



Notification of Unauthorised Absence

Parents can now be notified by SMS and e-mail if their child has an unauthorised absence from school.

Recent policy documents

Education Act, Chapter 7, § 17 ... "If a student in elementary school, compulsory school, or special school without good reason fails to attend a mandatory activity, the head teacher is to ensure that the pupil's guardian is informed the same day that the student has been absent; unless there are special circumstances that require that the pupil's guardian is not informed on the same day."

Education Ordinance Chapter 4, § 8 ... "If a student due to illness or some other reason cannot participate in the activities organized to provide the intended education, the hindrance must be notified to the school unit."

Unauthorised absence

Absences are counted as unauthorised if a student is absent without being sick or without being granted leave from part or the entire school day. Late arrival is counted as unauthorised absence, unless it is notified in advance by the parents.

Authorised absence

All issued (registered) absence is counted as authorized, e.g. reported absence by parents or leave granted by the Principal.

You can register your child as absent before 9:00 either through Stockholm's school website or contact the school by telephone: 08-508 44 805.

Leave of Absence can be applied for using the official form:

http://rodabergsskolan.stockholm.se/sites/default/files/ansokan_ledighet.pdf

Prerequisite

We want you as a parent to register your contact details in Stockholm's Skolwebb. If you have an account in Skolwebb, you register your details by yourself. If you cannot access Skolwebb, fill in the form below and bring in to the school office. **We want to emphasize the importance of your contact information being up to date so you can be contacted in emergency situations.**

**Note**

An unauthorised absence message will be sent only for the first registered unauthorised absence via SMS and/or email.



Parents' Contact Information

Education Act, Chapter 7, § 17 ... "If a student in elementary school, compulsory school, or special school without good reason fails to attend a mandatory activity, the head teacher is to ensure that the pupil's guardian is informed the same day that the student has been absent; unless there are special circumstances that require that the pupil's guardian is not informed on the same day."

Students Name:	Class:
----------------	--------

Parent/Guardian 1

If my child is absent from class without prior notification, I as a parent/guardian would like to be notified in the following way:

- SMS
 E-mail

(Choose one or both alternatives)

For Students in years 1 to 3 a call will also be made to the home.

Parent's Name:	
E-mail:	Mobile Telephone:
Parents' signature:	

Parent/Guardian 2

If my child is absent from class without prior notification, I as a parent/guardian would like to be notified in the following way:

- SMS
 E-mail

(Choose one or both alternatives)

Parent's Name:	
E-mail:	Mobile Telephone :
Parents' signature:	

N.B. Always contact the school if your contact information changes.

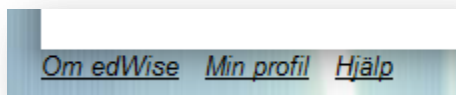


Parents/Guardians Skolwebb

If you have an account in Skolwebb, you register your details by yourself.

Logga in i Stockholm Skolwebb skolwebb.stockholm.se

Choose "My profile" in the bottom left-hand corner in Skolwebb.



Min profil

[Kontaktuppgifter](#)
[Personlig presentation](#)
[Ändra lösenord](#)
[Anpassa](#)

Namn
Göran Andersson

Telefonnr hem
01023456

Telefonnr mobil
070111111

Telefonnr arbete
010123456

E-postadress
goran.andersson@epost.se

Bekräfta e-postadress
goran.andersson@epost.se

Vidarebefordra interna meddelanden till e-postadress
 Informera om ogiltig frånvaro via E-post
 Informera om ogiltig frånvaro via SMS

Fill in your contact information and tick the method(s) you require for notification of unauthorised absence.

In the menu item "Absence" you can see your child's attendance record. You can also register absence here, as an alternative to ringing the school.