



Absence Policy for Students at Waldorf International School Copenhagen

This policy aims to establish a cohesive, structured, and clear workflow for registering absences and implementing an action plan for excessive absenteeism. The goal is to ensure stable attendance for each student, as high absenteeism can negatively impact the child's social, academic, and emotional well-being at school.

The absence policy is published on the school's website and provided to all new students at the start of the school year or upon enrollment.

How does Waldorf International School Copenhagen register absences?

- As a general rule, students may only be absent from school due to illness.
- In case of illness, this must be reported no later than 8:30 a.m. on the day in question via the contact book on Intra. If reported before 8:30 a.m., the absence is recorded as "*excused*."
- Illness must be reported every morning for all days the student is sick through the contact book.
- If a student is absent without illness being reported via the contact book, the absence is noted in the contact book as "*unexcused*."
- Absences are recorded via Intra at the start of the day's first lesson for all students.
- In the upper grades (from 7th grade onwards), absences are also recorded at the beginning of the last lesson of the day.
 - If a student in the upper grades is present in the morning but absent during the last lesson, this is recorded as half a day's absence.
- Late arrivals are recorded as "*late arrival*" for the corresponding lesson in Intra.



What does the school do about excessive absences?

- All unexcused absences are communicated to parents on the same day via the contact book.
- If a student's unexcused absences exceed 10% in a quarter, the school will contact the parents to find a joint solution to reduce absenteeism. Parents will also be informed that the school is required to notify the municipality if absences exceed 15%.
- For illnesses exceeding 14 consecutive days, the school may request a medical certificate.
- If there are more than 15 consecutive sick days, the school will collaborate with the family to arrange education tailored to the child's condition.
- If the school determines that a student has so many scattered sick days that it affects their well-being, academic progress, and/or development, the school will work with the family to address this challenge.

Extraordinary Days Off

- All forms of absence from lessons, except due to illness, are generally regarded as *unexcused*.
- Extra holiday leave, days off, or similar may be approved in special cases if the following procedure is followed:
 1. Parents must apply in writing for permission to take extraordinary days off.
 2. The application form can be found on Intra under "Forms."
 3. Parents must complete the form and submit it to the headmaster no later than 14 days before the extraordinary days off.
 4. If approved, the form must be handed over to the class teacher.



Special accommodations:

- In cases of physical or mental impairment that prevent a student from attending school full-time, a time-limited, written agreement may be made for shortened school days or partial exemption from lessons.
- Such accommodations are granted only after a thorough individual assessment of the student's functional level and when all other solutions have been exhausted.

Adopted by the board, June 2023