



Skóli Ísaks Jónssonar
Private non-profit institution

Attendance

The objective of the rules on school attendance is to support students and parents/guardians when it comes to the students' studies and attendance.

The Compulsory School Act, Article 19, Parents' responsibilities

"Parents are responsible for their children's studies and shall monitor their progress in cooperation with the children themselves and their teachers. The parents of a child of compulsory school age are responsible for enrolling the child in school when it reaches that age and for its school attendance. In the case of failure by a child of compulsory school age to attend school, and where this is not due to illness or other objective reasons, the headteacher shall seek solutions and decide on remedial measures. Moreover, the headteacher shall report the case to the relevant child protection authorities. The headteacher shall handle the case in accordance with the provisions of the Administrative Procedures Act."

- At the beginning of each school year, all students are recorded as having adequate school attendance.
- **Late arrival results in one absence point.** Students who arrive when the class has begun are recorded as being late.
- **Absence results in two absence points.** Students who arrive 20 minutes late or more are recorded as being absent without permission.

Students are required to attend all classes. Illness must be reported on the same day in Mentor or by calling the school (553 2590). If not, the student will be recorded as being absent without permission.

Shorter leaves of one to three days may be approved by supervising teachers, but must be reported to the school's office manager. If a student needs a leave of more than three days, the parents/guardians must apply for leave with the principal or send a written application to the school's office. An application form is available on the school's website. Parents are responsible for their children's studies while they are on leave.

Student attendance can be seen in Mentor and is sent to parents each month. Any comments must be received by the office within a week or else the entries will be considered to be approved. The supervising teacher monitors the attendance of their students and is responsible for the first stages in the process.

The rules are based on the process for Reykjavík's primary school attendance system, approved by the City of Reykjavík's Department of Education and Leisure on 12 November 2019, and are part of the school's operational plan.



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Response to insufficient attendance is divided into five steps.

First stage 10 absence points

The supervising teacher contacts the parents/guardians.

Second stage 20 absence points

The supervising teacher summons the parents/guardians to a meeting with the principal or a representative of the principal. Dated in Mentor.

Third stage 30 absence points

The supervising teacher summons the parents/guardians to a meeting with the principal or a representative of the principal. The Pupil Welfare Council is informed, with the knowledge of the parents/guardians. Minutes are recorded.

Fourth stage 40 absence points

Meeting with the principal, supervising teacher, parents/guardians and a representative from the school service (school service response team). Minutes are recorded and an action plan is formulated.

Fifth stage 60 absence points

Following a discussion by the Pupil Welfare Council, the principal notifies Reykjavík child protection services. The case is processed according to the procedures of the Department of Education and Leisure and the Welfare Division on the school community's responsibilities and obligations towards students with co-occurring disorders.



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Leave and illness

First stage 5 days of illness and/or leave

The supervising teacher contacts the parents/guardians.

Second stage 10 days of illness and/or leave

The supervising teacher summons the parents/guardians to a meeting with the principal or a representative of the principal.

Third stage 15 days of illness and/or leave

The supervising teacher reports the situation to the principal, who takes up the matter with the Pupil Welfare Council if necessary. If 80% or more of these days of absence are due to illness, the Pupil Welfare Council may decide to ask school healthcare to contact the parents/guardians.

Fourth stage 20 days of illness and/or leave

The case is discussed by the Pupil Welfare Council, which can decide whether the principal/their representative will call the parents in for a meeting with the supervising teacher and a representative from the school service (school service response team).

Fifth stage 30 days of illness and/or leave

The school's Pupil Welfare Council notifies Reykjavík child protection services. The case is processed according to the procedures of the Department of Education and Leisure and the Welfare Division on the school community's responsibilities and obligations towards students with co-occurring disorders.