

# RESPONSE TO INSUFFICIENT SCHOOL ATTENDANCE LEAVES OF ABSENCE/ILLNESS



In cases of suspected insufficient attendance, notifications of illness and leaves of absence must be examined.

The following response to insufficient attendance is based on the number of leave of absence/sick days in each step. It is important to base the response on the status of each student, and always seek support from the Kópavogur Education Department and/or Kópavogur Child Protection Services, if necessary.

## **STEP 1** **5-9 DAYS**

The school informs the parents about their child's attendance.

## **STEP 2** **10-14 DAYS**

The supervising teacher interviews the student and his/her parents. School administrators are informed of the state of affairs. In the case of illness, the involvement of the school nurse may be requested.

## **STEP 3** **15-19 DAYS**

The supervising teacher invites the parents to a meeting, along with the principal or his/her representative, where a plan on the next steps is formulated. The Pupil Welfare Council is informed, with the knowledge of the parents.

## **STEP 4** **20-29 DAYS**

The principal calls for a meeting with the parents, and the student if appropriate. A written notification and action plan is sent to the Kópavogur Education Department.

## **STEP 5** **30 DAYS OR MORE**

The principal notifies Kópavogur Child Protection Services of the child's attendance and informs the Kópavogur Education Department of the matter. A new plan on the next steps is subsequently formulated.

Article 19 of the Compulsory School Act of 2008 reads: "Parents are responsible for their children's studies and shall monitor their progress in cooperation with the children themselves and their teachers. The parents of a child of compulsory school age are responsible for enrolling the child in school when it reaches that age and for its school attendance".

# RESPONSE TO INSUFFICIENT SCHOOL ATTENDANCE ABSENCES



In cases of suspected insufficient attendance, the student's attendance record must be examined.

The following response to insufficient attendance is based on the number of absences in each step. It is important to base the response on the status of each student, and always seek support from the Kópavogur Education Department and/or Kópavogur Child Protection Services, if necessary.

## STEP 1 2-4 ABSENCES

The school informs the parents about their child's attendance.

## STEP 2 5-9 ABSENCES

The supervising teacher interviews the student and his/her parents. School administrators are informed of the state of affairs.

## STEP 3 10-14 ABSENCES

The supervising teacher invites the parents to a meeting, along with the principal or his/her representative, where a plan on the next steps is formulated. The Pupil Welfare Council is informed, with the knowledge of the parents.

## STEP 4 15-24 ABSENCES

The principal calls for a meeting with the parents, and the student if appropriate. A written notification and action plan is sent to the Kópavogur Education Department.

## STEP 5 25 ABSENCES OR MORE

The principal notifies Kópavogur Child Protection Services of the child's attendance and informs the Kópavogur Education Department of the matter. A new plan on the next steps is subsequently formulated.

Article 19 of the Compulsory School Act of 2008 reads: "Parents are responsible for their children's studies and shall monitor their progress in cooperation with the children themselves and their teachers. The parents of a child of compulsory school age are responsible for enrolling the child in school when it reaches that age and for its school attendance".