



International School

Whole School Attendance & Punctuality Policy

December 2020

Please see Appendix 2 for details of our Secondary Distance and Hybrid Learning Attendance Policy.

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)

Why regular attendance in school is so important:

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance;
- Regular attenders make better progress, both socially and academically;
- Regular attenders find school routines and school work easier to cope with;
- Regular attenders find learning more satisfying;
- Regular attenders find the transition easier between age phases / key stages / primary-secondary.

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 relevant Head of school (either Head of Secondary or Head of EYFS &

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Primary) 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.**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their **learning**. Any pupil's absence disrupts teaching routines and may consequently affect the learning of others in the same class.

Your child may be at risk of harm if they do not attend school regularly. **Safeguarding** the interests of each child is everyone's responsibility and within the context of Park Lane International School, we adhere to Keeping Children Safe in Education (September 2020) as follows:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best life chances.

Failing to attend school on a regular basis will be considered a safeguarding matter and appropriate further action will be taken to address this.

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 serious 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, 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 that: "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.

If you require any medical advice or have any further questions please do not hesitate to contact, the school nurses: Kateřina Davidová katerina.davidova@parklane-is.com or Lucie Serhan lucie.serhan@parklane-is.com

Covid-19 Regulations

The Health and Safety of our whole community is of vital importance. It is **essential that we all work together to keep all of our pupils, parents and carers and staff safe and well.**

If your child is presenting symptoms of **coronavirus (CV-19)** at home, please keep them at home and call the school to let us know. If your child develops symptoms in school, you will be contacted immediately to collect them. Your child should self-isolate until they can be tested. The school nurse will help to assist with information on how your child and household can be tested for coronavirus (CV-19) and we ask that tests be undertaken as soon as possible.

The specific symptoms of COVID-19 include:

- **Fever or chills;**
- **High temperature;**
- **A new continuous cough;**
- **New loss or change of taste or smell.**

When you get your result, you must contact the school to say if it is positive or negative. If it is negative, the pupil may return to school as soon as they are well. In the case of a positive test, your family would need to self-isolate for the recommended length of time (10 days) according to the guidelines from the health and hygiene authorities.

Covid-19 is a notifiable disease which means the school nurses have a statutory duty to report to the health and hygiene authorities. When a pupil in a class tests positive for Covid-19, pupils and staff identified as “epidemiological contacts” (close contacts) with the Cov-19 sufferer will be required to go into a period of quarantine and undertake a test.

Reporting illness:

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

Early Years and Foundation Stage:

- **Send an email to the class teacher**
- **School office:** Prague 6 Sibeliova telephone - **734 265 258**
- **School office:** Prague 5 Nessie telephone - **603 883 355 / 251 560 531**

Primary Year 1 - 6:

- **Send an email to the class teacher**
- **School office:** Prague 5 Nessie telephone: **603 883 355 / 251 560 531**
- **School office:** Prague 6 Norbertov telephone: **733 697 349 / 220 512 653**
- **School office:** Prague 1 Valdstejska telephone: **257 316 182**

Secondary Year 7 - 9:

- **Email:** office.valdstejska@parklane-is.com
- **Telephone:** 257 316 182 (Valdštejská)

Secondary Year 10 - 13:

- **Email:** office.valdstejska@parklane-is.com
- **Telephone:** 734 285 133 (Klárov)

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

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.

Reporting absence:

The procedure above 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)**.

In EYFS and Primary, the class teacher or the school office administrator will contact parents and carers if there has been no communication from the parents and carers about a child's absence. This procedure is important for our records, too. Without this, absences are recorded as **U = unauthorised (please see appendix for more information)**.

There are times when we need to contact parents and carers about, amongst other things absence. We need to have relevant contact numbers at all times. Please ensure we always have an up to date number – if we don't then something important may be missed. **You have a duty to notify school as soon as possible of any changes to contact details.**

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:

Poor punctuality is not acceptable. If your child misses the start of the day or the beginning of a lesson, they may miss important learning and will not spend time with their class teacher or form tutor obtaining vital information and news for the day. In addition, late arriving pupils disrupt lessons. This can be embarrassing for the child and can encourage absence.

EYFS and Primary:

Pupils are registered twice a day; first thing in the morning at the start of the school day, and again in the afternoon session.

- **Registration** starts at **08.50am – 09.00am** for Pre-Nursery, Nursery, Reception and Year 1 classes.
- **Registration** starts at **08.20am – 08.30am** for Year 2 - Year 6 classes.

Any pupil arriving after the registration time will be marked **L = Late**.

If your child has a persistent late record you will be asked to meet with a member of the school time (Primary Leadership team / Deputy Head of EYFS and Primary) to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time and school will do what it can to assist.

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 this time will be marked **L = Late**.

Key stage 5 pupils are expected to register for their first lesson of the day Monday-Thursday. On Fridays, all KS5 students are expected to attend an assembly or tutor time period 1 and should register between 7.55 am and 8.05 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 enrollment 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)

Summary of Absence and Attendance Codes

CODE	DESCRIPTION	MEANING
I	Present (AM) (PM)	Present
A	Participating in a supervised sporting activity (football, floorball organised by PE department)	Authorised absence
C	Excused absence such as: Religious observation; Personal or professional exceptional circumstances; Special family occasions	Authorised absence
E	Exclusions	
H	Family holiday (agreed)	Authorised absence

L	Late arrival	Present
M	Medical/Dental appointments	Authorised absence
N	Unauthorised absence, reason for absence not known	Unauthorised absence
U	Absent from school without authorisation, no explanation given later	Unauthorised absence
V	Present at an approved off-site educational activity: Educational visit or trip; Offsite tests or examinations; Work experience placements.	Present
SH	School holidays	
X	School closed to pupils	Lessons not happening (e.g. end of year for Y11 and Y13)
DL	Distance Learning	Present – attendance at zoom session

Appendix 1. Details of 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.

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 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

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

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).

Code DL: Distance Learning

If your child is unable to attend school for pre-arranged reasons related to the CV-19 global pandemic, code DL will be used to record their attendance.

Appendix 2 - Attendance during Distance/Hybrid Learning

During periods of school building closure or restrictions on the numbers of students allowed in school, we expect full attendance either in person or via Zoom, depending on the situation. There are **clear benefits to students being physically present in school** rather than participating in distance/hybrid learning, and so whenever it is possible, we strongly encourage parents to ensure their child/ren attend school as normal.

In order for teachers to best prepare their lessons for the different possible learning scenarios involved with in-school/hybrid/distance learning, parents will need to make the school aware of their intentions in advance. Please read the following scenarios for details.

Office contact details

Primary:

- **Email:** the Primary Class Teacher
- **School office:** Prague 5 Nessie telephone: **603 883 355 / 251 560 531**
- **School office:** Prague 6 Norbertov telephone: **733 697 349 / 220 512 653**
- **School office:** Prague 1 Valdstejnska telephone: **257 316 182**

Secondary:

- **Email:** office.valdstejnska@parklane-is.com
- **Telephone:** 257 316 182 (Valdštejnská)
- **Telephone:** 734 285 133 (Klárov)

Scenario A.

The school building is closed for students in your child's year group/class.

- The **full distance learning plans** will be in operation;
- Your child is expected to attend all of their usual lessons via Zoom;
- **If your child is sick** you should contact the school office. Your child should not attend their distance learning lessons in this case and the absences will be recorded as 'M' for medical absence. If your child is sick for 3 or more days, a doctor's note should be provided to the school office;
- **If your child needs to miss distance learning time to attend a medical appointment**, the usual process applies: 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;
- **If your child needs to miss distance learning time for other reasons**, the usual process applies: absence during term time will only be authorised in

exceptional circumstances and such requests will always be referred to the senior management team for approval. A **Request for Absence form explaining the reason for the request** should be completed in this case. Please visit the Parent Portal or contact the Office for more details.

Scenario B.

The school building is open and operational for students in your child's year group/class.

- Your child is expected to be physically present in school unless there has been a **prior agreement arranged with your child's Class Teacher in Primary or Pastoral Coordinator in Secondary**. Please contact them directly via email (see the *Parent Guidelines* or your child's planner for details) explaining the reason for choosing this option. Authorised reasons for participating in hybrid learning include but are not limited to: **medical vulnerabilities in the family and CV-19 quarantine**;
- **If your child is participating in hybrid learning**, rather than physically attending school, the usual attendance procedures as described in Scenario A above apply;
- **If you decide that you would prefer for your child to swap to in-school learning**, please contact the Primary Class Teacher or the relevant Pastoral Coordinator via email explaining the reasons for the change. A date for return will need to be agreed upon;
- **If you have been sending your child to school but decide you would prefer to switch to hybrid learning**, please contact your child's Primary Class Teacher or Pastoral Coordinator at least 3 days in advance giving your reasons for doing so, so that necessary arrangements can be made.

Students should not change from face-to-face to hybrid learning on a day to day basis, i.e. if you choose for your child to learn from home they should do so for an agreed length of time, unless there are extenuating circumstances.

Hybrid learning is not in place for students who are unwell at home and unable to attend school due to colds, flu, skin infections. If your child is sick you should contact the school office. Your child should not attend school and the absences will be recorded as 'M' for medical absence. If your child is sick for 3 or more days, a doctor's note should be provided to the school office.

References:

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

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