



Reporting Absences

To report an absence, use the OGVO app. Go to 'Formulieren' in the app, click on 'Ziek Melden', and provide the necessary details. To request leave (for appointments like doctor, hospital, dentist, etc.), select the 'Verlof melden' form. If this does not work, please inform the school by calling the reception.

Tip: In the Magister menu, you can click on 'Afwezigheid' to view a monthly list of recorded absences. This allows you to see which absence has been registered and whether it is authorised or unauthorised. GA stands for authorised absence, and OA stands for unauthorised absence.

Reporting Recovery and Leave

Requesting leave and reporting recovery is also done through the OGVO app. Parents and/or guardians can fill out this form digitally. Once you have submitted the form, it will be sent to the absence coordinator's inbox, who will manually process these notifications in Magister. This process is not automated. Please report absences before 8:30 AM, so we know where the student is before the first lesson begins. If a student falls ill at school, they should report to the teaching assistant or absence coordinator.

Special Leave

(e.g., for a parent's wedding) must first be approved by the relevant team leader. Try to avoid requesting leave during exam weeks and schedule appointments before or after exams.

Blariacumcollege follows a protocol for reporting absences and illnesses. If an absence lasts more than three days, the school will contact the parents.

Late Arrivals

A student who arrives late should report to the classroom where they are supposed to be at that time. The teacher will register the late arrival in Magister (OT). If a student is late (up to 19 minutes), they must report to room S310 at 8:00 AM the following morning. The student will receive a notification about this. For senior college, this is in room S310. For junior college, this is in room J108.

If a student is more than 19 minutes late, they must make up the missed time double. This is considered unauthorised absence (OA). The student must schedule an appointment with the teaching assistant of their department. If the student forgets to report, a meeting will follow, along with an additional measure.