



Pupil Attendance and Absence Policy

Previous Review	
Current policy	March 2025
Next review	March 2026

Mission

The International School Ikast-Brande is a school committed to the happiness and sustainability of our community. Focused on excellent academics and developing individual skills and attributes we prepare students for the challenges of an ever-changing world.

Overview

Regular attendance at school is essential for students to achieve their educational best and thrive in our school environment. Consistent attendance enhances learning, establishes stability, and fosters strong relationships with teachers and peers. Extended absences can significantly impact children's educational progress and could influence their progression to the next grade level.

Purpose of the Policy:

- To promote student attendance.
- To ensure that the school receives advance notice of leaves for effective classroom planning.

Attendance Requirements:

Attendance requirements at ISIB are guided by attendance standards for Danish state schools:

Children must attend school every day, unless the school gives permission or there is a valid reason for your child to stay at home. If your child has an unapproved absence rate of 15% in a quarter (January-March, April-June, July-September, October-December), public schools must report the absence to the municipality. An unapproved absence rate of 15% in a quarter is typically equivalent to 6–9 days.

As a private institution we will assess each child on an individual basis and report if we deem necessary. The school also may send a notification to the municipality if there is a concern about student's wellbeing/learning progress due to absences.

For more information, please click on the link below: <https://www.uvm.dk/folkeskolen/laering-og-laeringsmiljoe/fravaersregler-ifolkeskolen/materiale-til-foraeldre>

Attendance and Holiday Considerations:

Students at ISIB enjoy generous holiday periods throughout the year. Families are encouraged to schedule travel during these breaks. If travel during the school term is necessary, parents are required to inform the school so the effects on the children's education can be considered.

We recognise that we are an international school and that under certain circumstances it may be necessary for parents to inform the school of leave/time away from school for their children.

Short-Term Absences:

Illness and Appointments: If a student is absent due to illness or medical appointments, parents must inform the school.

Important Notes:

- Prolonged absences significantly impact learning.
- Teachers will not provide individualised work packets for extended absences. Students may access Teams and access the work that is available to the classes.
- Students may complete and submit homework tasks noted on Teams.

Process for Informing the School of Leave:

1. **1-3 Days Leave:** Inform the Office and Homeroom Teacher via Engage.
2. **More than 3 Days Leave:** Inform the Office (who forwards to the Head of School) and Homeroom Teacher via Engage.

Types of Absences:

Present: Student registers are taken in primary school in the morning and afternoon and therefore present indicates a children was present during the morning or afternoon session. Student registers are taken in each session in secondary and therefore present indicates a child was present during that session.

Late: Student arrived late; patterns will be monitored.

Sick: Reported via Engage or phone call; each day of sickness needs to be reported.

Unavoidable Absences: Includes compassionate reasons or emergency situations; documentation may be required.

Extraordinary Absence: Will be assessed on a case-by-case basis.

Steps for Absences of Concern:

1. **Initial Concern** – 5-10% absence over a quarter: Homeroom teacher will raise the concern on Engage and may contact family.
2. **Continued Concern** – 10-15% absence over a quarter or persistent absences throughout the year. Deputy Head may contact the family.
3. **Formal Concern** – 15% and above absence over a quarter: If absences persist, a meeting or phone call is arranged with family and Head of School, and an action plan is created.

Each case is treated as an individual case and may not use the steps above.

Formal Notification:

If a student's absence continues beyond acceptable limits, parents will be informed that the school is notifying the municipality.

If a parent does not notify the school of the reason for absence, contact will be made by the school with the family. If the school is unable to make contact for three consecutive days, the school will notify the municipality.

This policy aligns with our commitment to the safety, the well-being and the educational success of all students at International School Ikast-Brande.

Appendix 1

Procedure for Staff

1. Primary Staff complete registers in the morning and afternoon sessions. Multi-Level and Secondary Staff complete registers for each lesson.
2. Any late children *should* report to the office. Staff to update the register with late children, marking them as late, secretary to monitor the registers.
3. Secretary to send out a message on Engage with the names of absent children that the school has not received a reason for their absence. Staff to respond if they have received communication about absent children and to respond if they have not received communication.
4. Secretary to discuss attendance with Head of School.
5. If no known reason is provided, then the secretary is to contact the parents to discover the reason.
6. If the school does not reach any contact, then it becomes a safeguarding concern. SLT to be informed. If the child is absent on the following day, follow the procedure above. If there is a third day without contact, the municipality is notified.
7. Engage will send a notification (when report is complete) when a pupil has 5%/10%/15% absence to Homeroom, Deputy Head of School and Head of School. SLT will discuss with homeroom whether they contact the family or not. Continued Concern and Formal Concern will be the responsibility of SLT. During the period where Engage does not send a notification, then SLT will use Engage to calculate absences every quarter.

Appendix 2

Procedure for Quarterly Review

1. SLT to review absences quarterly (January-March, April-June, July-September, October-December).
2. SLT to run report Attendance Pie Chart. Any concerns, then SLT to run the report Absence Details.
3. If contact is necessary then SLT will follow the Steps for Absence Concerns.