

Information regarding pupil absence registration and attendance support initiatives

In case of absence:

Call 0580-709 006. A voice will ask you to enter your child's civic registration number using the telephone keypad.

Confirmation will be sent to you by text message. Please remember that notification of absence must be made each day your child is absent from school. Information regarding notification of absence is also available on the municipal authority website (www.ljusnarsberg.se)

1. Absence from individual lessons, e.g. due to a meeting, visit to the dentist and so on, is also reported using the above procedure.
2. If a pupil has a protected identity or an incomplete civic registration number, absence is reported using the email address: gunilla.andersson3@ljusnarsberg.se
3. If Dexter does not work, absence is reported using the email address: gunilla.andersson3@ljusnarsberg.se

Kyrkbacksskolan has for some time worked to improve school attendance and an Attendance Team has been set up to work with preventative, promotional and rectification initiatives. The aim is to create a secure school environment for the pupils, develop effective collaboration with parents and guardians, and provide pupils with the opportunity to attain the learning goals that have been set.

As a parent or guardian, you are responsible for registering your child's absence if she or he is unable to attend school. However, the school would like to remind parents and guardians that they must NOT text, email or call staff at the school to notify them of their child's absence. Parents and guardians must instead follow the reporting procedure outlined above.

In the case of a longer period of leave for a child, the child's parent or guardian must submit a leave application. Forms are available on the municipal authority website (www.ljusnarsberg.se) under Education and Child Welfare. The leave application should be submitted to your child's mentor. The mentor is able to grant leave for one day. Longer periods of leave must be approved by the principal. The Attendance Team receives a copy of both approved and non-approved leave applications.

Notified and unnotified absence

Kyrkbacksskolan does not grant leave for pupils in those classes concerned during national test periods.

Both notified and unnotified absence are regarded at set cut-off points as potential problematic absence.

The Attendance Team and the Pupil Health Team are brought in at an early stage in conjunction with all forms of absence.

Social Services will always be notified in the case of absence resulting from unapproved leave.

If you have any questions regarding attendance or absence, please contact the Attendance Team.

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