

Information on compulsory school attendance and absence due to illness

Dear parent/guardian

With this letter we would like to give you some information about compulsory school attendance. In your child's best interest, please bear the following points in mind:

- If your child is ill and cannot come to school, you must tell the Schulbüro (school office) on the **first day** of absence **before lessons start** – either by telephone or email.
- Please also write your child's class teacher a short note to confirm the absence by, at the latest, **three days after your child has returned to school**.
- If you do not tell the school that your child is ill, and the child misses school for **more than three days**, you will receive a home visit and the school will keep records about this.
- If the school does not receive any further information about why your child is not in school, there will be a meeting to decide whether to report you immediately to the **Jugendamt** (youth welfare office).
- If your child does not return to school regularly within six weeks, the school will start an absenteeism procedure. This can mean that you will have to pay a fine or a penalty payment.
- You can read tips on ensuring that your child regularly attends school in the "Guidelines for dealing with violations of compulsory school attendance".

Our experience shows that most parents/guardians tell the school in good time about their child's absence due to illness. Nevertheless we ask you to confirm that you have read and understood this letter by signing and returning the section below.

Kind regards

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Name of the child: _____ **Class:** _____

I have read and understood the letter about **Compulsory school attendance and absence due to illness**.

Hamburg, _____

Date

Signature of parent or guardian