

## Procedure on Leave of Absence for Students

All children has the right to education, jf. Independent School Act § 3-2. It means that student's attendance is compulsory.

### **Short period of absence because of sickness**

When a student is absent from school due to sickness, doctor or dentist appointment, this is considered as valid absence. The message must be in written about the reason for absence from the parents or sick note from a doctor when necessary.

The message from parents must be in written and sent to school office at [office@sdis.no](mailto:office@sdis.no) as soon as possible.

### **Absence with permission**

#### **Permission for up to two weeks, cf. the Independent School Act § 3-13:**

When appropriate and can be justified, the school may, **upon application**, grant the individual student leave for up to 10 school days (2 weeks).

**Application for leave must be in writing and sent to the principal at least one week prior to the date of absence.**

**Student are not entitled to receive lost education due to leave. The parents must ensure that the student receives the necessary education during the leave period.**

The principal will consult with the teacher(s) to decide if the leave is appropriate for the student. This decision is based upon, but not limited to:

- The timing of the leave such as mandatory exam period, national test period etc.
- The amount of absences prior to the leave
- The student's educational situation

We give permissions for leave to the student on the grounds of following

- Religious
- Cultural
- Educational
- Athletic
- Medical reason related to family members

Any leave in connection with extended holiday or long weekend will be rejected otherwise.

Parents have the right to appeal the decision of the school Principal to the county governor (Fylkesmannen i Rogaland).

## **School's procedure to follow up student's absence**

School will follow up student's absence if any of the following scenario happens:

- Undocumented absence for a single hour or a day.
- Coming late 3 times in a month period, regardless of documented or not.
- Absence without permission for more than 3 single days within one month, regardless of whether documented or not.
- Absence without permission over 10 days within the same semester regardless of whether documented or not.
- Use too many leave of absence with permission.
- Other absence which is concerning.

1. If any of the scenario happens, office will contact parents to find out the reason for the student's absence.
2. Parents might be called in to have a meeting with the school if there is a concern on student's absence.
3. Parents are informed their rights and responsibilities of informing school about any absence.
4. For absence without permission over 10 days, principal will evaluate the case and investigate the reasons. This will be documented.
5. School can contact Child Protection Centre if there is a suspicion of abuse or neglect at home.
6. If the parents take a leave that has not been applied for or approved by the principal, the student's absence will be regarded as invalid. The student will lose his/ her place in school and must on return reapply according the school's admission policy.
7. From the academic school year 2018-2019, the attendance record will be included in the report cards.

### **Reference:**

#### ***Friskolelova §3-13 Permisjon frå den pliktige grunnskoleopplæringa***

Når det er forsvarleg, kan skolen gi den enkelte eleven i grunnskolen permisjon i inntil to veker. Ved avgjerd etter føresegna gjeld forvaltningsloven. Avgjerd om permisjon er enkeltvedtak, jf. forvaltningsloven § 2. Departementet er klageinstans.

## Application for Absence of Leave

Before your application, please refer to school’s calendar to avoid any important event.

We emphasize that parents/guardians themselves are responsible for education of the child during the leave period. The principal has, where appropriate, the authority to grant leave for up to 10 school days.

Section 3-13 of the Independent School Act: Permission from the required education:

*When it is reasonable, the school can give the individual student in primary and middle school leave for up to two weeks. The decision is bounded by Administration Law. Decisions on leave are individual decisions, cf. Section 2 of the Public Administration Act. The ministry is the appeal body.*

Student’s Name:	Student’s date of birth:	Grade:
Does the student have SFO?		
Absent From:	Absent to:	Number of days in absence:
Reasons for leave of absence (Please be specific. ):		
I / We are aware that we are responsible for the education for the child during the period of leave and that granted leave only applies for the corresponding period of time.		
Parent’s Full Name:		
Place/Date:	Signature:	
_____	_____	

Send the completed form to [office@sdis.no](mailto:office@sdis.no)