

Annex IV to the School Regulations:

Dealing with absences

This annex was put into force by a decision of the board on 22nd July 2014.

1. Matters of principle

Absences must be reduced to a minimum since success at school will be jeopardised if a pupil misses too many lessons. Therefore the regulations worded in the following must be uniformly applied.

Assessing the performances of a pupil in the half-year or yearly school report can only be done if at least a continuous school attendance of six consecutive school weeks can be determined in the past half-year. It is thereby irrelevant whether the absences were recorded as excused or unexcused. If no assessment is made for this reason, the entry in the school report will state "w.a." as an abbreviation for "without assessment".

2. Unannounced absences:

(1) Duty to inform:

First of all the parents have the obligation to inform the school about their child being absent. This duty to inform is considered fulfilled if the information has been received by 8.30 am on the school day on which the child is absent in writing (email, letter) or by a telephone call to the secretary's office of the school. The information does not constitute an excuse note!

- If the information is received late, the first day will basically be assessed as the pupil being unexcused.
- If the information is not received at all, all absent days will be assessed as the pupil being unexcused.

(2) Excuse notes:

The parents resp. the pupils are obliged to bring in excuse notes. An excuse note can only be accepted resp. reviewed if it is done in writing and was submitted to the class teacher at the latest on the third day of the pupil participating in lessons again without the pupil being requested to do so. If this is not the case, the absent days will be assessed as the pupils being unexcused.

A written excuse note must contain:

- date of the letter
- name of the pupil
- reason for the absence
- duration of the absence
- signature

If the class teacher has received the information and the written excuse note, he or she shall decide whether the absences are to be assessed as excused:

- If a doctor's note has been submitted, the absent days are to be assessed as excused.

- If an excuse note written by the parents has been submitted, the absent days are to be assessed as excused if the absence was due to health reasons and did not last longer than three days.

If the number of excuse notes written by the parents for absences due to health reasons is clearly above the average without there being a medical reason for this or if these excuse notes follow a conspicuous pattern, the principal may order that only doctor's notes will be accepted.

Being absent at times when examinations in the Secondary Level II or a class test in Secondary Level I have been announced in a core subject (German, Mathematics, foreign languages) may only be assessed as excused if a doctor's note has been submitted.

(3) Arriving late:

Arriving late to lessons will be recorded by the subject teacher in the class book. These late arrivals can only be assessed as excused if the late arrival is due to "force majeure" (e.g. bad weather, traffic accident with own involvement). Since heavy traffic and traffic jams must be expected in Dubai, these reasons cannot be recognised as "force majeure".

A late arrival must also be excused in writing, as described under (2).

Arriving late caused by the late arrival of a school bus will be assessed as excused.

(4) Ending the school day prematurely:

If a pupil ends the school day prematurely, he or she must deregister stating the reasons to the subject teacher. The subject teacher shall record this absence in the class book.

In the case of frequently deregistering for health reasons, the principal may order that a doctor's note has to be subsequently submitted for future deregistrations.

3. Foreseeable absences:

(5) Excusing foreseeable absences:

All absences that are foreseeable cannot be subsequently assessed as excused.

(6) Granting leave:

An application (see annex) must be submitted to the class teacher for each foreseeable absence at least one week beforehand. The class teacher shall decide in favour of the application if acceptable reasons are on hand. If this is not the case, the class teacher shall submit the application to the principal with a recommendation. The principal shall make a decision on the application. The class teacher shall inform the parents of the decision.

Acceptable reasons for leaves of absence are:

- weddings and deaths for maximum second-degree relatives of the child.
- milestone birthdays, starting with the 70th, for maximum second-degree relatives of the child.
- attending a doctor's surgery if basically no appointments are issued by the doctor in the afternoon. A doctor's note must also be submitted to the class teacher in these cases.

The principal may request proof of the reasons in a suitable manner.

Leave of absence directly before and after the holidays for any reasons other than the stated ones is not acceptable.

In one school year leaves of absence are only possible for a maximum of seven school days in total.

All absences in a timeframe for which leave of absence was not granted will be assessed as unexcused.

The German text shall prevail in case of ambiguities or in other cases where there is doubt or where there are problems of interpretation.