

Absence from school – How to act right

If your child is ill, it shouldn't go to school, so that the other pupils don't catch the illness. It's important to inform the school in writing or better by phone rightly at this day before school begins, that your child will be absent from school.

Therefore you have to mention:

- your name
- the name of your child
- the class (and possibly the name of the teacher)



Example for a phone call when your child is ill:



Guten Tag,
 mein Name ist
 Mein Kind ... geht in die Klasse
 Sie/ Er ist krank und kann heute nicht zur Schule kommen.
 Vielen Dank, auf Wiederhören.

Example for a written excuse:



Sehr geehrte Frau/ Herr (Name der Lehrerin/ des Lehrers),
meine Tochter/ mein Sohn (Name des Kindes) konnte am (Datum) nicht zur
Schule kommen, weil sie/ er krank war.
Ich bitte Sie ihr/ sein Fehlen zu entschuldigen.

Mit freundlichen Grüßen
(Ihre Unterschrift)

If your child has got an appointment with the doctor and can't go to school, you will be given a written excuse for school by the doctor, which you have to give to the teacher of your child.

If there are other reasons why your child couldn't go to school (an important date, for example), you have to arrange this with the teacher in advance and write an excuse with reasons for the absence, as well.