



Independent Bonn International School e.V.

Staatlich anerkannte Ersatzschule der Primarstufe

Absent Children Policy at I.B.I.S.

Procedure

Parents are requested not to send their child to school when he or she is suffering from coughs and colds which can all too easily be transmitted to other members of the school population.

1. If a child is absent from school, the parents must phone the school the first morning of that absence to explain the reason. The school will phone parents if no notice is received. If a child has an infectious disease, the parents are expected to inform the school of this. The child must bring a note explaining his/her absence. If the absence is longer than 3 days the parents must submit a doctor's certificate.
2. Should a child be suffering from an infectious disease, e.g. chicken pox, the school will inform the other parents in that same class by letter. All parents receive with their information pack a list of notifiable diseases.
3. The school secretary will inform the class teacher of absences and complete the register appropriately.
4. The class teacher will take an attendance register both first thing in the morning and first thing in the afternoon. The office holds a daily list of absentees.
5. A child who has been ill must only return to school when a doctor states that it is safe for him or her to do so.
6. If a child is frequently absent for undeclared reasons, the headteacher will speak directly to the parents. If there are no satisfactory reasons for the absences, the authorities (Schulamt Bonn) must be informed.
7. If parents need to take their children out of school for exceptional reasons, they must complete an absence request form, available at the school office. For longer absences, the families must apply to the school authorities.
8. At the end of the year the number of days absent will be recorded on the child's report.

Signed

Date

Updated September 2014