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**PROTOCOL SCHOOL ABSENCE**

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**Introduction**

The absenteeism policy is aimed at minimizing student absenteeism and to complying with the legal obligations with regard to the 1969 Compulsory Education Act.

Absence means that a student is absent from school. In order to be able to establish absenteeism, it is necessary that the school knows where a student is at any time during a school day.

**1. Daily**

1. Parents/guardians report their child's absence by 7:30 am at the latest. This is possible

by telephone, in person or in writing.

2. The group teacher registers absenteeism in the Quickschools by means of codes (see below). For students who are regularly late a note is made.

3. If a child is absent without his/her absence being reported, the group teacher before 9.00 notifies the Administrative Assistant, Maya or the principal, Jolly

4. If a child is absent without his/her absence being reported, the Administative Assistant before 10:00 contacts the parents/guardians, asking for the reason of the absence.

5. If there is possible unauthorized absence or contact is not possible with the parents/guardians, the Administrative Assistant will immediately report this to the group teacher.

**2. Arriving late**

If you are regularly late (after 7:45 a.m.)

1. **3 X too late**

The school conducts a meeting with the student and his or her parents/guardians.

2. **6 X too late**

The school will inform the parents in writing or in a personal meeting of the late arrival and of the possible consequences.

3. **9 X too late**

School sends a letter to parents warning that the next time coming late, will be reported to compulsory education.

4. **12 X too late**

• School sends a letter to the parents informing them that it has now been reported to

compulsory education. A copy of this letter will be sent to Compulsory Education. Also the school reports the absence through a Knowledge Unauthorized Absence (hereinafter referred to as KOV). From compulsory education, a warning letter will be sent to the parents asking parents to stop being late. If no improvement occurs, possible sanctions are not excluded.

**3. Sick**

1. If a child is ill for more than a week, the group teacher will contact the parents/guardians. In this conversation, the teacher informs how the child is doing and it is agreed when the child will return to school.

2. If the agreed term has expired and the child is not yet at school, we will contact the parents again. In case of doubt, the group teacher informs the management and/or the IGO'er

3. When a child is reported sick 3 times in a short period of time, the absence is discussed in the care consultation.

The attendance officer can then decide to treat the absenteeism:

- sick reports that are suspected to be unauthorized absence are handled by the attendance officer.

**4. Extra leave**

Extra leave may only be granted for: (religious) holidays, important circumstances or because of the nature of the profession of (one of) the parents.

The director makes a decision on applications of 10 days or less. In case of doubt, the director can contact the attendance officer.

1. Parents must collect and complete a leave form from the Administrative Assistant. The board will pass on the extra leave to the group teacher. The teacher states the extra leave in Quickschools. Absent with reason, also fill in the reason.
2. If the child is not back after the agreed term, the group teacher will inform the management. The absence is noted as unauthorized absence. The prinipal reports the unauthorized absence to the Compulsory Education Officer.

**5. Occasional unauthorized absence**

The group teacher informs with the parents about the reason for absenteeism and makes an open note of this in Quickschools. It is made clear to parents that unauthorized absence is not allowed.

**6. Absence registration system**

The teachers enter the absenteeism daily in the absenteeism registration system in Quickschools. This is necessary in order to be able to report unauthorized absence from school of three days in a period of four consecutive weeks of school without delay, as is required under the Compulsory Education Act.

If there are striking matters, the Administrative Assistant informs the group teacher. The group teacher informs the principal if necessary.

**7. Filing**

Additional leave requests are kept by the management. The absence registration is kept in the absence registration system of Quickschools. If necessary, a printout of the absence can be made.

**8. Codes in the Quickschools absenteeism registration**

|  |  |
| --- | --- |
| Present |  |
| Absent | without reason |
| Tardy | without reason |
| Absent with reason | Write down the reason. Parents or caretakers need to call or send a mail/letter in case of illness |
| Tardy with reason | Write down the reason. Parents or caretakers need to call or send a mail/letter in case of illness |

**9. Compulsory Education Act**

**Leerplichtwet 1969**

**Reporting absenteeism during compulsory education**

The school is obliged to report unauthorized absenteeism without delay (within 3 days) to the attendance officer by means of a KOV report.

What is legally unauthorized absence:

• Unauthorized absence of 16 hours in a period of four consecutive week weeks. That is roughly equivalent to 3 days of absence. (Previously, this was an unauthorized absence of 3 consecutive teaching days or an unauthorized absence that exceeded 1/8 of the class time in 4 consecutive teaching weeks).

• Luxury absenteeism. This can be less than 16 clock hours and must be reported. Very frequent late arrivals. Absence registration The school is obliged to register all absenteeism. In doing so, it must state whether the omission is lawful or unlawful and it must state the reason for each permissible omission. In order to be able to report to the KOV on time, it is necessary that the absence registration is up-to-date and complete. Absenteeism protocol The school has an absenteeism protocol, in which the various absenteeism tasks are assigned to the employees and in which possible replacement is also arranged when this employee is absent.

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**Absence protocol**

The school has an absenteeism protocol in which the various absenteeism tasks are assigned to the employees and where possible replacement is also arranged when this employee is absent.

**Extra leave:**

• Extra leave may only be granted due to serious circumstances or due to the nature of the profession of (one of) the parents.

• Leave to fulfill religious obligations is a notification, not a request.

• The school principal decides on leave of 10 days or less. The attendance officer decides on leave of more than 10 days.

**Luxury absenteeism**

• This is absenteeism whereby holidays are taken outside the established holidays, without permission from the school director or the attendance officer. The interests of the parent/young person/caregiver take precedence over those of school attendance.

•It may, for example, concern a sick report prior to or after a school holiday, where the school suspects that the report is unjustified and that it concerns a holiday.