

Sekundarschule

Halle,

Dear parents/guardians,

according to article 43, clause 1 of the School Act, parents/guardians of school-age children and youths must ensure that students attend classes and other school events. The person not attending school although required to by law is committing an offence, according to article 84 of the School Act. Offences against school attendance regulations can lead to a fine.

Excuses are dealt with in accordance with the **resolutions** of the **general conference of staff, students and parents**:

If a student is ill, parents/guardians must inform the school on the first day of the absence, either by phone, in writing or in person. A student's absence from class without the school having been informed, allows the form tutor to act accordingly.

A written excuse has to be handed in within 3 days, the latest possible date being the day when school attendance is resumed by the student.

If the above requirements to inform the school about absence are repeatedly not kept, the school reserves the right to record the days of non-attendance as absence without valid excuse.

Form tutors are required to work in close cooperation with parents/guardians, such as informing them about the absences in writing.

In cases of more than 7 consecutive days of absence, the school has the right to ask for an official medical/treatment note.

Students who are of age hand in a written excuse to the form tutor. Form tutor and subject tutor then decide, whether the excuse is acceptable.

Addition: More than 5 classes missed without valid excuse will be recorded on the end-of-year certificate.

With your signature at the bottom of this sheet you indicate that you have read and understood the information.

Yours sincerely,

Head teacher

Name (*print please*)

Signature