



German Section of
AFNORTH International School Brunssum
The Head Teacher



Bundeswehr
Wir. Dienen. Deutschland.

Absence from Class (Sick Call/Leave)

Based on the legal provisions valid for Bundeswehr schools abroad, there is compulsory education. By having their children signed up and admitted at the German Section / AIS, parents have hence committed themselves to their children's regular attendance of classes. Thus, the following applies to our school:

1. Absence from Class

Should a student not participate in the scheduled lessons, it is always obligatory that a written excuse regarding the hours missed (including single hours) signed by the legal guardians is submitted to the class teacher. To this end, please use the official form issued by the school.

In case of unforeseen absence from school (such as sickness, accident or sudden onset of extreme weather conditions), the legal guardians must inform the school

by phone at 00 31 (0) 45 / 527 82 11 until 8.45 hrs.

Should a student have to be sent home from class due to sickness, the legal guardians are usually informed by the secretariat or, in individual cases, by the school nurse/AIS nurse.

Once the student is back at school, **the class teacher must be provided with a letter of excuse written by the legal guardians.**

Should the notifications not be submitted to the school in time and in the correct form, the missing hours will be recorded as "unexcused" and stated on the certificate.

In case of reasonable doubt, the school may request a medical certificate.

In cooperation with the school, the legal guardians and the student make sure that the student catches up with the contents of the missed lessons.

2. Exemption from Lessons/Leave

An exemption from lessons or leave for good cause can only be granted **if a written request is handed in by the legal guardians in good time (minimum one week before).** As a rule, the provided **form** is to be used and it is to be submitted **to the class teacher, stating the significant reason.**

Significant reasons are, for example, personal occasions (such as first communion/confirmation, wedding, birth, severe illness and case of death within the family), participation of a student e.g. at sports competitions, exchange/youth programmes, recovery measures (rehabilitation measures/cure) or special religious holidays.



Exemption from Class by the Class Teacher:

In case of up to 2 days (which do not precede or follow school holidays directly), the class teacher can take the decision whether an exemption is granted or not.

Exemption from Class by the School Board:

In case of 3 days up to one school year, the school board takes this decision. As a rule, the corresponding **request is to be submitted to the class teacher.**

Prior to and after school holidays, leave can only be granted by the school board in exceptional and justified cases if a denial would involve personal hardship. A student may only be granted leave if it is evident that the granted period does **not** serve the purpose of extending the school holiday, making use of cheaper prices for vacation or escaping possible peak traffic periods.

The school board may request attestations as a proof for the significant reason.

Please bear in mind that visits to the doctor's or to public offices, where no immediate treatment/action is required, shall generally be done during times when there are no lessons. Should such an appointment still have to take place during lessons for unrefusable reasons, leave must be requested in good time.

Unapproved absence from school will appear on the certificate as unexcused absence.

In cooperation with the school, the legal guardians and the student make sure that the student catches up with the contents of the missed lessons.

As of: 25 August 17 / Frie

