



## DEUTSCHE SCHULE RIGA

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### POLICY – VACATIONS AND ABSENCES OUTSIDE THE SCHOOL HOLIDAYS

1. If children do not attend school during compulsory school periods (outside school holidays) without the consent of the school, this shall be deemed as a breach of compulsory school attendance.
2. Absences not authorised by the school will be marked as unexcused absences on the grade report card and can lead to children being not promoted and repeating a grade.
3. Exceptions are absences due to family emergencies (e.g. wedding, illness, death of a family member) or a written invitation by a national sports association for the student to represent his/her nation at a major sports competition.
4. If you are planning an absence/ vacation outside the school holidays, it is the parent's duty to submit a written request for an extraordinary absence to the class teacher at least 10 school days (2 weeks) before the planned absence period. The class teacher forwards the request to the responsible head of the department (head of the elementary or secondary school), who then reviews it with the child's other teachers. The head of the respective department then decides whether to approve the request. If there are concerns that the child's absence may affect his or her progress, the request may be refused. For this reason, vacation requests for students who are placing in the 2<sup>nd</sup> half of the academic class ranking list will generally not be approved. There is more leeway for students placing in the 1<sup>st</sup> half of the academic class rankings.
5. Parents are fully responsible for the missed lesson content and must study the missed content with their children themselves. If this is not possible due to language difficulties, additional paid tutoring lessons must be included in the child's timetable for as long as necessary. It is not the responsibility of the teacher/ school to help the child with the missed content due to unexcused absences. Content missed due to excused absences must be made up in consultation with the child's teachers (based on prior agreement that the absence had been approved).

Martin Farenfield  
Principal