

Berlin British School - Primary School

Leave of Absence and Absenteeism

in accordance with the *AV Schulbesuchspflicht* valid as from 19 November 2014 in its version from 1.8.2018

Pupils' absence from school is considered authorised if the Head of School grants leave or if parents/ guardians excuse their children's absence due to illness or other unforeseen important reason(s) in retrospect.

1. Leave of Absence

Parents/ guardians, if requesting leave of absence for their child, must do so in writing at least 14 days in advance of their child's absence, stating reasons. Requests for leave of absence must be addressed to both the **Head of Primary** and the child's **class teacher**.

- a. The Head of Primary **may** give permission of up to ten days of annual leave of absence, depending on the circumstance.

2. Reasons for Leave of Absence

Leave of absence will be granted on a case-by-case basis. Pupils can be granted leave of absence for the following:

- a. personal reasons; e.g. doctor's appointments
- b. family reasons; e.g. marriage, death of a close relative
- c. leave of absence before or after school holidays shall only be granted in exceptional cases.

3. Absences - Procedures

Absences owing to illness or other unforeseen important reasons:

- a. Parents/ guardians must inform their child's class teacher of their child's absence from school in writing on the first day of absence before 8 am.
- b. If the school is not informed of a child's absence, the school will make contact with the parents/ guardians on the first day of the pupil's absence.
- c. Parents/ guardians must submit a statement explaining the duration and the reasons for their child's absence upon their child's return to school.

4. Unauthorised Absences

Absences which are neither communicated within the aforementioned deadlines nor sufficiently explained in retrospect will be deemed unauthorised.

a. Unauthorised absences from school

→ the school will contact the absent pupil's parents/ guardians on the first day of their absence.

b. If a pupil has 5 days of unauthorised absence from school in one term:

→ The school is obliged to inform the Berlin Senat (school authorities).

→ After a further five days of unauthorised absence, the Senat will be notified again.

→ The Senat then informs the Jugendamt (youth welfare office) and the educational psychology service about the absence.

→ The school will invite the pupil's parents/ guardians to a meeting. The Senat will determine further procedures in accordance with the Berlin School Law (§ 126 SchulG).

c. Absences due to illness

If there is reasonable doubt regarding a pupil's absence for health reasons, the school may request a doctor's note to confirm the illness. If the requested doctor's note is not submitted within the deadline set by the school, the absence shall be deemed unauthorised.