

Absence rules for the teaching area

Effective for all students at the Green Academy Aarhus

	The rule	Consequences
Registration of absence:	<p>The teacher takes attendance.</p> <p>This registration is the basis of the aggregate for exemption, illness and absence.</p>	Based on the amount of absence, there will be given written warnings and ultimately you can be asked to retake the school period, seminar or course.
Exemption:	<p>In special cases, the school can grant temporary time off from tuition on the condition that the learning objectives are otherwise fulfilled.</p> <p>You have to contact the class teacher.</p> <p>If you have a training contract the decision will also be made with the internship.</p>	If you fail to contact your class teacher, your absence will be registered as illegal.
Illness:	<p>You have to give notice of illness every day.</p> <p>Open the absence system in "Elevplan" and register that you are ill. It must be done before 8:15 am.</p> <p>Or call the administration before 8:00 am.</p> <p>Students with a training contract must also give notice of illness to their place of internship.</p>	A failure to give notice will be registered as illegal absence.
Fail to appear:	If you fail to give notice of your absence reason to the school, it will be considered as a failure to appear.	It will be registered as illegal absence.
Expulsion:	Disciplinary acts can result in suspension.	It will be registered as illegal absence.

The employer's salary reimbursement will be reduced in case of illegal absence.