



HILLERØD
KOMMUNE

School Department – January 2020

Student absence - guide for parents

This guide will inform parents about the national rules for absence and our guidelines for working with student absence in Hillerød Municipality.

Student absence – our mutual responsibility

All students at schools in Hillerød Municipality should feel part of an academic and social community, and our aim is to maintain a learning environment with a high degree of well-being.

Absence may have a negative impact on the student's academic, personal and social well-being at school. In Hillerød Municipality, we are therefore focused on handling alarming and unauthorized absence, and this responsibility is shared between school and parents.

The Folketinget has introduced rules for Folkeskolen that may cause a stop in the child and youth allowance for one quarter, if your child is away from school, unauthorized, for 15 percent of a quarter.

We will go through the rules here and introduce you to the guidelines of Hillerød Municipality for working with student absence.

When do you have to report the reason for absence to your school?

As a parent, it is your responsibility that your child comes to school and takes part in the teaching. If your child is not present in class, you must report this to the school, in writing through Aula.

In order to live up to the school registration rules, you must inform the reason for the absence on the same day and no later than 3 days after the absence took place. If not, the absence will be registered as unauthorized absence. Under special circumstances, you may inform the cause within reasonable time, if you, for any good reason, were not able to report this immediately, e.g. in case of immediate hospitalisation or any such emergency.

Authorized or unauthorized absence?

The school must supervise that their students attend class. Absence is reported digitally, and we distinguish between three main types of absence:

1. Absence due to illness, disability or the like (authorized absence)
2. Absence due to extraordinary leave (authorized absence)
3. Unauthorized absence

1. Absence due to illness, disability or the like

This type of absence is applied, if a student due to danger of infection or considering the health or well-being of the student cannot go to school.

The headmaster may ask for a medical certificate, if your child is absent due to illness for more than 2 weeks. If you as a parent do not meet the request for a medical certificate, the absence will be registered as unauthorized.

The term 'disability or the like' includes both actual diagnoses or disabilities such as autism, ADHD, brain damage, mobility problems and mental/social challenges, such as eating disorders, anxiety or self-harm.

2. Extraordinary leave

The headmaster may grant extraordinary leave, if you apply for it. Extraordinary leave is typically granted in connection with special family events, or if, as an exception, a parent wants to go on holiday outside normal school holiday periods.

The headmaster will decide based on a specific assessment considering the schooling of the student and the rest of the class. Basically, all students must go to school every day, and the headmaster should be reluctant to grant permission to extraordinary leave.

If the headmaster grants extraordinary leave, it will be considered as authorized absence.

3. Unauthorized absence

It is unauthorized absence, if the student is not absent due to illness, disability or the like, or if the headmaster has not granted permission for extraordinary leave.

In case of unauthorized absence, the school must contact the home asap. to understand, why the student is absent.

Dentist and doctor appointments

We also register dentist and doctor appointments. This is authorized absence, as long as the school is informed in writing through Aula.

Late school arrival

We also register late arrival of the student in the morning. If there is an excusable reason, the absence will be registered as authorized. It could be public transportation delays or serious illness in the family.

If it is a considerable delay, and there is no excusable reason for the delay, the absence will be registered as unauthorized.

When do we register the absence?

Absence will be registered on a daily basis during the first lesson. For students in the 7th to 10th grades, absence will also be registered during the last lesson.

Grønnevang Skole, Hillerødsholmskolen and the 10th grade school apply lesson absence from 7th grade and up. Absence will be registered for each lesson from 7th grade and up.

Unauthorized absence as all-day absence or half-day absence

Unauthorized absence noted in the first lesson will be registered as all-day absence. For students in 7th - 10th grades, the rule is that if they are present at the time of registration during the first lesson, but absent without authorization at the time of registration in the last lesson, it will be registered as half-day unauthorized absence.

If your child has 15 percent unauthorized absence in one quarter, the child and youth allowance will not be paid for one quarter.

If your child has unauthorized absence of 15 percent or more within one quarter, the headmaster must report the absence to the Administration. The Administration will then evaluate the case and make a decision whether or not to stop payment of the child and youth allowance for one quarter.

Before a decision is made, the Administration must consult both the parents and students over 12 years, thus ensuring that the absence has been registered correctly.

A quarter follows the calendar year, and therefore, every quarter does not count the same number of school days. Consequently, the number of unauthorized absence days may differ to reach 15 percent of unauthorized absence.

If the Administration decides to put a stop to the child and youth allowance, it will apply for one quarter. The Administration must receive a new report from the school to decide on each new case of child and youth allowance.

If a student has an unauthorized absence of 10 percent or more within one quarter, the headmaster must inform you as a parent and notify of any possible financial sanctions, enabling you to ensure as quickly as possible that the student will attend school.

Hillerød Municipality's own procedure in case of an alarming absence

Apart from securing that student absence is registered correctly, the school will continuously evaluate when the total absence is developing into an alarming situation for the well-being and education of the student.

In Hillerød Municipality, we consider an absence of 15 percent or more as alarming, no matter if the absence is registered as authorized or unauthorized. Furthermore, 3 days of unauthorized absence within one quarter is considered alarming. If we experience alarming absence, we will start a number of initiatives to support an increased presence of the student.

We work with four principles:

- Early action
- Systematic use of absence data
- Dialogue with the home and early involvement
- Involvement of resource people