

Information sheet

- Please immediately inform the school secretary about the sickness of your child from 7.10 am until 8.00 am
Phone: 0234 – 3259510
- Please tell us about chronic sicknesses like diabetes and asthma
- Changes of phone number or address need to be immediately reported to the school secretary
- Our pupils can visit the secretary at all times only in **urgent** situations, otherwise **only** during the break times
- Opening hours of the school secretary:
Monday to Friday from 9.00 am to 1.00 pm
Monday and Thursday from 2.30 pm to 3.30 pm
It is possible to get an appointment outside of the opening hours

Antrag auf Beurlaubung

Application for pupil's leave of absence

According to §43 School Law

The application for leave of absence has to be submitted as early as possible via the class teacher to the school principal, in order to enable a decision in time.

Please pay attention to the instructions at the back side of this page!

Surname, name of child	Date of birth
Address	Phone
Class	Class teacher

Leave of absence is applied	from	to
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Important reason for the leave of absence (add documents if possible)	
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I know that the lessons skipped need to be independently learned.

Date _____ Signature of legal guardian _____

To be filled by the **class teacher**:

Leave of absence is <input type="radio"/> advocated <input type="radio"/> not advocated, because	Date: Signature:
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To be filled by the **school principal**:

Application for leave of absence is <input type="radio"/> approved <input type="radio"/> approved, restricted to the time fromto.....	<input type="radio"/> rejected (see back page) Reason:
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Date _____ Signature of the School Principal _____

Notes

According to §41 and §43 of School Law, the pupils are required to participate regularly and actively in the classes and in school related activities. The parents are responsible for this. Anyone who doesn't act according to this responsibility intentionally or negligently is in violation to §126 of School Law. When school cannot be attended due to a predictable reason, an application for leave of absence needs to be submitted previously in written form (see front page).

Pupils can get a permission just before the start of the school vacation or after the end of the school vacation only if the apparent reason for the leave of absence is not the extension of a school vacation, or the use of a reasonable ticket price or to avoid probable traffic peaks. A deviation from this rule can be maximum one time during the whole school time.

When a pupil is sick just before the start and/or after the end of a school vacation, a report from the doctor must be submitted. The school doesn't pay the expenses for this.

The school principal can approve the leave of absence for a pupil based on important reasons if school related reasons are not against the case.

Important reasons are:

- O personal occasions (i.e. confirmation, wedding, death)
 - O activities with special meaning for pupils (i.e. active participation in artistic, sport or scientific competitions or training camps)
 - O recovery measures (i.e. parents-child-cure)
 - O temporary and inevitably closing of the household due to special personal or financial situation of the parents (i.e. staying in hospital, moving)
 - O religious holidays (in case the holidays last more than one day, the absence can be approved for one day only)
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Times of leave of absence are not absent times according to §49 of School Law, therefore they are not included in the grade report. An indication in the grade report can be required however, in case a performance could not be measured due to the leave of absence.

*see front page: rejection of the leave of absence

The responsibility for the decision lies with the school principal.

Fehlzeiten

Bochum, _____

Absence Times

Dear Mrs./Mr. _____ ,

unfortunately, we determined that your daughter/ son _____
very often misses the classes.

Since your daughter/ son is required to attend school (according to the §41 of School Law), please take the necessary steps that your child attends the classes regularly. Otherwise in future we will ask from you to bring a doctor's report for every day of absence of your child.

Yours sincerely

(The Head of Department)

(The Class Teacher)

Mögliches Bußgeldverfahren

Bochum, _____

Possible administrative fine proceedings

Dear Mrs./Mr. _____ ,

unfortunately, we need to inform you that

your daughter/ son _____

repeatedly missed the classes without excuses. Since your daughter/son is required to attend school (according to §41 of School Law), we will start an administrative fine proceedings against your daughter/ son or you as legal guardian in case of repetition.

We want to notify you clearly that in this case penalties can be imposed up to **510,00 €**.

Yours sincerely

(The Head of Department)

(The Class Teacher)

Attestpflicht

Bochum, _____

Requirement of a doctor's report

Dear Mrs./Mr. _____,

unfortunately, we determined that

your daughter/ son _____ very often misses the classes.

Since your daughter/son is required to attend school (according to §41 of School Law), we need to get from you a doctor's report for each day of sickness of your child from now on.

Yours sincerely

(The Head of Department)

(The Class Teacher)

Fehlzeiten

Legal Guardian

Absence times of your daughter/ son _____

Dear Parents,

the absence times of your daughter/ son appear to be very large,

absence hours _____, from that _____ without excuse,
we have some doubts whether the absence hours are due to health problems.

In this respect, we want to inform you that we accept excuses for absence times only with a doctor's report.

Yours sincerely

The Head of Department

The Class Teacher