



Stadt Chur

School Absence Policy

for the primary and secondary levels at Stadtschule Chur (Absence policy)

Approved by the management of Stadtschule Chur on 13 April 2018

Statutory basis:

- Act governing the Primary Schools of the Canton of Graubünden, including the Regulation of 21 March 2012 (Gesetz für die Volksschulen des Kantons Graubünden inkl. Verordnung, 21. März 2012) (BR 421.000, BR 421.010)
- Education Act for Stadtschule Chur, 14 November 2013 (RB 711)

N.B.: The German version shall prevail in cases of doubt.

Art. 1 Principle

¹ Parents/carers are obliged to regularly send their children to school on time. Lessons may not be missed without a compelling reason.

² If it is impossible for the child to attend school then the appropriate member of teaching staff must be informed before lessons start.

Art. 2 Absences due to illness and accident

¹ Illness, accident or medical appointments which cannot be postponed are deemed acceptable reasons for absence.

² If the child is absent due to illness or an accident the class teacher may request a doctor's certificate from the parent/carer.

Art. 3 "Joker days"

¹ Parents/carers may take their children out of school for a maximum of four half days per school year. Joker days cannot be taken immediately before and after the summer holidays.

² As a rule the parent/carer must inform the class teacher in writing at least one week in advance of the intention to use a joker day.

Art. 4 Consent to holidays, responsibilities, submission deadlines, requirements

¹ Up to 15 school days' holiday (30 half days) per school year can be authorised in the sense of pupils being excused from lessons. Joker days are used for the first two days' holiday and form part of the 15 school days.

² Absences can be authorised for the following reasons in particular: death of a family member, significant religious occasions, pupil's active participation in sports, artistic or scientific competitions; volunteer work; school exchanges; visits to advice centres or authorities.

³ School absences for personal reasons, such as leisure activities, excursions or holiday travel are not regarded, in terms of holiday, as valid authorised absences. This excludes joker days.

⁴ The school management delegates responsibility for authorising holiday requests as follows:

Holiday	Approved by:	Deadline for submission to authorising body:
First 4 half days (joker days)	Class teacher	1 week (information)
Remaining 26 half days	School leadership team	2 weeks (request)

⁵ There must be general adherence to the deadlines for submission of holiday requests.

⁶ Conditions may be attached to grants of holidays. The holiday authorisation may be withdrawn if a condition is not met.

Art. 5 Extended holidays

The cantonal Schools Inspectorate is responsible for authorising holidays for more than 30 half days (15 school days) per school year. The parent/carer must submit requests setting out the reasons in writing to the Schools Inspectorate at least 20 days in advance.

Art. 6 Notification and checking

¹ The class teacher must be notified in writing of absences as soon as possible.

² Class teachers shall check absences.

³ The pupil must show the class teacher an entry in the absence book signed by the parent/carer immediately after an authorised absence.

Art. 7 Taster courses

Holidays for “taster courses” are not covered by this Policy. They are authorised by school administrations for secondary level education according to cantonal guidelines.

Art. 8 Temporary exemption from individual school subjects

If it is temporarily impossible for a pupil to attend a school subject for health reasons (doctor's certificate required), the class teacher may exempt the pupil from the lesson. Supervision during normal lesson time will be ensured by agreement with the parent/carer.

Art. 9 Catching up on missed school work

The pupil and the parent/carer are responsible for the pupil catching up on missed school work.

Art. 10 Penalties

Parents who intentionally do not send their child to school regularly without a reason, or take it out of school without holiday authorisation, will be fined up to CHF 5,000. Teachers are obliged to notify the school leadership team of unauthorised absences.

Art. 11 Validity

This policy replaces the version of 3 June 2016. It will come into force on 1 August 2018.