

Information about registering absence and school policy on absent pupils

Call 0580–709 006 and follow the instructions (A translated template can be found on the next page)

Confirmation will arrive by text message. Note that absence registration **must** be done before 08.00 each day that the child is absent. Parents or guardians are obligated to register absence when their child is unable to attend school. To clarify, parents or guardians should not text message or call pupil's mentors to register absence, this is done by the parents or guardian according to one of the following descriptions:

1. Absence registration for single lessons, such as dentist appointments or other meetings etc, should be done by parents or guardians through Dexter (by phone).
2. Students with a guarded identity or an incomplete National ID number should register absence by phone 0580-805 50
3. If Dexter is out of service, absence registration should be done by phone 0580-805 50

A pupil in preschool, compulsory school, compulsory school for pupils with learning disabilities, compulsory school for students with severe learning disabilities or Sami school may be eligible for shorter periods of absence for private matters. Examples of private matters could be some trips, family holidays or religious holidays.

Shorter periods of absence may include no more than 10 days total per school year. If there are exceptional circumstances, additional absence could be approved, however this is used restrictively.

The decision of approving absence will depend on each individual case and will depend on the pupil's situation. Circumstances that usually has to be taken into account are the length of the absence, the pupil's academic situation, the possibility to catch up on missed time, and how pressing the absence is for the pupil. Pupil mentors may approve two days of absence per semester. For absence periods longer than one day parents or guardians should fill out an application and turn it in at the principal's office or send it to: **Ljusnarsbergs kommun, Gruvstugutorget, 714 80 Kopparberg**. Application forms can be found at: www.ljusnarsberg.se

Approved and non-approved absence

Kyrkbacksskolan will not approve of any absence during the periods for national tests, if the pupil is in a grade which is affected.

Both approved and non-approved absences can be seen as problematic at certain, higher, levels.

The Attendance team and the Student Health team will get involved early on at any type of absence.

Absence during non-approved leave always results in a report to the Swedish Social Services.

For questions concerning attendance/absence the Attendance team can be contacted:

Caroline Magnusson

Caroline.magnusson@ljusnarsberg.se

0580-805 50

Template for registering absence (The following is a translation of the instructions that will be given in Swedish)

Call 0580-709 006 and follow the instructions:

