

## Communication of Absence from School (Umsetzung Schulpflicht) (as of 29.08.2025)

As we NO longer require a doctor's or official certificate for one-off appointments/illness, we trust that parents will adhere to the rules of compulsory attendance and only take pupils out of lessons if this is absolutely necessary. If there is any doubt about absence for health reasons, a doctor's certificate may be requested.

Umsetzung Schulpflicht	1	2	3
	Reporting of illness	Time off from lessons due to medical or official appointments	Further exemptions from lessons – other reasons
Information via...?	Via your SWOP account	Via your SWOP account	info@platanus-schule.de
By when should I inform the school?	At the latest by the start of lessons on the day of absence	Before the appointment	At the latest, 5 school days before the appointment
With which information?	<ul style="list-style-type: none"> <li>Report absence by clicking on the circles (=hours) or squares (=days)</li> <li>Reason for absence</li> </ul>		<ul style="list-style-type: none"> <li>First and last name of child</li> <li>Class</li> <li>Absent for which lessons/days</li> <li>Specification of the reason for absence with brief explanation</li> </ul>
Which documents do the secretary's office require in order to excuse absences?	Notification via SWOP	<ul style="list-style-type: none"> <li>Notification via SWOP</li> <li>Signing in/out of child in the office</li> </ul>	<ul style="list-style-type: none"> <li>For recurring appointments, the respective head of school requires proof from the relevant institution/doctor</li> <li>The relevant head of school may also request proof of absence for individual dates on a case-by-case basis</li> </ul>
What happens if document(s) are not submitted to the secretary's office on time?	Unexcused absence(s) on the report card		

If your child (cl. 1–10) arrives late or returns to class (regardless of the reason), they must SIGN IN at the secretary's office.

If your child (cl. 1–10) has to leave class early (regardless of the reason), they must SIGN OUT at the secretary's office. If your child does not adhere to this rule, according to the expected procedures this may result in unexcused absences.

From grade 11 onwards, consultation with the teacher is sufficient.

## Detailed information on sick notes, appointments and leaves of absence:

### 1) Reporting of Illness:

- All sick notes are to be communicated by the parents on the first day of absence by the beginning of the first lesson at the latest, via the parents' SWOP account, naming a reason for the absence (e.g. "sick"). Absences entered without a reason can not be excused.
- If a child is absent from school in the morning without a valid excuse, the parents will be informed. An excuse for absence from the parent or guardian must be sent by email to [info@platanus-schule.de](mailto:info@platanus-schule.de) promptly, but no later than when the child returns to school. The excuse must state the duration of the absence and the reason (illness).
- If an absence is not reported on the same day and no excuse is received when the child returns to school, the absence is considered unexcused and will not be excused retroactively.
- If there are reasonable doubts about an absence for health reasons, the school may request the submission of a medical certificate. If the required certificate is not submitted within the deadline set by the school, the absence is considered unexcused.
- If a child is frequently absent from school, a class conference may decide that the child is subject to a general medical certificate requirement. The class conference decides from which day of illness the certificate must be submitted.
- If your child is ill then please keep them at home for the whole day, in order to recuperate.
- Staff will not prepare tasks or work for students who are out sick.

### 2) Medical and official appointments:

- Medical/official appointments should be scheduled outside of school hours whenever possible. If this is not possible, please try to schedule them either at the beginning or end of the school day. Please inform the school of any medical or official appointments by entering the absence via the parents' SWOP account, naming a reason for the absence. Absences entered without a reason cannot be excused.
- An excuse from the legal guardians must be entered in SWOP before the appointment, but no later than the end of the day. The excuse must state the duration of the absence and the reason (for which appointment).
- Planned absences can be entered in SWOP one month in advance. These absences should be entered in advance and can only be added retroactively until the end of the given day.
- If a school absence is not reported on the same day, the absence is considered unexcused and will not be excused retroactively.

- If a pupil has to attend regularly recurring appointments (e.g. weekly occupational therapy), the parents must submit an application by e-mail to the respective head of school and provide the school with the relevant documents including proof of the period (see point 3 "Further exemption from lessons").
- A medical / official appointment does not release your child from compulsory school attendance for the whole day. Your child must attend school before and after the appointment.

### 3) Further exemptions from lessons – other reasons:

- Pupils may be granted leave of absence from lessons for an important reason upon prior written application by their parents. Important reasons can be interpreted as, for instance:
  - a) personal reasons, e.g. a recurring visit to a therapist, which cannot take place during non-teaching time for reasons to be explained to the school;
  - b) family reasons, such as family celebrations and important family trips, marriages or deaths in the immediate family circle;
  - c) Participation in interviews and career counselling, as well as information and counselling/student focused events at other schools;
  - d) Travel during school hours which is urgently required according to a "school medical report" (schulärztliches Gutachten) or for which the youth welfare office (Jugendamt) asserts urgent social reasons and which cannot take place during the holiday period for reasons to be explained.
- As a rule, leave of absence immediately before or after the holidays is not authorised unless it is an important and exceptional case that cannot be postponed. The early start or late return from a holiday trip will not be regarded as such.
- As a rule, if an excuse is requested for participation in radio, advertising, film or television recordings or similar events, this is not considered good cause for leave of absence.
- Pupils who belong to religious or ideological communities are granted leave from school for certain public holidays upon request. There is an administrative regulation from the Senate that specifies which days may be recognised as public holidays for which religion.
- Please send your request for time off at least 5 school days in advance so that our staff have sufficient time to respond to the request.
- The class teacher decides on the approval of the leave of absence for up to three days of absence, EXCEPT for school days before/after the holidays.
- For four days of absence or longer AND for school days before/after the holidays, the respective head of school decides whether to allow this after hearing the opinions of the class teacher and the subject teachers.

### Exemption from sports for compelling health reasons:

Pupils may be fully or partially exempted from participation in sports lessons for compelling health reasons. Starting on the first day, the request for exemption from Sports lesson(s) must be accompanied by a medical certificate. According to the implementation regulations of the Berlin Senate, the child must still be present in the lessons and therefore may not skip the lesson or leave early. Other subject-specific tasks may be assigned.

### Exemption from swimming lessons for compelling health reasons:

- Pupils may be fully exempted from participation in swimming lessons for compelling health reasons, such as injuries which prohibit participation e.g. a broken arm. A medical certificate must be provided alongside this request. According to the implementation regulations of the Berlin Senate, the child must still be present in school until the official end of lessons according to the timetable. Pupils may then leave school/be picked up at the end of lessons.
- Swimming lessons 3<sup>rd</sup> grade: Pupils who are suffering from a cold or other illnesses, and for this reason cannot attend swimming lessons, should stay at home to recover. The hygiene rules of the swimming pools in Berlin dictate that pupils not partaking in the lessons may not accompany their class to the swimming pool at all. Exemption from swimming lessons due to illness whilst having attended school in the morning cannot be accepted due to the extra demand which would be placed on staff taking care of other classes during the time of the swimming lessons.
- Swimming lessons 10<sup>th</sup> grade: Students who are exempt from swimming lessons due to a medical certificate, or cannot attend swimming related to menstruation, participate in the fitness class instead. Students who are exempt from physical education due to a medical certificate assist the PE teachers with the fitness class, if possible. According to the Berlin Senate's implementation regulations, the child **must** be present in class despite the medical certificate.

### General Notes:

- All sick notes and requests for leave of absence are processed by the secretary's office and, if necessary, forwarded to the responsible member of staff. Therefore, please only ever send excuses etc. to [info@platanus-schule.de](mailto:info@platanus-schule.de).
- Lateness applies from the first minute of the lesson, whether in the first lesson or throughout the school day. Lateness cannot be excused.
- Pupils who are late and/or leave class before the end of the school day must always sign out at the secretary's office and sign back in on their return. Attendance/absence during the school day is entered into Schulweb by the secretary's office.
- Beginning in school year 2024/25, a new regulation from the Senate will apply, according to which instances of lateness can lead to a truancy report ("Schulversäumnisanzeige"). From the 3<sup>rd</sup> instance of lateness in a school half year, and each additional instance of lateness will be counted as an unexcused absent lesson. This applies only to the truancy report, not the report card.  
Six (elementary school) or eight (secondary school) individual unexcused absences from lessons in a school half year count as one whole unexcused day of absence. If a pupil is unexcused absent for 5 school days within a school half year, the school is obliged to submit a truancy report to the responsible school authority ("Schulamt") on the fifth day.
- The following information is noted on the report card: days absent (excused and unexcused), hours absent (excused and unexcused), lateness.
- **Students of legal age:** Students of legal age may report themselves as sick and excuse themselves for doctor's appointments. This should also be done according to the procedure described above via their student SWOP account, which students will receive from the school when they turn 18.

In all points not mentioned here, the "Implementation Regulation on Leave of Absence and Exemption from Lessons (Compulsory School Attendance)" / "Ausführungsvorschrift über Beurlaubung und Befreiung vom Unterricht (AV Schulbesuchspflicht)" of the Berlin Senate Department for Education, Youth and Family applies in its currently valid form.

### Collection of sick children during the school day:

- Grades 1-6: Parents collect their child from school if they fall ill during the school day and are no longer able to attend lessons.
- From Year 7: If teachers judge that a child who has fallen ill during the school day needs to be picked up, parents must pick up their child, as to be expected. If the teachers/Erzieher judge that the child may go home alone AND the parents, after telephone consultation with the school's office, confirm in writing (via e-mail to [info@platanus-schule.de](mailto:info@platanus-schule.de)) that the child may go home alone in this specific case, then this is possible with immediate effect.
- From Year 11: Students may go home without the school consulting their parents, but only after having consulted with teaching staff, so they can excuse the student in SWOP. Students who go home without informing a teacher will be marked as absent-unexcused.