



Somerset College

PROCEDURE FOR ABSENTEES AND TESTS

1. Responsibilities of Parents:

- Notify Mrs Gillian Wyness before 08h00 on the day your child is absent.
- If your child is going to miss a test on that day, the relevant subject teacher must be notified.
- A doctor's certificate is not required if your child is absent for one day.
- A doctor's certificate must be obtained if your child misses two or more days of school. Please email it to Mrs Wyness (g.wyness@somcol.co.za).
- If you fail to notify the school and a test is missed, the teacher reserves the right to give your child zero for the test.
- Catch-up tests must be written within 24 hours of the original test being written.
- Please note: Somerset College cannot give students permission to miss compulsory school days. Parents remove their children of their own volition. However, the school must be notified of the nature and duration of the absence; be it an appointment, family celebration or emergency (g.wyness@somcol.co.za).

2. Responsibilities of Students:

- The student must inform the relevant teacher of any impending absence such as an appointment or sports tour.
- The student is responsible for arranging for the collection and catch-up of work missed during that time.
- The student must negotiate with the relevant subject teacher as to when he/she can write tests that are missed due to a legitimate absence.

3. Responsibilities of Teachers:

- If a student is absent for a test/assessment, check with Gillian Wyness as to whether or not the school was notified.
- If no notification was given to either Gillian or the teacher, the student **will** get zero for the test.
- If the child returns to school more than 48 hours after the scheduled test date, the test may not be written.
- The teacher must then liaise with the relevant HOD as to the next step. (Mark as absent or use a formula to determine an estimated mark.)