Absenteeism protocol
BS Rembrandt | 2025

Team BS Rembrandt and parent(s)/guardian(s)

Parents/guardians are required to ensure that their child attends school regularly and adheres to school hours. It is the school's responsibility to implement clear policies on this matter. We follow the absenteeism protocol based on legal provisions and the guidelines prescribed by the municipalities of Amstelveen and Aalsmeer.

Background: Right to Education

Compulsory Education Act 1969
In the Netherlands, the right to education and the obligation to attend school are established in the Compulsory Education Act of 1969. This law applies to young people aged 5 to 18. Its aim is for as many young people as possible to obtain a basic qualification. A basic qualification is at least:

- a level 2 mbo-diploma, or;
- a havo-diploma, or;
- a vwo-diploma.

Compulsory education in the municipalities of Amstelveen and Aalsmeer
For parent(s)/guardian(s) of young people aged 5 to 18 living in Amstelveen and Aalsmeer who are enrolled in primary or (special) secondary education, the school attendance officer is the contact person. Each school is assigned its own attendance officer. For Brede School Rembrandt, this is M. Cincil: m.cincil@amstelveen.nl

Absenteeism Protocol
We, as Brede School Rembrandt, are responsible for ensuring that children receive sufficient instructional time during the years they attend school. This protocol outlines how the school responds to children being late, or absent (authorized and unauthorized). It also clearly states the roles and responsibilities of our staff involved in implementing our policy.

The school management, our quality assurance coordinator(s) (kwaliteitscoördinatoren), and the administration hold a monthly absenteeism meeting to monitor absenteeism reports.

This protocol is based on three key actions:

1. To report
2. To record
3. Duty to Report

School hours

Day	Doors open	Start of school	End of school
Monday, Tuesday, Thursday	8:20	8:30	14:45
Wednesday	8:20	8:30	12:15
Friday (Goups 1 – 4)	8:20	8:30	12:15
Friday (Groups 5 – 8)	8:20	8:30	14:45

What to do in case of sickness?

Reporting | Action by parents/guardians

- Parents/guardians must report their child's absence *daily** before 08:15 using the sickness reporting feature in Parro, the parent app. In the comments section, parents should provide a description of the reason for the absence.

Recording | Action by the teacher

- The teacher records the absence via Gynzy in ParnasSys under: Absence – Sick.
- By 09:00 the teacher checks whether all absent students are registered in ParnasSys and updates the records if necessary.
- If a child is absent and no notification has been received, the teacher (or a designated support staff member) contacts the parents/guardians by 09:15 to inquire about the reason for the absence.
- If no contact can be made with the parents/guardians, the teacher records the absence in ParnasSys as: Absence – Unauthorized Absence. Note: absenteeism.

Duty to Report | Action by the school

- If a child is sick for more than three days, the teacher contacts the parents/guardians to inquire about the child's health and to discuss when the student is expected to return to school. Depending on the situation, it is assessed whether the student is able to complete assignments at home. The teacher records this in ParnasSys. Note: absenteeism.
- If the agreed return date has passed and the student is still not at school, the teacher contacts the parents again. In case of concern, the teacher informs the principal or deputy principal. The teacher registers this in ParnasSys. Note: absenteeism.
- If a child is reported sick twice within the last eight weeks of the school year, the teacher discusses the absenteeism with the parents/guardians. This is recorded in ParnasSys. Note: absenteeism.
- In case of concern, the teacher informs the principal and the quality assurance coordinator. The principal invites the parents/guardians for a meeting. If necessary, the quality assurance coordinator contacts the school doctor and/or the attendance officer. They will then decide how to proceed with the absenteeism case.
- The quality assurance coordinator records this in ParnasSys. Note: compulsory education.

**A daily sickness report is required to ensure the safety of our students. Without notification, the school cannot simply assume that a child is (still) ill.*

What to do in case of tardiness?

Reporting | Action by the student

- Lessons start at 08:30. Students who are late, will not be able to tick off their names on the Gynzy board, and are therefore recorded as late.
- If the school doors are already closed, the student must ring the bell at the purple doors of the main building.

Recording | Action by the teacher

- The teacher records the information via the Gynzy board in ParnasSys. Absence: late.
- If a student is late more than three times within a four-week period, the teacher schedules a conversation with the parents/guardians. This is documented in ParnasSys. Note: compulsory education.
- If the tardiness continues, the teacher will initiate two conversations with the parents/guardians. In case of no results/improvements, the teacher will then consult the principal. The principal contacts the parents/guardians and records this in ParnasSys. Note: compulsory education.

Duty to Report | Action by the school

- If the student still continues to be late, even after the intervention by the principal, the principal will need to report the unauthorized absenteeism/tardiness to the attendance officer assigned to the school. The principal first informs the parents/guardians of this procedure. The principal sends the absenteeism records (digitally if possible) to the officer. This is recorded in ParnasSys. Note: compulsory education.

What to do in case of leave?

Extra leave may only be granted for: religious holidays (one day), exceptional circumstances, or due to the nature of the occupation of one (or both) of the parents/guardians (see the leave request form for specific guidelines). The principal is responsible for decisions on leave requests of 10 school days or fewer. In case of doubt, the principal may consult the attendance officer.
The principal is not allowed to grant leave during the last two weeks before or the first week after the summer holiday. For leave requests longer than 10 days, the principal must submit the request to the attendance officer.

Submitting a request | Action by parents/guardians

- Parents/guardians must submit a leave request no later than eight weeks in advance using the official leave request form. This form can be found in the parent app – Downloads section. It can be submitted either digitally via **administratie.rembrandt@ogamstelland.nl** or in person with a hard copy.

Recording | Action by principal and administration

- The principal reviews the request and processes it within one week (responding to the parents/guardians and informing the administration).
- The administration enters the request into ParnasSys and returns a signed copy of the form to the parents/guardians via email.
- The administration records the absence in ParnasSys as: Absence – Leave.

Duty to Report | Action by the school

- If the student has not returned after the approved leave period, the teacher informs the principal. The teacher records the absence in ParnasSys as: Absence – Unauthorized Absence.
- The principal reports the unauthorized absence to the attendance officer.
- At the same time, the principal sends the absenteeism overview and the relevant leave request forms to the officer.
- **Denied leave requests** must also be recorded so that appropriate action can be taken if the student is absent or reported sick during that period. The administration records this in ParnasSys as: Note – Absenteeism. Subject: Denied leave request.

Absenteeism

Absenteeism is categorized as either **authorized** or **unauthorized**.

Reporting | Action by parents/guardians

- Parents/guardians must report **authorized** absences of their child in a timely manner. This can be done using the sickness reporting feature in the parent app. Examples of authorized absence: a (dental) doctor's or orthodontist appointment, therapy, or other (medical) obligations that qualify as valid.
- When scheduling such appointments, parents/guardians are asked to consider lesson times and assessment periods whenever possible.

Recording | Action by the teacher

- The teacher registers daily absences in ParnasSys (via Gynzy) and is responsible for the accurate input of absence data. This is essential in order to monitor and report **unauthorized** absences of 16 class hours within a period of four consecutive school weeks, as required by the Compulsory Education Act.
- If a student is absent without notice, the teacher (or a designated support staff member) will contact the parents/guardians before 09:15 to ask about the reason for the absence.
- If the absence is deemed unauthorized or no contact can be made, the teacher records it in ParnasSys and informs the principal. The administration will call the parents once more and, if there is no answer, send them an email requesting a call back within the hour. If we do not hear from the parents, a report will be filed with the Compulsory Education Authority by the administration.
  Note: compulsory education.

Duty to Report | Action by the school

- A monthly absenteeism meeting takes place between the school management, quality assurance coordinator(s), and the administration. Follow-up actions are decided in cases of notable absenteeism.
- ***In cases of early-stage unauthorized absence (<16 class hours)*:**
  The principal sends a written warning. The letter invites the parents/guardians to schedule a meeting. A summary of this meeting is recorded in ParnasSys. Note: absenteeism.
- ***In cases of 16 class hours of unauthorized absence*:**
  When the student reaches the legal threshold of 16 class hours of unauthorized absence in four consecutive school weeks, the principal reports the absenteeism to the attendance officer. This is also recorded in ParnasSys. Note: absenteeism. At the same time, the principal sends an absenteeism overview to the officer, providing background information and outlining any actions already taken by the school.
- ***In cases of at-risk absenteeism*** (both authorized and unauthorized), the teacher informs the principal. This may lead to the involvement of the quality assurance coordinator, a parent-child coach, the police, or an attendance

officer. The principal informs the parents/guardians and logs this in ParnasSys. Note: absenteeism.
- If needed, the case is discussed in the support team, to which the attendance officer is invited.
- Before reporting a case to the attendance officer, the principal always notifies the parents/guardians first.

Absence codes in ParnasSys
The teacher logs absence in ParnasSys using consistent codes. Being late is also recorded. The following codes are used for entering absences in the system:

Description	Code	Authorized
Late	L	No
Medical	M	Yes
External consultation/support	OE	Yes
Unauthorized absence	O	No
Leave	V	Yes
Sick	Z	Yes

Note Logging in ParnasSys
When follow-up is required due to absence or tardiness, the teacher logs a note in ParnasSys. Note: absenteeism.

Attachments:

1. Municipality of Amstelveen and Aalsmeer | Information on Compulsory Education and Regional Reporting and Coordination Center (RMC)
2. Leave Request Form (<10 days) – BS Rembrandt