



International
School

Secondary Attendance & Punctuality Policy

September 2020

Introduction:

In the Czech Republic, school attendance is compulsory for 9 years, usually between the ages of 6 and 15. "This applies to the citizens of the Czech Republic and to the citizens of other EU member states who have resided in the Czech Republic for more than 90 days. Compulsory school attendance also applies to other foreigners who are entitled to reside in the Czech Republic permanently or temporarily for a period longer than 90 days, including asylum seekers.

In the Czech Republic, parents are obliged to:

- make sure their child attends school;
- enrol their child in elementary school when he/she reaches six years of age
- be personally involved in important discussions about their child's education
- inform the school about any changes concerning their child's health
- excuse any school absence of their child

It is necessary to excuse all of your child's absence from school. If your child is late for school for any reason, it is essential to inform the school, explaining the reasons for your child's absence." (Bačáková, M., 2017)

According to the UK Department for Education:

"a persistently absent child is one who misses school for at least 10% of the time".

Regular and punctual attendance is required of pupils on all school days. This is a condition of enrolment at the school. Daily regular attendance is mandatory and parents must seek permission from the Principal/Head of Secondary should they wish to take their children out of school during term time. Teachers, staff and parents should work together to ensure that pupils miss as little school as possible. Where significant absence is impacting on pupil progress, the school reserves the right to review an individual's level of attainment and decide on whether transition into the next school year is appropriate. **An annual attendance record below 95% is considered to be a cause for concern; below 90% is considered critical and will always lead to an official review by the school's senior management, who may deem it necessary to review your child's school place at Park Lane International School. In some cases it may be necessary for us to communicate with OSPOD (Social Care).**

As the school calendar currently allows for more than 13 weeks of regular holidays per annum,

UN Convention of the Rights of the Child (Article 28) - 'Every child has the right to an education.'

holidays during term time will only be authorised in exceptional circumstances and such requests, which should be made at the beginning of each school year (before the end of September), will always be referred to the senior management team for approval.

The UK Office for Standards in Education (Ofsted) states:

*“Regular attendance is crucial to raising and maintaining high attainment. **If pupils do not come to school, they cannot learn what is taught in a lesson, practise what has been taught, or improve on their performance.** There is a clear correlation. Pupils who attend regularly achieve more highly.”* (Framework section 4.3)

When should my child not come to school?:

The school should immediately be informed if a pupil is diagnosed with a **serious infectious disease** e.g. scarlet fever. Families of other members of that year group and, if appropriate, members of the whole school community will then be informed that there is a case of the illness in the relevant year group. The student must not return to school until certified by a medical practitioner to be clear of the infection.

If a pupil has **head-lice**, he or she cannot return to school without a signed note from a

medical practitioner stating that the infestation has been cleared. Families of other members of that year group will be informed immediately that head-lice have been found within the cohort.

In cases of **diarrhoea or vomiting** we strongly recommend students be kept at home for at least 24 hours once they have recovered.

Reporting illness:

Secondary: If your child is going to be absent due to illness, please be sure to contact us in one of the following ways:

- **Email:** office.valdstejnska@parklane-is.com
- **Telephone:** 257 316 182

The office will update the registers and inform form tutors and teacher of the reason for absence.

UN Convention of the Rights of the Child (Article 28) - 'Every child has the right to an education.'

If your child is **absent for more than three days**, the school needs a doctor's certificate, which should also confirm they are well enough to return to school.

In cases of **diarrhoea or vomiting** we strongly recommend students be kept at home for at least 24 hours once they have recovered.

This procedure is in place because it is vital for us to ensure the safe arrival of all of our pupils to school. The designated school office administrator will call parents of any missing student immediately when an absence is flagged on the morning register. This procedure is important for our records, too. Without this, absences are recorded as **U = unauthorised (please see appendix for more information)**.

Medical appointments:

We strongly encourage parents to make medical and dental appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment. **We ask that advance notice of at least a week is given for pre-planned medical appointments, including for dental or orthodontic appointments.**

For last minute, emergency medical appointments, please contact the school office between 8.00 and 8.30 am.

Pupils who are unfit to take part in PE must always bring a written explanation from parents or a medical practitioner. This will be monitored by the PE department directly with the support of the school office. If not participating, pupils will be expected to watch the session or perform some simple tasks beneficial to the school community.

Those with long-term or chronic conditions may be permitted to work in the Learning Centre or a classroom. In the Secondary School, students with medical notes should always bring their PE kits to lessons, so they can play an active support role in the lesson, for example being an umpire or coach. In general, if a student is well enough to attend school, they are well enough to participate in PE.

Punctuality:

Secondary: Key stage 3 and 4 pupils are expected to arrive at school between 7.50 and 8.00. **Registration starts at 8.05 am and the registers are closed by 8.10 am.** Any pupil arriving after

UN Convention of the Rights of the Child (Article 28) - 'Every child has the right to an education.'
this time will be marked **L = Late**.

Key stage 5 pupils are expected to register between 8.50 am and 9 am from Monday to Thursday, unless they have an earlier IB lesson. On Fridays, all KS5 students are expected to attend an assembly period 1 and should therefore register between 8.05 am and 8.10 am. As above, lateness will be recorded as **L = Late** on the register.

Form tutors will follow up with parents if a student is late to school more than twice in a week and appropriate sanctions in line with our behaviour policy will be taken. (This also applies to two or more lates to a lesson in a week).

Out of school commitments:

We recognise that there are circumstances when a pupil may have commitments outside of school which are exceptional. For example, a student may participate in a sport, dance or music at a very high level and be required to be absent from school to participate in an event or training.

Following discussions with parents, usually at enrolment or the beginning of a school year, the Principal or Head of Secondary **may** give permission for a regular absence to be granted in such cases. However, continuation of this agreement will be reviewed at the end of each key stage and the students' effort and attainment grades will need to be maintained at an appropriate level. The pupil will be expected to keep up with all academic work during an absence and they (or their parents in the case of primary aged children) will need to be proactive in gathering resources and communicating with teachers.

All absences and late arrivals are recorded on pupils' records and reports and, in the case of older secondary pupils, may be reflected in our reporting of punctuality and attendance in university application references. Parents may be invited into school to discuss persistent absence or lateness.

Research shows that:

“when students improve their attendance rates, they improve their academic prospects and chances for graduating.” (Roderick et al, 2014)

Appendix to the Park Lane Attendance Policy

Absence and Attendance Codes

The following codes are used to record and monitor attendance and absence at Park Lane International School and are in line with guidance from the UK DfE.

UN Convention of the Rights of the Child (Article 28) - 'Every child has the right to an education.'

The codes are as follows:

Present at School

Pupils must not be marked as present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / : Present in school

Present in school during registration.

Code L: Late arrival before the register has closed

Code N: Not present

Our policy is for morning registers to stay open from 8.05 am until 8.10 am. A pupil who is not present during this time will be marked by their tutor as code N. If they arrive after the register has closed and before 8.15, the tutor will mark them as code L or with another absence code if that is more appropriate. Pupils are also registered each lesson.

Code V: Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity has been approved by the respective senior leadership team.

The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded. This may include, but is not limited to:

- Educational visit or trip;
- Offsite tests or examinations;
- Work experience placements.

Code A: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school.

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should

UN Convention of the Rights of the Child (Article 28) - 'Every child has the right to an education.'

consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. This may include, but is not limited to:

- Religious observation
- Personal or professional exceptional circumstances
- Special family occasions

Code E: Exclusions

If a student breaks the terms of the Code of Conduct and is internally or externally excluded for a fixed period of time, Code E will be used on the register.

Code H: Holiday authorised by the school

Our head teachers do not grant leave of absence unless there are **exceptional circumstances. Applications must be made at the beginning of the school year, before the end of September** and the principal/head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code M: Illness or medical appointment

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Please see guidance above.

UN Convention of the Rights of the Child (Article 28) - 'Every child has the right to an education.'

Code U: Unauthorised absence

Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code U (absent from school without authorisation).

References:

Department for Education, (September 2018), *School attendance Guidance for maintained schools, academies, independent schools and local authorities*, London

Roderick, M., et al, (2014), *Preventable Failure*, University of Chicago

Ofsted