



Rules for sickness notifications, absence times

1. General notes

- Only reasonable absences can be excused.
- Visits to the doctor's office must be confirmed by a medical slip stating the exact time; otherwise the absences will be considered as unexcused.
- Predictable visits to the doctor are to be arranged outside of class hours.
- Class tests/examinations missed due to absence are to be rewritten.

2. Notifications of illness

- A sick report must be made by telephone on the 1st day before the first lesson. (Tel. 030/40577922 or 030/4057790). The class teacher must be informed on the third day of absence and will need a doctor's slip to be excused.
- In case of underage students, the parents must submit a written notification to the class teacher; in case of boarding school students the boarding school management has to do it. This must be done within the first 3 school days after the absence.
- A medical certificate must be available for the absence of class tests/examinations in the upper secondary school or vocational school.
- Students in the upper classes must turn in a medical certificate after missing 4 consecutive days.
- When a student calls in sick too often and in some cases calls in sick right after holiday, the school can ask for a medical certificate already on the first day of absence.

3. Leave of absence

- Leave of absence must be applied for, 10 days of advance, to the following persons:
 - In case of single lessons at the subject teacher
 - Individual days (up to 3 days) at the class teacher and main subject teacher
 - More than 3 days or day(s) immediately before or after the holidays at the head teacher via the class teacher and main subject teacher(all necessary forms can be found on our homepage)
- Please note that applications for leave will only be accepted for important reasons.
- In the event of late return after a period without classes, written proof of the reasons (e.g. medical certificate) must be presented. An apology by the parents is not sufficient.
- Plan and book your flights to and from Berlin in advance for all times without classes so that you are back in Berlin on time after the time without classes.