



DEUTSCHE INTERNATIONALE SCHULE RIGA
RĪGAS STARPTAUTISKĀ VĀCU SKOLA
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Riga, 16 September 2024

Guideline for exemption from lessons

Exemption from lessons for up to three days

1. Exemptions from individual lessons or for up to one day are decided by the class teacher. The parents submit the application to the teacher.
2. Exemptions of up to 3 days are decided by the head of the primary or grammar school. Parents submit the application to the class teacher.
3. Exemptions of more than three days are decided by the school principal where a request written by parents, has been received from class teacher.
4. Exemptions from lessons before or after school holidays are decided by the school principal, where a request written by parents, has been received from class teacher.

Unexcused absence

1. Compulsory school attendance is violated if a student does not attend classes outside the school holidays without the school's permission.
2. Absences without the school's permission are marked as unexcused on the school report, and may result in children not being promoted to the next grade, thus having to repeat the previous school year.

General regulations

1. Student's absence is excused for family reasons.(e.g. wedding, illness/death of a family member) or upon invitation by a sports federation to take part in a competition.
2. If a student is planning to be absent from school outside the school holidays, it is the parent's responsibility to submit a written request to the class teacher at least 10 school days (2 weeks) before the planned emergency absence. The class teacher forwards the application to the school principal for a decision.



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3. If there are concerns that the absence will affect the grades of the student, the application may be refused.
4. An application is usually refused if there is a possibility that the performance of a student, who is ranked in the second half of the class rank, will be affected.
5. Parents take full responsibility for missed lessons and ensure that their child learns the missed school material. If this is not possible due to language difficulties, there will be language lessons included in the child's timetable at an extra cost for as long as it takes to learn the material.
6. In the case of unexcused absences, teachers are not obliged to ensure that the missed learning material is learned.
7. If the absence is approved, the missed lessons must be made up during consultations with the child's teachers.

[Link to the request form](#)

Please click on this link to find the request form:

After filling out the form, please e-mail it to the class teacher of your student.

Dr. Jürgen Haist

Principal