

Notifying the school of illness

§ 43 Schulgesetz NRW

How do I report my child sick?

- Please call the secretary's office by 8:00 a.m. at 0208-410010.
- The written excuse must be submitted via the learning planner (for lower secondary) or via the excuse form (for upper secondary).
- From the third day of illness onwards, or in the case of important dates (tests/exams), we ask you to visit a doctor.
- For final exams (Abitur), a medical certificate is required.

What happens if my child falls ill during the school day?

- Your child must report to the secretary's office. The office will inform the parents, who will then pick up their child from school.

Does my child have to make up for missed lessons?

- Yes, your child must make up for all missed content independently.

How do I apply for a leave of absence?

- Leave of absence must always be requested in writing using the official form and signed by the parents. Appointments that are already known must be requested at least one week in advance.

Whom do I submit the request to?

- To the class teachers or the grade coordinators. For longer absences, the school management decides.

For what reasons can my child be granted a leave of absence?

- Personal occasions within the very close family circle (wedding, anniversary, bereavement)
- Events of special significance for the student (sports competition, contest)
- Recuperation measures (e.g. parent-child health retreats)

Aus welchen Gründen wird die Beurlaubung nicht genehmigt?

- Extension of school holidays, cheaper travel offers, reduced traffic volume