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Student Leave of Absence Policy

Table of Contents

Student Leave of Absence Policy	2
Authorised Student Leave	2
Extended Leave	2
Unauthorised Leave - International (IB) students	2
Absence due to Illness	3
Student Leave of Absence Forms	3
Student Absence: Teaching and learning	3

Student Leave of Absence Policy

School in Sweden is compulsory for school-aged children ('Skolplikt'), which means that they must fully participate in the learning programme provided by their school. The school is responsible for ensuring that each student reaches the goals of the school, and teacher-led instruction in school is the basis for this learning.

Authorised Student Leave

According to Swedish School Law, the school can only grant leave to a student for special valid reasons, with a total maximum of 10 days permitted under the following circumstances:

- Applications for leave of up to 5 days are determined by the student's Principal and the assessment is based on each individual student's school situation at the time of the special request. This means that the Principal can refuse requested leave based on academic requirements.
- In exceptional circumstances, the Principal may grant a further 5 days leave. Family holidays, travel/flight bookings, visits to relatives and friends, etc. are not exceptional circumstances nor valid reasons for leave and should be planned during the designated school holiday periods.

Applications for an authorised leave of absence must be received by the school no later than 14 days before the requested leave.

Extended Leave

If an extended period of leave from school is necessary, you must make an application to The City of Gothenburg's School Administration for compulsory schools, called 'Göteborgs Grundskoleförvaltning'. Further information on compulsory schooling and applications for extended leave is at the following links:

- [How compulsory school attendance works if your child is going abroad](#)
- [Application for extended stay abroad](#)

The application for extended leave must be received by 'Grundskoleförvaltning' no later than three months before the stay abroad begins.

Unauthorised Leave - International (IB) students

If a student is absent without an authorised reason or approved leave, then they may be automatically Withdrawn from ISGR. Parents will need to re-apply and demonstrate that they still meet the Admissions Criteria if they wish to return to ISGR.

It is also a requirement that students are present on the first day of school to confirm their enrollment. Compulsory school attendance ('Skolplikt') commences from the first day of each school term or the student's designated "Start Date" if enrolled during the term. A deferred start must be for an authorised reason or approved leave otherwise the enrollment may be revoked.

Absence due to Illness

If your child is sick, their absence must be reported in our student registration platform called SchoolSoft before 7.45 a.m. by logging in using your username and password at: <https://sms6.schoolsoft.se/isgr>

If your child does not arrive at school and no absence report has been submitted by the parent or guardian through SchoolSoft, then the student will be reported as absent by the school in SchoolSoft. The school will contact the parent or guardian as soon as possible to ensure the student's safety and to ensure there is a valid reason for absence.

Student Leave of Absence Forms

Student Leave of Absence application forms for each section of ISGR can be found on the ISGR website under **Documents>Forms** at the following link: <https://isgr.se/documents>

Student Absence: Teaching and learning

Student Absence - Teaching and learning in the PYP

If a leave of absence is approved, teachers are not responsible for preparing individual or additional work for students during the time they are away from the classroom.

Students will not be required to 'catch up' on what they have missed at school and units will not be repeated. If a student's absence has a significant impact on their progression within the curriculum, this could jeopardize your child's promotion to the next grade level.

Student Absence - Teaching and learning in the MYP

If a leave of absence is approved, teachers are not responsible for preparing individual or additional work for students during the time they are away from the classroom.

Parents and students must note that students are responsible for catching up on any work, assignments or tests that they miss, through special arrangements with the relevant teacher. Failure to do so will result in the missed assignments or tests not being assessed. Absences can jeopardize your child's promotion to the next grade level.