






# Pamphlet

<p><b>The parents are responsible for school attendance.</b></p>	<p>The parents (legal guardians) ensure</p> <ul style="list-style-type: none"> <li>- a regular school attendance</li> <li>- punctual arrival for class</li> </ul>
<p><b>Your child can't come to school?</b></p> 	<p>Call the school office on the first day of absence before school starts  <b>Phone: 040 - 428 87 6500 (please also use the answering machine)</b></p>
<p><b>Illness</b></p> <p>Excuse letter (parents) </p> <p>medical certificate (doctor)</p> 	<ul style="list-style-type: none"> <li>- parents write an excuse letter in their child's planner, saying their child can't come to school</li> <li>- in case of exams, call school office in the morning <b>before</b> the start of the exam and submit a medical certificate immediately</li> <li>- a medical certificate is also required on the days directly before and after the holidays</li> </ul>
<p><b>Other reasons (by the hour)</b></p>	<p>e.g. appointment with authorities</p> <ul style="list-style-type: none"> <li>- only with certificate and stamp</li> </ul>
<p><b>Exemption from lessons for good cause (full days)</b></p> <p>Application </p>	<ul style="list-style-type: none"> <li>- apply in writing to the heads of departments, state reasons</li> <li>- application is needed a few days before the event</li> </ul>
<p><b>Absence without excuse</b></p>	<p>After 3 days (or 20 hours) of absence, the school is obliged by law to conduct a parent meeting and to deposit a corresponding note in the student file. Therefore, please always excuse your child immediately. In the event of persistent violation of school obligations, a report is made to the school authority.</p>
<p><b>Ask? Problems? Information?</b></p> 	<p>For support, please ask:</p> <ul style="list-style-type: none"> <li>- the tutor</li> <li>- the advisory service</li> <li>- the head of department</li> </ul>