



Regulations for additional leave of absence for learners at DSK

In the case of individual lessons

The subject teachers of the lessons concerned must give their consent. Parents have to give their children a written notice mentioning the exact time and reason, and this must be presented to the secretary along with the red slip so that learners will be allowed off the premises by security.

In the case of absence of up to three days (not bordering on school holidays)

In this instance, parents are to send a **written informal request** to the **class teacher**. This request must be submitted in a timely fashion (at least one week beforehand) and contain the following information:

- a **reasonable explanation**,
- **exact time frame**,
- a declaration that **missed school work will be made up independently** .

The class teacher will consider the application and communicate the decision to the parents.

In the case of more than three days and/or days bordering on school holidays + special school days (Bazaar Day, Sports Day, Open Day)

Please make use of the form „**Application for leave for more than three days or connected to school holidays**“ (available on our website). Please hand in or email the completed form to the **School Secretary before booking your holidays or at least two weeks prior to the requested leave period** for consideration by the Principal. **Applications handed in less than two weeks before the summer/winter break will only be considered in exceptional cases.**

The decision-making will be based on the reasons given and only exceptional circumstance will be accepted. Additional leave days to extend the holidays or due to wrong bookings, cheaper flights etc. will not be granted.

Parents will be given a copy of their request form with the Principal's decision. The original remains in the learner's file.

In general, I would like to appeal to you to only ask for additional leave if there is no other option. Please take into consideration that lessons are being negatively affected if all learners are not present and that proper planning e.g. tests and group work is hampered.

If a request reaches us after the deadline or is declined and the learner is absent nevertheless, the absence will be considered „unexcused“ with the result that all tests written in this period will be marked 0 percent.

Even if the additional leave is approved, it is the responsibility of the learner to catch up on all missed learning material in his/her own capacity. The school is not obliged to help.

Effective: **1st July 2019**

Alexander P. Kirmse, Headmaster