent from announced performance assessments (classwork, presentations, etc.) without sufficient excuse or leave of absence, the performance will be graded at 0 percent.
- Educational and disciplinary action may be taken for absences without sufficient excuse.
- An absence without sufficient excuse of more than 10 school days may be considered a termination of the school contract.

Johannesburg, May 2023
Signed Thomas Bachmeier
Principal