



GIS Student Leave Policy

Last updated November 2024

Student Leave Policy

1. Purpose

This policy outlines the circumstances under which students enrolled at Gjøvikregionen International School (GIS) may be granted leave from compulsory education, in compliance with Section 3-13 of the Norwegian Private School Act (Privatskoleloven).

2. General Leave Provisions

Students in compulsory education may be granted leave from school under certain conditions, provided that the overall educational experience remains pedagogically sound and the student is able to keep up with schoolwork following the absence. Leave will be considered on a case-by-case basis, with a focus on ensuring that students receive appropriate education during the leave period.

If a parent does not fulfill the agreed-upon requirements related to a granted leave, future leave requests may be denied.

3. Leave for Religious Observance

Students belonging to religious communities other than the Church of Norway are entitled to leave on religious holidays observed by their community. In such cases, parents/guardians are responsible for ensuring that the student receives the necessary instruction to maintain progress in the school's curriculum during the absence.

If a parent does not fulfill the agreed-upon requirements related to this leave, future leave requests may be denied.

4. Application Process for Leave

Parents/guardians must submit a formal request for leave on behalf of their child. The application must be submitted in writing and include:

- The reason for the requested leave.
- The duration of the leave.
- A plan outlining how the student will continue their education during the leave period (if applicable).

Failure to adhere to the agreed-upon education plan during a granted leave may result in denial of future leave requests.

5. Decision-Making and Delegated Authority

Decisions on leave requests are classified as 'individual decisions' (enkeltvedtak) according to Section 2 of the Public Administration Act (Forvaltningsloven). The school principal, or a

designated authority within the school, will evaluate each leave request. The decision will be based on:

- The student's overall attendance record.
- The academic impact of the leave on the student.
- Whether the parents/guardians can ensure the student's continued progress during the absence.

If the requirements associated with a granted leave are not fulfilled by parents/guardians, future leave requests may be denied.

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6. Duration of Leave

Students may be granted leave for up to 10 days per academic year. However, the school reserves the right to deny leave in situations where the student:

- Has a history of significant absenteeism.
- Is at risk of falling behind academically.
- Is facing key assessments or evaluations during the requested leave period.

If a parent does not fulfill the conditions of an approved leave, the school may deny future leave requests.

7. Grounds for Denial of Leave

The school may deny a leave request under the following conditions:

- The student's current attendance is deemed insufficient.
- The student's academic performance may be negatively impacted by the leave.
- The student is in a critical learning phase or assessment period.
- There are concerns regarding the adequacy of the proposed education plan during the leave.

Additionally, if parents/guardians fail to comply with the agreed-upon requirements for a previously granted leave, future leave requests may also be denied.

8. Appeals Process

Parents/guardians may appeal the decision to deny leave. Appeals must be submitted in writing to the school's administration within two weeks of receiving the decision. The appeal will be processed in accordance with the Private School Act and the Public Administration Act. The County Governor (Statsforvalteren) serves as the appeals body for final decisions.

9. Notification of Policy

This policy will be communicated to all students and parents/guardians at the beginning of each academic year. It will also be available on the school's website and in the school handbook.

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