

Preventing School Dropout



Reaction to Inadequate School Attendance in Primary Schools

English version

Department of Education in Reykjanesbær

reykjanesbaer.is



When there is a suspicion over child absences...

we need to check the pupil's attendance over the last three months, with special concern to the distribution of the absences (number of absences over a short or a long period). Reaction to inadequate attendance should be according to the following steps. Although it is important to follow the guidelines it is equally important to individualize the support according to each pupil's situation.

2-4 absences

Notification letter is sent home. Conversation between class teacher and pupil and between class teacher and parents.

1

Step 1

5-9 absences

Stage 2 repeated. Meeting with class teacher, pupil and parents. Head of school is informed.

2

Step 2

10-14 absences

Meeting held with class teacher, pupil, parents and member of school administration team.

3

Step 3

15-24 absences

The case is discussed in the Pupils' protection council. An action plan is put in place.

4

Step 4

5

Step 5

25+ absences

Inadequate attendance is reported to the Child welfare committee and simultaneously to the Education department. Child welfare calls for a meeting.



Reaction to inadequate school attendance

When there is a suspicion over child absences...

despite of reported or explained absences due to leave or sickness, we need to check the pupil's attendance over the last three months (confirmed long time illness is excluded). A school can ask for a doctor's note if pupil is sick for more than a day. Reaction to inadequate attendance should be according to the following steps. Although it is important to follow the guidelines, it is equally important to individualize the support according to each pupil's situation.

5 – 9 days

Notification letter is sent home.
Conversation between class teacher and pupil and between class teacher and parents.

10 -14 days

Stage 2 repeated. Head of school and the school nurse are informed.

15 – 19 days

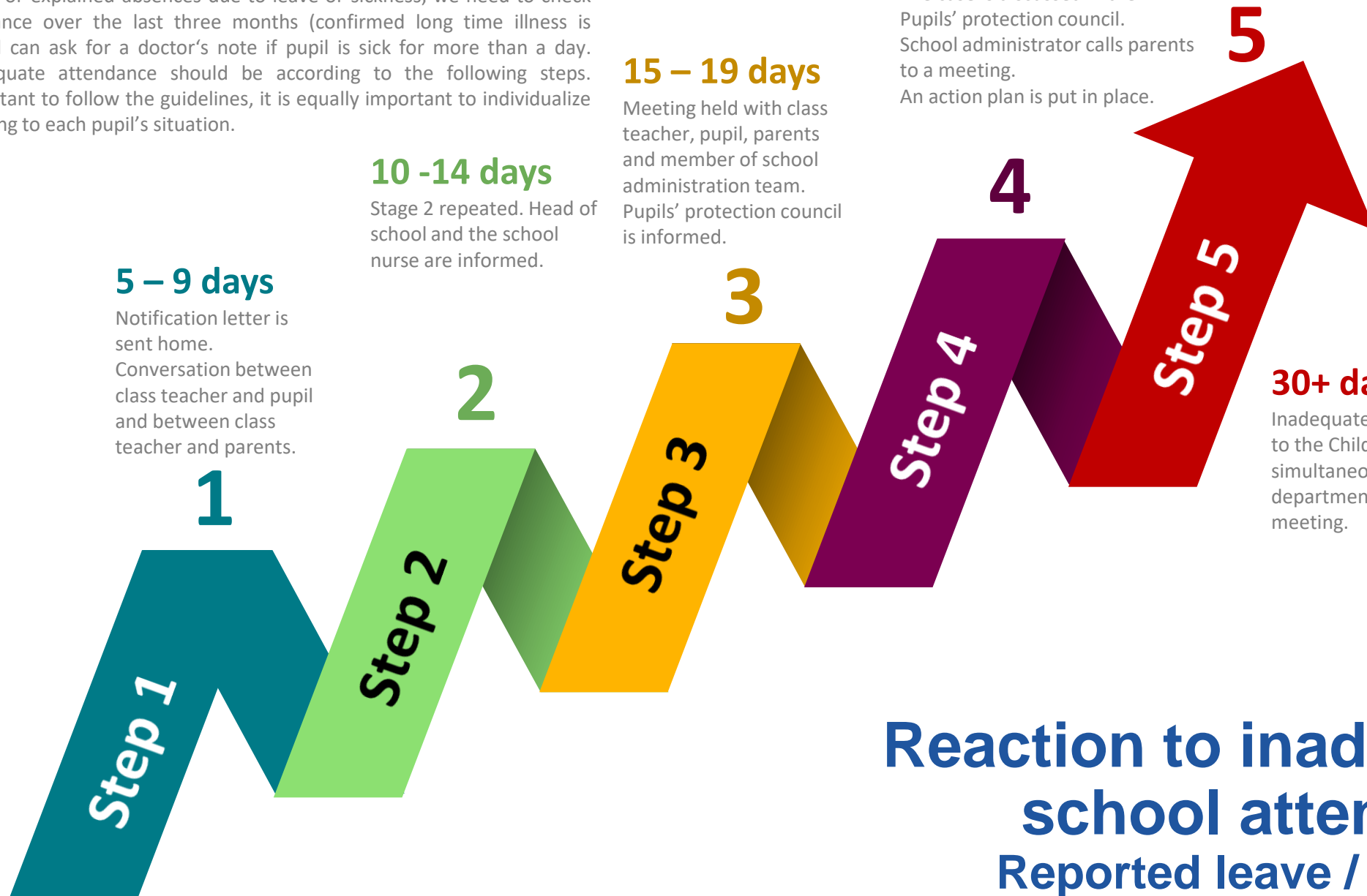
Meeting held with class teacher, pupil, parents and member of school administration team. Pupils' protection council is informed.

20 – 29 days

The case is discussed in the Pupils' protection council. School administrator calls parents to a meeting. An action plan is put in place.

30+ days

Inadequate attendance is reported to the Child welfare committee and simultaneously to the Education department. Child welfare calls for a meeting.



Reaction to inadequate school attendance
Reported leave / sickness