



THINK · LEARN · THRIVE

c/o Erin & Elma Roads Rondebosch 7700 Cape Town · Tel: +27 21 686 1567
www.proedhouse.co.za · email: admin@proedhouse.co.za

ABSENTEEISM POLICY

Late Arrivals

1. Learners should arrive at school by 7.30am in order to put their bags down and prepare themselves for the day. The gates are locked by 7.45am. Learners who are late should then report to Reception to receive a late slip, before heading to class.
2. Punctuality is a skill that must be mastered at school in order to equip students to be successful in the work place.
3. Learners and parents must be held accountable for timeous arrival at school.

Children Who are Unwell

1. We require parents to keep their children at home if they are not feeling well in the morning. This includes a temperature, vomiting, a runny or painful stomach, pink eye or the like. This will prevent teachers and other children from being affected and causing more absenteeism.
2. Please contact Reception before 08:30am on the day of absence so that a note can be placed on the attendance register.