



## Attendance Policy

*Revised July 2024*

At Futuraskolan International School of Stockholm we take good attendance very seriously, as there is a direct link between how often learners come to school and their achievement levels. Every day your child is absent can damage their education and future success. Per Swedish Law the school can only approve up to 10 days absence and the parent or guardian must apply for a 'Leave of Absence' BEFORE the scheduled absences via Schoolsoft.

Learners' attendance is recorded at the beginning of every lesson. Attendance rates that fall below 80% over the school year give serious cause for concern. Research shows that when a learner's attendance falls below 80%, it can significantly impact their academic progress, personal development, and social relationships, at school. Consistent attendance helps build strong learning foundations, supports social and emotional growth, and ensures learners are fully engaged in the school community. We are monitoring attendance across the school, with a particular focus on any learners whose attendance falls below 80%.

Any learners with absences accruing more than 20% will be reported to the proper Swedish authorities as per school law and regulations. If you have a child who has been absent over 20% due to illness, it will be necessary to provide a doctor's note or the absence will be reported to proper Swedish authorities as per school law and regulations.

In general, participation in outside school clubs, sports, groups, or teams does not guarantee exceptions to the attendance or absence policy. It also does not guarantee options to make-up; exams, missed classwork, assignment deadlines or other missed instructions. It is up to the discretion of the school management to approve non-school related absence(s). If the non-school related absence is approved by the school management, it is up to the learner to stay informed regarding class work that is missed. If the learner falls behind in their studies because of the absence(s), the parents/guardian will be called in by the school management to re-evaluate the approved non-school related absence.

### **Absence Notification (Guardians/Parents)**

It is a requirement of the Department for Education that accurate records of learner absences and explanations of the absences are kept by the school. We appreciate guardian/parent support in notifying the school of their child's absence.

If your child is going to be absent from school, you must provide notification as soon as possible by 8am by entering this information into Schoolsoft. For support with Schoolsoft, please contact our School Administrator or consult the Parent Handbook.

### **Having trouble getting your child to school?**

Here is what you can do to help!

*Contact the school to talk about it:* You can discuss your concerns with your child's mentor, School Counsellor, Vice Principal, or the School Principal. It is important to communicate and cooperate with the school and your

child to improve their attendance.

*Create a daily routine:* Children and adolescents respond positively to having a routine for all aspects of life, e.g. Bedtime, dinner time etc. This is also relevant to all aspects of schooling including getting ready for school, having breakfast, getting lunch ready, arriving at school, class etc. To encourage a routine can take some time but proves to be a successful tool in helping learners improve and maintain good attendance.

*Be actively involved in their schooling and learning:* A great way to keep on top of any decrease in attendance is to ensure you are involved in your child's learning. This can be managed in a number of ways. For example, talking to your child daily about their day, asking questions, checking your Google Classroom, Schoolsoft, or the Class or Principal Newsletter, or joining the PTA. *This is a very powerful method.* When learners are aware that you are involved in what is happening in school, they become more vigilant and take more ownership.

*Put away the mobile phone:* Create a schedule for appropriate phone use that does not interfere with the progression of the school day.

### Every Minute Counts!

When your child missed just...	That equals...	Which is...
10 minutes a day	50 minutes of learning time each week	Nearly 1.5 weeks a year
20 minutes a day	100 minutes of learning time each week	Nearly 2.5 weeks a year
30 minutes a day	150 minutes of learning time each week or ½ day	4 weeks per year
1 hour a day	200 minutes of learning time each week or 1 whole day	8 weeks per year