

TOOL 4: NOTIFICATION OF CASES OF STUDENTS WHO DROPPED-OUT

<b>Summary:</b>			
<b>Tool for</b>	<b>Schools</b>	<b>Objective</b>	Notifying cases of children who dropped-out to MED
<b>Process</b>	Schools notify immediately MED when students have dropped-out, i.e. when students have not come for school for more than 10 days without a valid reason.		

**NOTE:** *There is no official definition of “drop-out” in Kosovo specifying after how many days a child has dropped-out. It is recommended that schools notify MED when children have missed more than 10 days of school without a valid reason.*

<b>Checklist for School</b>	✓
School monitors the attendance of each child daily, weekly and monthly	
School alerts the homeroom teacher when a child is absent 3 or more days without a valid reason in a month	
School implements interventions to ensure the child returns to school after 3 days of absence without a valid reason (meeting with parents, working with community mediators, working with social workers when relevant, talking to the child, establishing contracts between the school, the child and the family, providing support to the child in whatever sphere needed, etc)	
School notifies MED when a child has been absent for more than 10 days without a valid reason	
School notifies MED when a child is absent for 5 days or more without a valid reason and <b>when the school has serious concerns about the safety of the child.</b>	

<b>Absenteeism</b>	<b>Reasons</b>
Valid reasons	Emergency medical/dental appointments Family bereavement Illness - if it is a prolonged illness or if it causes regular absences, some form of medical evidence will be required Days of religious observance, to be agreed in advance by the school director
Reasons that are not valid	Visiting relatives; Holidays Birthdays Looking after siblings or relatives Routine medical/dental appointments