

Berlin British School – Secondary School

Special leave of Absence and Student Absence Policy

In accordance with the AV Schulbesuchspflicht valid as 19 November 2014 in its version from 1 August 2018

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

1. Special 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 Secondary and the child's form tutor as well being copied to the Secondary Administrator.

The Head of Secondary may give permission for up to ten days of annual leave of absence, depending on circumstances.

2. Reasons for Leave of Absence

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

- a. Personal reasons, eg doctor's appointments
- b. Family reasons, eg marriage or the death of a close relative

Leave of absence before half term holidays will not be granted and only in exceptional cases before Christmas and Easter holidays. Please note the following clause from the policy of the Berlin Senate on time taken off from school before and after holidays:

Beurlaubungen unmittelbar vor oder nach den Ferien sollen nicht genehmigt werden, es sei denn, es handelt sich um einen wichtigen und unaufschiebbaren Ausnahmefall. Als ein solcher Ausnahmefall ist der vorzeitige Antritt oder die verspätete Rückkehr von einer Urlaubsreise nicht anzusehen. (AV-Schulbesuchspflicht, Anlage 2) Leave of absence immediately before or after the holidays will not be approved unless it is an exceptional case. An early departure to go on holiday or a delayed return from holiday will not be regarded as an exceptional case. (Compulsory School Attendance, Appendix 2)

3. Absence procedures

Absences owing to illness or other unforeseen important reasons:

- a. Parents/guardians must inform their child's tutor and the Secondary administrator of their child's absence in writing on the first day of absence before 08.00.
- 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 child's absence.
- c. Parents/guardians must submit a statement explaining the duration and the reasons for the child's absence upon the child's return to school.

4. Unauthorised absence

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

- a. In cases of unauthorised absences from school, the school will contact the absent student's parents/guardians on the first day of the student's absence.
- b. In cases where a student has been absent from school for five days in one term without the absence being authorised, the school is obliged to contact the authorities on the sixth day.
- c. In cases where a student has five days of unauthorised absence in one term, the school is obliged to inform the authorities.

5. Absence owing to illness

If reasonable doubt exists regarding a student's absence for health reasons, the school will request a doctor's note to confirm that the illness is genuine. If the requested doctor's note is not submitted within the deadline set by the school, the absence shall be deemed "unauthorised".

Please note that the doctor's note must be an official note written in English or German and must be from a local doctor or one recognised in Germany.

3rd February 2023