

Attendance rules for 1st - 10th grade Breiðholt Elementary schools – leave of absence and sick leave

With regards to student attendance and as an extension to Breiðholt elementary schools' attendance policy there sometime arises a need to look more closely into explained absences. This extension to the attendance policy is an attempt to better intervene if there is a possible school attendance problem.

Every time the school is notified of a student's illness or a leave of absence it is compared to his or hers record of prior absences. In every instance the attendance record for at least the last three months of school is examined for any and all instances of absences and sick days. The school can request a medical certificate if the student is ill for more than one day.

Every month, an analysis is made into the absences of all students. All absences are taken into account except for long-term illness, accidents, continuous days of leave or illnesses confirmed by medical certificates.

Response due to close examination of student attendance are taken with the following steps:

STEP 1 (5 days leave of absence and/or sick leave)

If a student has a record of more than 5 days of absence, the primary schoolteacher notifies the parents through Mentor (Ástundun - bréf til foreldra) and afterwards calls the parents in for a meeting.

STEP 2 (10 days leave of absence and/or sick leave)

If a student has a record of more than 10 days of absence, the primary school teacher again notifies the parents through Mentor (Ástundun - bréf til foreldra) and afterwards calls the parents in for a meeting. If, however, 80% or more of those days are due to sick leave, the school nurse will contact the parents and notify the school's student

STEP 3 (15 days leave of absence and/or sick leave)

If a student has a record of more than 15 days of absence, the primary schoolteacher again will call the parents in for a meeting along with a school administration representative and notify the school's student protection council if necessary.

STEP 4 (20 days leave of absence and/or sick leave)

If a student has a record of more than 20 days of absence, a school administrator will call the parents in for a meeting along with a representative from Breiðholt service center (viðbrauðstevmi).

STEP 5 (30 days leave of absence and/or sick leave)

If a student has a record of more than 30 days of absence, a school administrator will inform the school's student protection council of the student's attendance status which will in turn notify The Child Protection Committee and the department of education and youth. The Child Protection Committee calls for a notification meeting.