



# Student Absence Policy

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# Reporting a Student Absent

If your child will be absent from school, or if they will be leaving early or arriving late, **please report this using the Submit Attendance Excusal on Managebac**. If you need help logging into your Managebac account or submitting an attendance excusal on Managebac please contact us at the TechBar (open Monday - Friday from 08:30 -11:30) or email at [it@intsch.se](mailto:it@intsch.se).

When it is not possible to report absence on Managebac, you may ring the Absence Line at 08 412 4058. State your child's first and last name, the grade they are in, their advisory or homeroom teacher, and the reason for their absence.

**As part of our safeguarding procedures, the school sends an automated email when a student is marked absent from registration. This email is sent regardless of whether you reported your child absent.**

## Students Arriving Late

### Primary School Students

Students arriving at 8:30 or after **MUST** report to the **school reception office to sign in** and receive a late pass to be given to their teacher. We will contact parents if this happens regularly.

### Middle School Students

Students arriving after 8:30 report to their first-period class and will be marked late. Students arriving after 8:40 must report to the **school reception at Norra Latin to sign in** and receive a late pass, which they must give to their teacher. We will contact parents if this happens regularly.

### Upper School Students

Upper School Students arriving after 8:40 must sign in at the reception of Norra Latin if they missed the online registration (8:30 to 8:40). Students who are marked Excused in the online registration can go straight to class.

## Students Leaving Early

If your child needs to leave early, for a medical or dental appointment, for example, you should record this in Managebac as you do an absence. Students **must not** leave school for any reason, without first reporting to the **school reception office and signing out. Students will not be allowed to sign out without a notice from parents, which again should be noted in Managebac.**

If you do not report your child absent we will contact you by text, email or phone to confirm your child's absence. Therefore, we kindly ask that you try to remember to report your child absent by posting in Managebac.

**Note: If you have already reported your child absent you may disregard the automated email.**

## Non-school Related Absences

In general, participation in outside school clubs, sports, groups, or teams does not guarantee exceptions to the attendance or absence policy. It also does not guarantee options to make-up; exams, missed classwork, assignment deadlines, or other missed instructions. It is up to the discretion of the school leadership to approve non-school related absence(s). If the non-school related absence is approved by the section Principals, it is up to the student to address any missed learning. If the student falls behind in their studies because of the absence(s), the parents/guardian will be called in by the section Principals to discuss a plan on how to remedy the situation. (Extended absence forms are available online by clicking on the link below or you can pick one up from reception.)

Parents should note that with a school year of some 178 days, we consider that holiday compensation is more than adequate for students. We do not expect nor advise that students take leave-of-absence vacations. However, there are some unavoidable circumstances when parents feel they must take their child away for a day or two and this procedure is designed for such an eventuality. If you consider your request to be exceptional and important, then please complete the following [form](#) at least one week in advance of the proposed absence. It should be noted that in the event of a child's absence, whether approved or not, the school is not responsible for the lost academic time, or for providing work for the absent period, or for making up tests or projects on the child's return.

## Extended Leave Requests

Any absence that is not due to illness or other mitigating circumstances that exceed 15 school days will not be approved. If the family decides to continue with the extended absence this request will be reviewed by the Director in consideration of Swedish educational law. The family may be asked to withdraw from the school and re-apply for enrollment. There is no guarantee that space will be available upon application.

## Students who are Sick

If students are suffering from flu-like or other symptoms that make them unwell to be in the classroom, teachers have the mandate to ask parents to pick up their children or ask the children to go home (if authorized by their parents).

Students can only return to school if they have been fever/symptom-free for 48 hours without medication. Please refer to the [Illness Policy](#) for further details.

### Elevator permission

Students are expected to use the stairs in the Main Building. If students have a need to use the elevator for health reasons, they need to obtain a signed elevator permission slip from one of the school nurses. Students are expected to have the elevator permission slip with them while using the elevator.