

## **Instructions for the classification of absences/RECOMMENDATION OF THE MINISTRY OF EDUCATION AND CULTURE**

### **ABSENCE RELATED TO HEALTH REASONS**

The pupil is physically absent from school (due to illness or an event/appointment related to physical and/or mental health care, e.g. dentist, therapy or surgery). The absence can be recorded by a guardian or a teacher based on a notification received from a guardian.

### **PRE-REQUESTED LEAVE**

Leave requested by a guardian in advance, including individual lessons and school days (holiday trip, absences related to hobbies, staying with a remote parent). The absence is recorded by a teacher on the basis of information/a request submitted by a guardian.

### **OTHER AUTHORISED ABSENCE**

Used only in cases where the absence does not fall under any other category (e.g. section 36 of the Basic Education Act, self-quarantine, unexpected family situation). Recorded by a guardian or teacher.

### **UNAUTHORISED ABSENCE, EXPLAINED**

An absence classified as unauthorised, but explained by a parent or teacher (truancy or tardiness longer than one lesson).

### **UNEXPLAINED ABSENCE**

The school does not know why the child is absent. The absence can be explained by a teacher or guardian, after which the category can be changed.

### **Other school work, present**

The child is physically at school, but absent from a lesson with permission (student welfare services, student association tasks, guidance counsellor, etc.) NOT COUNTED AS AN ABSENCE IN STATISTICS.

### **Studying elsewhere**

The pupil is physically absent from school due to attending a hospital school or doing a shortened school day or week according to agreement, for example (section 18 of the Basic Education Act). NOT COUNTED AS AN ABSENCE IN STATISTICS.

### **Tardiness**

Instances of tardiness shorter than one lesson are recorded as lesson attendance entries (number of minutes). NOT COUNTED AS AN ABSENCE IN STATISTICS.