

**EN - Pupil absences**  
**Communication to the parents of S1 to S7**

Dear parents and guardians,

The great importance of regular school attendance is evident from the provisions of the General School Regulations<sup>1</sup>. With the admission to the European School Munich you have committed yourself to ensure that your child attends all lessons as well as all compulsory school events. Regular and punctual attendance is a legal obligation and of course the basis for a successful education. Therefore, please read the information below carefully.

**1. Absence due to illness**

In case of absence of your child (classes S1-S7), you are obliged to report it to the school on the respective day at the latest by 9:00 a.m. via [the absence form for pupils on the website](#)<sup>2</sup>. The sickness notification is then automatically forwarded to the relevant educational advisor. This person enters the information into the absence system "SMS-MySchool" visible to all teaching teachers. In the event of illness lasting longer than two consecutive days, a medical certificate must be submitted to the school. This medical certificate must be given to the responsible educational advisor on the day of the absent pupil's return or sent in advance by email.

In the event of feeling unwell during the school day, the pupil must report to the Health Service before the child is allowed to go home. If necessary, the Health Service will contact the parents and excuse the child in [SMS-MySchool](#).

**2. Planned doctor's visits**

Doctor's appointments should always be scheduled outside of school hours. All doctor's appointments or medically necessary appointments during school hours must be reported in advance via the absence form<sup>2</sup> for pupils on the school website. Please also provide your child with a written note for this absence so that he/she can show it at school if needed (e.g. at the security when leaving the buildings). For all medical and dental appointments during school hours, a doctor's note must be brought in afterwards. Otherwise, the absence will be considered unexcused.

**3. Exemptions for physical education**

**S1-S4 pupils:** In case of injury/illness, parents are asked to excuse the child in writing (via email to the educational advisor or via an absence report) from **active participation** in class. In case of prolonged complaints (longer than one week), parents are asked to hand in a medical certificate (original to the responsible educational advisor and copy to the responsible sports teacher). Pupils can only be excused from the practical parts of the physical education lessons on the basis of a medical certificate, depending on the duration, by the physical education teacher in consultation with the educational advisors or the school management. Depending on the nature of the illness, pupils must still be present at the sports lessons. Here they can learn the theoretical contents and make themselves useful in the class community (e.g. as referees in ball games).

**S5-S7 pupils:** If the pupil does not feel well enough to participate in PE lessons, he/she must be excused by the parents for the PE lessons via email to the responsible educational advisor or via an absence report from active participation in the lessons. However, he/she must be present in order to learn theoretical content / make him/herself useful in the class community. A medical certificate is required for all absences during PE lessons. In case of illness during the school day, it is necessary that the student visits the infirmary before going home! Only then can he/she be excused for the remaining lessons.

**For all pupils:** An exemption from physical education for special reasons can only be made by a written application with an attached certificate, which must be sent to the responsible physical education teacher and the responsible educational advisor. The decision is then up to the school administration.

Quickly to the absence form  
by scanning the QR code:



<sup>1</sup> General Rules of the European Schools, Art. 30; to be found at [www.eursc.eu](http://www.eursc.eu)

<sup>2</sup> <https://esmunch.de/en/secondary-school/contact/absences-pupils.html> (Alternatively, you can also load the QR code above.)

The Director is entitled to have the student examined by the school doctor if necessary. An unexcused, repeated, inactive participation in physical education will be assessed with a grade deduction in the A-grade or even with no A-grade being given.

#### **4. Absence for personal reasons**

An absence for personal reasons must be requested in writing by the pupil's legal representatives at least seven calendar days in advance via the educational advisor. The request must include the duration of the absence and the reason for it, please attach the relevant supporting documents. Permission to be absent from school may be granted for a maximum of two days plus a reasonable period of travel. Except in cases of force majeure, permission to be absent from school can never be granted for the time immediately before or after holidays or immediately before or after days off. In the event of the death of a relative up to the second degree, an extension of absence may be authorized.

#### **5. Certificate requirement for examinations in S4-S7**

Absence from one or more examinations of pupils in s4 to s7 relevant to the B grade can only be excused by a medical certificate. In the case of absence from a written examination, the child's parents must inform the school of the reasons for the absence before 8.20 a.m. on the day of the examination.

In case of unexcused absence, a grade of "0" will be awarded. In addition, the regulations of Article 30.3 of the General School Regulations must be observed.

Medical certificates for absences for semester tests, PreBAC and BAC must be submitted to the responsible educational advisor no later than the next day by 16:00. In case of justified absence for written examinations, a re-sit appointment will be offered. If this is also not attended, there will be no further appointment.

#### **6. Unexcused absences**

Parents are informed about unexcused absences of their children by the educational advisory team. All absences are registered in [SMS-MySchool](#). All parents can view their child's absence records at any time via this system. If absences remain unexcused, the school reserves the right to take appropriate disciplinary action, such as detention. During "detention time" there is also the possibility of being assigned to cleaning duty. Should the number of unexcused absences exceed a certain level, further disciplinary measures may be imposed, up to and including expulsion from school.

#### **7. Imposed certificate requirement due to high absences**

In the case of irregular school attendance with more than 10% absence, a medical certificate may be imposed by the Director for all absences due to illness. In case of continued irregular school attendance, the school management reserves the right to demand certificates from the school medical service ("duty of the medical officer").

#### **8. Lateness**

All students must be in the classroom at the beginning of their first lesson. Any lateness (even after breaks) will be recorded by the teachers in the SMS system. Accidental late marks can be excused either directly with the teacher or subsequently with the educational advisor. Delays due to force majeure (e.g. train delays, etc.) must be reported and excused to the respective educational advisor within 24 hours.

Students who are repeatedly late without sufficient reason will be subject to disciplinary action. A high number of late marks and absences may result in no A grade being given. This may lead to non-promotion or, in S7, non-admission to the Baccalaureate examinations.

It is in the best interest of your children that we as a school do not accept systematic absences and repeated lateness: The consequences of this for the development of the pupils, the social structure of the class and the pedagogical work are not to be underestimated.

**Repeated absences can be a sign of anxiety or problems. If you are concerned that your child's absences are an expression of deeper difficulties, please contact the responsible educational advisor or our school psychologist.**

With kind regards

Martin Duggen  
Director

Václav Salvet  
Educational advisor