Dear Parents,

With this letter we would like to give you the following information on compulsory school attendance.

It is in your children’s best interests to take careful note of the following points:

⇒ If your child is ill and cannot attend school, please make sure that you inform the school office by telephone or email on the first day of the illness before the beginning of classes.

⇒ Please note that:

• If you have not informed the school by the third day of the illness, you will receive a house visit which will be recorded by the school.

• If the school has not been informed of the reason for the absence by the fifth day of the illness, a meeting will be held to decide whether the Youth Welfare Department should immediately become involved.

• If regular school attendance has not resumed within six weeks, the Authority for Schools and Vocational Training will be notified of the absence by the school. This may result in the Youth Welfare Department being informed and/or a fine or penalty being imposed.

• Information regarding regular school attendance for all children can be found in the “Directive for dealing with violation of compulsory school attendance”.

In our experience, the majority of parents have always informed us of their child’s illness at the appropriate time. We would, however, be grateful if you acknowledge receipt of this letter by completing the section below.

With kind regards

School stamp

(Name of child) ___________________________  Class ___________________________

I hereby confirm that I have read and understood this communication on compulsory school attendance.

Hamburg, the ___________________________  Date ___________________________  Signature of parent or legal guardian