

Attendance intervention model – Monitoring, reporting, and addressing absences from school

Under the Basic Education Act, a pupil must attend basic education unless they have been exempted for a special reason. (Basic Education Act, Section 26). Absenteeism can be prevented by creating a safe and comfortable school environment for the pupil. The model for addressing absenteeism reinforces students' attachment to school by promoting a sense of inclusion, security, and belonging. Schools also provide an environment where emotional and interpersonal skills are practiced.

The guardian is obliged to inform the school of the pupil's absence as soon as possible on the morning of the first day of absence. Absences are recorded in Wilma. The guardian must inform the class teacher/class tutor of the reason for the absence.

The class teacher, subject teacher, or the class tutor responsible for the teaching group regularly monitors pupils' absences, paying close attention to patterns such as repeated absences on the same day of the week, for the same subject, or from the same teacher's class, for example. Excessive absenteeism is addressed promptly, with measures put in place to support regular school attendance.

Guardians have a duty to monitor their child's compliance with compulsory education (Basic Education Act, Section 45).

Preventive action

The person responsible: class teacher/class tutor and community student welfare

- Smooth co-operation between home and school.
- Engaging the pupil in education and the school community through community-based student care.
- Guardians and pupils are informed about the monitoring of absences and the intervention model
- Raising awareness of absenteeism from school as a phenomenon: emphasising the importance of attendance for learning and well-being, and the role of absenteeism as a risk factor.
- The pupils' presence at school is constantly and systematically monitored.



- The Rector may grant up to one month's leave from schoolwork; any absence beyond this automatically becomes unauthorized.
- The number of absences should always be raised in the assessment discussion, regardless of the number of hours accumulated.

Voice your concerns

The person responsible: class teacher/class tutor

- Discusses the reasons for the absences with the pupil.
- If necessary, communicates with the parents/guardians to identify potential need for support.
- School staff and the pupil's guardians work together to support the pupil's engagement with school and smooth school attendance.
- Absences giving rise to concern must be addressed immediately.
- Excessive absences should be addressed regardless of their reasons.
- The student welfare personnel should be consulted with a very low threshold.

When planning measures to address absenteeism, teachers should use their discretion as appropriate to the situation.

30 hours of missed lessons in primary school / 40 hours of missed lessons in lower secondary school

[Image]

The person responsible: class teacher/class tutor

1. Authorised absences:
 - Talks to the pupil and contact the guardians if necessary. Address the impact of the absences on the pupil's learning, and the need for any additional support.
 - Makes a Wilma entry titled 'Absence discussion 30 hours / 40 hours'; fill out the 'Early Intervention' form if the absence leads to additional measures beyond discussion.
2. Absences giving rise to concern:
 - Discusses the reasons for the absences with the pupil (with the help of the koulukunnossa.fi website, for example), and communicate with the pupil's guardians.
 - Records the measures taken on the 'Early intervention' form. The class teacher/ tutor agrees on follow-up with the pupil and their guardians.
 - Consults the student welfare personnel if necessary.



Wilma automatically notifies the class teacher or tutor, as well as the parent or guardian, when the 30 or 40-hour absence limit is reached.

60 hours of missed lessons in primary school / 80 hours of missed lessons in lower secondary school

[Image]

Person in charge: class teacher/class tutor

1. Authorised absences:

- Talks to the pupil to establish an understanding of the situation and communicate with the guardians if necessary. Address the impact of the absences on the pupil's learning, and the need for any additional support.
- Makes a Wilma entry titled 'Absence discussion 60 hours / 80 hours'; fill out the 'Early Intervention' form.

2. Absences giving rise to concern:

- Talks to the pupil to establish an understanding of the situation and communicate with the guardians if necessary. Address the impact of the absences on the pupil's learning, and the need for any additional support.
- Makes a Wilma entry titled 'Absence discussion 60 hours / 80 hours'; fill out the 'Early Intervention' form and record any measures taken.
- Reports the number of absences to the school's rector.
- Convenes a multidisciplinary team of experts with the guardian's consent.
 - If necessary, the multidisciplinary expert group may consult specialists from outside the school.
 - The multidisciplinary expert group agrees on support measures and follow-up with the pupil and their guardians.
 - The agreed measures, the person responsible, and the follow-up meeting are recorded in the student welfare report.
 - If there are health concerns related to the absences, the school nurse will be consulted. If necessary, the nurse and/or the school doctor will then be involved in a multidisciplinary team to assess the pupil's overall situation.



- The student welfare staff member continues to investigate the reasons for the absences and the overall situation and works with the family as needed to support the pupil's school attendance.
- Considers initiating contact under the Social Welfare Act or making a child welfare notification if there is concern about the absences.
- Consults experts outside the school, if necessary.

Wilma automatically notifies the class teacher or tutor, as well as the parent or guardian, when the 60 or 80-hour absence limit is reached.

90 hours of missed lessons in primary school / 110 hours of missed lessons in lower secondary school

[Image]

The person responsible: class teacher/class tutor

- Continues to support school attendance with the pupil, family, and other relevant parties.
- The multidisciplinary expert group will continue their follow-up as planned, and the class teacher fills out the student welfare report.
- Records the agreed-upon measures in the 'Early Intervention' form.
- Makes a Wilma entry 'Absence discussion 90/110 hours' and notify the rector.
- Considers initiating contact under the Social Welfare Act or making a child welfare notification.
- Consult experts outside the school, if necessary.

Wilma automatically notifies the class teacher or tutor, as well as the parent or guardian, when the 90 or 110-hour absence limit is reached.

120 hours of missed lessons in primary school / 140 hours of missed lessons in lower secondary school

Person responsible class teacher/class tutor/rector

Class teacher/class tutor:

- Continues to support school attendance in cooperation with the pupil, their family, and other relevant parties.



- The multidisciplinary expert group will continue their follow-up as planned and fills out the student welfare report.
- Informs the rector of the number of absences.
- Enters 'Absence discussion 120/140 hours' in the pupil's attendance records.
- Records the agreed-upon measures in the 'Early Intervention' form.

The principal:

- Convenes a meeting at the school if this has not been done already.
- Notifies the director of the local education department and regional principal of the number of absences, informs them of the potential need for a meeting and who will be invited to attend.
- Considers initiating contact under the Social Welfare Act or making a child welfare notification.

The director of local education department/regional principal:

- Sends the guardian a written notification of unauthorised absences from compulsory education, if necessary, and invites them to a meeting should the rector/school request one.
- If a meeting is organised, the director of local education department/regional principal sends an invitation to appropriate co-operation parties listed by the school.

Wilma automatically notifies the class teacher or tutor, the parent or guardian, and the local education administration when the 120 or 140-hour absence limit is reached.

If the absences continue, the school and the basic education administration will collaborate on a case-by-case basis.

The student's return to school is supported in a planned and systematic manner.

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