



WITHDRAWAL POLICY OF LEARNERS FROM PHS DURING THE ACADEMIC YEAR

When a learner is withdrawn from PHS during the academic year, the responsible parent/guardian is required to give the school at least 30 days' notice of such withdrawal. This period is needed so that the school can honour its obligations of submitting the learner records to the new school and the Western Cape Education Department as well as offering the space to a new applicant.

Failure to notify the school timeously will result in parents/guardians being liable for financial penalties as described below:

1) Learner leaving and giving at least 30 days notice

If the **effective date** of withdrawal is before the 5th school day of a month, no school fees for that month (the month of leaving) will be payable. However, if the **effective date** is after the 5th school day of a month, pro rata fees for that month (the month of leaving) are payable. The calculation will be based on the number of school days elapsed over the number of days in the month.

2) Learner leaving between February and November and NOT giving at least 30 days notice

If the school does not receive the required 30 days' notice, the responsible parent/guardian will be liable for the pro rata share of the fees (until the last day of school) **plus** an additional month's fees.

3) Learner leaving in January (start of the new school year)

If a learner is not coming back to Pinelands High at the start of the new school year, the parent/guardian should inform the school as such by the last day of school (prior to the start of such a school year). If the school does not receive the required notice (by the last school day of the year), the responsible parent/guardian will be liable for THREE months worth of the school fees applicable in the new year.

In all instances no documentation will be submitted to the new school/institution or released to the learner/parent/guardian unless all outstanding fees are paid in full.

4) New learners at the school

If a learner had made application to attend the school for the first time and such an application is successful, the school normally requires confirmation by a certain date that the learner accepts the offer. If a learner accepts the offer but later decides not to attend the school any longer, the school needs to be notified in writing of such a decision by the 15th of November preceding the year of first-time attendance. This will allow the school to offer the seat to another learner on the waiting list. If the school does not receive the required notice by the required date, the responsible parent/guardian will be liable for ONE month's worth of the school fees applicable in the new year.