Guidelines for granting leave of absence for 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 teacher.
- 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 teacher 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 teacher on the same day that the learner returns to school.

  • If an announced assessment is missed due to illness, a doctor's note must always be submitted within 3 days of the assessment at the latest. If no valid doctor's note is submitted within the specified period, the assessment will be marked with 0% (Mark 6). A valid doctor's note confirms that the learner was examined by a doctor at the latest on the day of the assessment and was given a medical certificate.
- In the event of **illness during the school day**, the learner will fetch an application (green form) from reception, fill it out, and submit it to the subject teacher for signature. This signed form will be submitted to reception and the learner will be given a yellow form with which to leave the school if he/she is picked up by a parent/guardian.

2. Absence from a single lesson

Subject teachers may release learners for a **single lesson**. To do so, the parent/guardian submits a written request to the subject teacher. The learner will fill out an application (green form) and hand it in at reception 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 school holidays**, are to be submitted in writing by the parent or guardian to the class teacher.
- Requests for leave of absence that is **adjacent to school holidays or of more than three workdays** should be submitted to the school principal (ventera@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 catch up the missed lessons.
- 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 as a termination of enrolment.

Johannesburg, May 2025
Signed Priska Döring
Principal