

# Regulations

## Attendance and Absences

The present regulations govern tuition in all departments of the school as well as optional courses, remedial classes, homework support lessons, private lessons, instrumental Music classes and Games. They apply to all boarding and day students, irrespective of section and school year.

The school rules require that students attend all lessons without fail. Therefore doctors' or dental appointments as well as other non-school commitments are to be arranged, wherever possible, outside regular school times.

Students bear responsibility for any lessons they miss, whether they are excused or unexcused absences, and have the duty to catch up immediately on any subject matter not covered. This also applies to subject matter not covered because of leave of absence. Any tests missed have to be taken at an earlier or later date. The students must therefore inform the teacher in advance and as soon as possible about their absence and organise the date of the substitute examination with the teacher. This date should be within 14 days of the regular date. The date will be recorded in writing. In case of non-compliance, the students forfeit their right to have a say in finding the date. In case of failure, the minimum grade will be set.

All absences - excused or unexcused - will be displayed on semester report cards. The report card testifies to a student's reliability, and a report with a record of unexcused absences may prove disadvantageous.

### 1 Procedure

#### 1.1 Illness

The parents of day students report absences to the Secretariat immediately. The boarding houses, the Medical Centre and the Secretariat list absent students in the school administration system.

If students miss classes for more than three days, a medical certificate has to be handed in at the Secretariat. This certificate is placed in the student file and is the property of the school. The school may demand a consultation by the school's physician.

#### 1.2 Recording students who are absent or arrive late at lessons

Teachers record absences or late arrivals of students in the school administration system. Lateness is defined as arriving after the bell has sounded. In this case, the teachers will set off the alert in the school administration system to search for the student. Late arrivals of more than 15 minutes are treated as absence.

#### 1.3 Monitoring absences/late arrivals and sanctions

The class teacher/ academic tutor checks the absence and lateness in the school administration system and establishes whether the incidents are excused or unexcused. The first warning is given to students after they have been late five times.

In the case of the first unexcused absence or the fifth unexcused late arrival the student receives a verbal reprimand and attends a compulsory detention session combined with a meaningful

task. Both excused and unexcused absences are recorded in the school administration system. In addition, the class teacher/ academic tutor monitors the student more closely for 10 days with an absence report. If there is improvement, the student will be treated like everyone else again; if there is no improvement, a written reprimand will be issued and the absence report will be continued.

#### **1.4 Report to parents**

The class teacher/ academic tutor reports the first unexcused absence or the instance of late arrival on five occasions. The report goes via e-mail to parents with copies to the subject teacher, the class teacher, the Secretariat and the Head of Matura Section or the Head of International Section.

#### **1.5 Written reprimand**

Students who collect a second unexcused absence or unexcused instance of late arrival on five occasions in the same semester will receive a written reprimand from the Head of Matura Section or the Head of International Section. Matura students have to appear before the Head of Matura Section, students of the International Department before the Head of International Section, when they are warned of the consequences their misbehaviour might have if there are any more unexcused absences and instances of being late. Additional sanctions such as additional studies can be pronounced.

#### **1.6 Missed tests**

As a rule, tests missed are to be taken on the subsequent detention/ retake session. If students do not attend this session without excuse, a mark of 1 or 0 grade points will be recorded. Alternatively, if a test is missed without excuse the subject teacher may request the student to write the test during a free period.

### **2 Leave of absence**

For foreseeable absences, a written request with a parental note must be submitted at least **7 working days in advance** (the school's form must be used). Requests for absences which would involve the student missing lesson time are to be addressed to the Head of Matura Section or the Head of International Section. Requests for absences which do not impact on the student's attendance of lessons must be directed to the Head of the student's boarding house. For reports not submitted in proper form or in due time there is no right to treatment.

Applications for leave which are approved are reported to the Head of the relevant boarding house (boarding students) or the Secretariat (day students). These then enter approved leaves of absence in the school administration system.

Students granted leave are required to report to their teachers **before the leave takes place**, in order to gain information on any subject matter they will miss. They are themselves responsible for catching up with any subject matter.

#### **2.1 Holiday extensions**

Requests for holiday extensions are not normally granted. The School Management may make exceptions to allow for special circumstances.

Requests for courses of study which necessitate a holiday extension have to be submitted two weeks before, with the relevant documentation, to the School Management. Course attendance has to be attested in written form by the relevant educational institution.

## **2.2 Rules for students exempted from Sport and Games**

Students exempted partially or entirely from Sport and Games are to report in person with their permission from the Health Center or doctor's note to the teacher in charge before the lesson. They must also have their sports' kit with them. In cases of longer-term incapacity, the teacher may dispense the student from this duty. Any absence from Sport for longer than 3 days of tuition must be accompanied by a medical certificate. The sports teacher responsible for the lesson is the person who decides whether the exempted student has to remain present during the session or should participate only partially or not at all.

## **2.3 After reaching the age of eighteen**

Day students who have reached the age of eighteen may hand in their absence request themselves. It is their responsibility to inform their parents. Class teachers or the School Management are entitled to demand that such entries be initialled by parents.

These regulations come into force on 1<sup>st</sup> November 2022 and replace all former versions.

Zuz, 1<sup>st</sup> October 2022

Für die Schulleitung:



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