

## Procedure for Recording Absence

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|                  |                                                                                                                                                                                                              |                     |
| <b>Recording</b> | The teacher records 100% absence if the student is absent. If the student arrives within the first 30 minutes, 50% absence is recorded. The student must always note the reason for their absence in Lectio. | Teacher,<br>Student |

## Procedure for Following Up on Absence

| <b>Step</b>                       | <b>Actions</b>                                                                                                                                                     | <b>Involved parties</b>                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Absence report<br>(every 3 weeks) | The study administrator prepares an absence report based on a percentage threshold set by the leadership.                                                          | Study administrator,<br>Study counsellor,<br>Deputy Head |
| Conversation                      | The study counsellor calls the student in for a first conversation about their absence. A "samtale" (conversation) is recorded in Lectio by the guidance counselor | Study counsellor,<br>Student                             |
| Serious talk                      | A "serious talk" is recorded in Lectio by the study counsellor. An action plan for reducing the physical absence is drawn up jointly.                              | Study counsellor,<br>Student                             |

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| First warning | <p>A "first warning" is recorded in Lectio by the study counsellor, and the student receives a notice of possible sanctions. The study counsellor completes the notice together with the student. The document is submitted to the principal's office, and a copy is sent to the parents. The study counsellor follows up with the student after the specified deadline. The boarding teacher is contacted if the student is a boarding student, and the IB coordinator is informed if the student is an IB student. VEST may be involved.</p> | <p>Study counsellor<br/>Student<br/>Parents<br/>Boarding teacher<br/>IB coordinator<br/>VEST</p>                                                      |
| Final warning | <p>A "final warning" is recorded in Lectio by the Deputy Head. The final warning constitutes a formal hearing, where the student is called to a meeting with the Deputy Head and the study counsellor. The Deputy Head decides whether the student should receive a written warning and which sanctions, if any, are to take effect pursuant to the school rules and regulations. The parents are informed of the meeting and may attend.</p>                                                                                                  | <p>Study counsellor,<br/>Student,<br/>Management,<br/>Parents,<br/>Boarding teacher,<br/>IB coordinator,<br/>VEST,<br/>Deputy Head,<br/>Principal</p> |

## Procedure for Written Absence

| Situation                       | Recording in Lectio                                              | Absence status     | Remarks                                                                                         |
|---------------------------------|------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------|
| Timely submission of assignment | The assignment is recorded as submitted on time                  | 0% written absence | The student is entitled to feedback and, where applicable, a grade                              |
| Late submission                 | The assignment is recorded as submitted "late" in the note field | 0% written absence | The student is entitled to some feedback and, where applicable, a grade The absence is removed. |

## Procedure for Crediting Absence

| Step        | Action                                                                                                                                                       | Responsible                                 |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Activity    | The student participates in an activity that can be equated with teaching (e.g., an excursion or study trip with a teacher).                                 | Teacher                                     |
| Information | The teacher informs the study administrator about the activity before or immediately after it takes place.                                                   | Teacher                                     |
| Crediting   | The study administrator credits absence for school activities, and the extracurricular office (fritidskontoret) credits absence for leisure-time activities. | Study administrator, extracurricular office |

|          |                                                                                                                                                                               |                                             |
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| Criteria | Absence can only be credited if the activity can be equated with teaching according to the Ministry's guidelines. Students cannot have their own absence credited themselves. | Study administrator,<br>Leisure-time office |
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