



# Perrott Hill

BRITISH SCHOOL • PRAGUE

## Attendance & Punctuality Policy

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# Personal Device Policy

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# School Attendance & Punctuality Policy

## 1. Rationale

Regular and consistent school attendance is an important part of receiving a good education and positive school experience. For students, engaging actively in their education, with the school environment, socialising with their peers and teachers, is an important part of their natural development. Not only does missing school deprive students have a positive social development, it also severely harms their academic development. **Meridian International School [MIS]** actively encourages regular school attendance and believes that this is a basic commitment between school, student and parents/guardians.

School attendance is mandatory for children in the Czech Republic. The Education Act of 2004 details the **satisfying compulsory school attendance** legislation as:

*"School attendance shall be compulsory for a period of nine (9) years, however no longer than until the end of the school year when a pupil reaches seventeen (17) years of age. Compulsory school attendance shall apply to citizens of the Czech Republic, nationals of any other European Union Member States who reside in the Czech Republic longer than ninety (90) days or who are party to proceedings for granting international protection."*

(Section 36 of Act No. 561/2004)

As an international school, **[MIS]** adheres to and understands the regulation that this educational act also applies to our foreign non-Czech families. It is important to us that all of our students receive the same education quality, not just in respect to learning content and the curriculum, but also to the amount of time they spend in school.

### 1.1 Purpose of the Policy

The **School Attendance & Punctuality Policy** is designed to inform parents, guardians and students, of their responsibilities when it comes to regularly attending school. The policy intends to be helpful, rather than demanding, yet **[MIS]** wishes stress the legal requirments of school attendance. It is hoped that this policy helps to facilitate regular attendance at school and emphasises the importance of good, postivie communication, when it comes to students missing school. This policy continues the theme of all of the school's rules & regulations: a "whole school" approach to co-operation between parents, students, **[MIS]** teachers and staff members. Not only will this help us all in keeping our students in education and to guide them through their mandatory shoolling, it will also help **[MIS]** work with parents/guardians/students to solve any problems which may be causing bad attendance. As a family-orientated school, **[MIS]** understands the demands of normal domestic life, as well the need for students to have an enriching out of school experience (through sporting activites, clubs, theatre, drama, and similar). Therefore, a primary endeavour of this policy is to work with families and ensure that any

difficulties or personal circumstances, those that can lead to students missing school during the day, poor attendance, or tardiness, are given the correct constructive and meaningful support.

The purpose of the policy is to clearly clarify our expectations of students whilst they are on the school grounds/premises. It intends to outline the rules of the school, pertaining to personal device usage, as well as the behavioural procedure when the guidelines are not followed. At this point, [MIS] wishes to make it clear that any device a student brings into school is their personal responsibility. [MIS] is not responsible for the loss, damage, or theft, of any personal device, even when it is confiscated in accordance to the rules of this policy.

#### The policy aims to:

- ✚ Highlight the legal aspect of compulsory education in the Czech Republic
- ✚ Encourage positive student punctuality and reaffirm student commitment to the school timetable and calendar
- ✚ Explain the importance and necessity of regular school attendance
- ✚ Discuss the types of absence and what parents should do in the event of such an absence
- ✚ Demonstrate how a parent/guardian can make an absence through the school's EduPage system
- ✚ Address the different roles and responsibilities of [MIS] staff members

## 1.2 Czech Republic Law & Legislation

The Ministry of Education, Youth & Sports / Ministerstvo Školství Mládeže a Tělovýchovy [MŠMT] states that compulsory education shall commence when a child reaches six years of age, unless they have an authorised postponement. If the child is physically well, education shall begin at the beginning of the school year following the child's sixth birthday. Exceptional circumstances, backed up by a paediatrician as well as pedagogical examiner, may allow for compulsory education to be delayed by one year (by the time the student is eight years old).

School attendance is compulsory until the end of the school year in which a student reaches seventeen years of age. Parents are thus obligated to send their children to school for at least nine years. If a child begins school attendance at the age of six - which is the usual age in the Czech Republic - they will complete the compulsory attendance at the age of fifteen. After this, a child is no longer obligated to attend school even if they did not complete the obligatory nine years of school attendance.

**Section 38 Act No. 561/2004** allows for children in the Czech Republic to satisfy their compulsory education through attending a foreign or international school. This means that students of [MIS] are bound to the same attendance regulations as in other schools across the Czech Republic.

Additionally, school is the same for non-Czech students as it is Czech students. The following section of the aforementioned policy determines that conditions surrounding absences and justification for an absence are determined and regulated by the school: *"A pupil's statutory representative shall be obliged to justify reasons for the pupil's absence from school lessons no late than within three (3) days of the beginning of the pupil's absence. The conditions upon which a pupil shall be excused froms school lessons and justification for a pupil's absence from school shall be laid down in the school Rules of Order". (Section 50 Act No. 561/2004).* For secondary school students, please see **Section 67** of the same document.

For parents & guardians (a student's 'statutory representative'), [\[MIS\]](#) highlights the following obligations in particular:

- ✚ To have enrolled their child in school according to the aforementioned age guidelines and to ensure that this child remains in education for the mandatory period
  - Students should be enrolled from aged 6
  - Students should attend school for 9-years
  - Compulsory education can end after this period when the student is commonly between 15 and 17 years of age (yet [\[MIS\]](#) strictly does not recommend this)
- ✚ To ensure the regular attendance of their children
- ✚ To keep the school informed of any and all developments about their children which may negatively influence school attendance, such as health-matters, injury, or other concerns
- ✚ To provide the school with necessary documentation related to the reason why a student is absent from school
- ✚ To adhere to the school's policy pertaining to absence and to justify every student absence

# School Attendance & Punctuality Policy

## 2. Positive Punctuality

A positive attendance record begins with good school punctuality. If a student is on time to school, it increases their chance of academic and personal success. Good punctuality is a key life lesson and will be something that students and adults are expected to maintain throughout their lives. If this habit is developed in school, it will lead to a lifetime of positive recognition for the student concerned, particularly when it comes to applying for higher education (university) and when they are gainfully employed. A positive punctuality record will only heighten a student's experience in school. It will allow for a deeper and more respectful bond to develop with teachers, fostering a trustful relationship, and it also ensures that no lesson content is skipped or missed. As a student, being punctual will make school-life easier and more structured, allowing for work to be completed on time and for greater understanding of material presented by [MIS] teachers.

At [MIS] positive punctuality means during the whole school day: 08:00 - 15:30. It means being on time for every lesson, whether it's when school starts for Period 1 (08:30), Period 5 after lunch-break (12:20), or the final Period 7 (14:10) at the end of a long, tiring, school day.

Being punctual will help to maintain a better balance between school and personal life. Students who maintain an excellent attendance record will be rewarded by attendance commendations. It can also help in a variety of other ways via:

- 🚩 Developing punctuality into a positive lifelong habit
- 🚩 Attending to a task or tasks in a timely manner
- 🚩 Getting things done at the right time for teachers and families
- 🚩 Improving a student's integrity in and around the school
- 🚩 Building student self-confidence
- 🚩 Sharpening discipline which helps in all areas of life
- 🚩 Removing laziness and improving efficiency
- 🚩 Allowing for others to have faith in and to depend on them
- 🚩 Achieving admiration from teachers, staff members and student colleagues

## 2.1 The School Day

Arriving late to school, disturbing a class, can be embarrassing for a student. It also interrupts the lesson and can be a distraction for other students as well as the teacher giving the lesson. Being late for any lesson means important and vital information can be missed, having a negative consequence on their education. The school day of [MIS] is structured in the following way:

Description	Start Time	End Time
School Arrival Time	08:00	08:20
Day Preparation	08:20	08:28
Period 1	08:30	09:10
Transition Time	09:10	09:20
Period 2	09:20	10:00
Long-Break	10:00	10:20
Period 3	10:20	11:00
Transition Time	11:00	11:10
Period 4	11:10	11:50
Lunch Break	11:50	12:20
Period 5	12:20	13:00
Transition Time	13:00	13:10
Period 6	13:10	13:50
Transition Time	13:50	14:00
Period 7	14:00	14:40
Transition Time	14:40	14:50
Period 8	14:50	15:30

A student is recognised as being "late" or "tardy" if they arrive to a lesson after any of the about start times for Period 1 - 8.

### (2.1.1) School Bells

School bells are there to help students manage their time and know when they should heading to their next lesson. Students should be ready at their desks, with everything prepared, for the second bell. The bell timetable is:

Lesson Period	First Bell	Second Bell	End of Lesson
1	08:28	08:30	09:10
2	09:18	09:20	10:00
3	10:18	10:20	11:00
4	11:08	11:10	11:50
5	12:18	12:20	13:00
6	13:08	13:10	13:50
7	13:58	14:00	14:40
8	14:48	14:50	15:30



## 2.2 School Arrival & Expectations

Though [MIS] strives for consistency in all of its school sections, there are of course some differences when it comes to policy depending on the year group, age of the student, and maturity level. [MIS] is also cognizant of the fact that students, the older they are, the more likely they will travel to-and-from school without the accompaniment of a parent. These factors are also taken into consideration when it comes to school enforcement of punctuality rules and regulations, taking the age and emotional development of the student into consideration.

### (2.2.1.) School Entrance "Chip" & Turnstile

All [MIS] students are required to enter school using the "chip" they are provided at the start of the school year. This is connected to the EduPage system and allows parents, the school administration, and teachers, to monitor a student's attendance (when they arrive and come/go from the school). It is the student's responsibility to keep their "chip" safe and not lose it.

**What happens if I lost my "chip"?** If a student loses their "chip" they must purchase a new one from the School Secretary. If they have lost their chip, a student should inform their Class Teacher and School Secretary. This is so any problems with attendance can be addressed. If a student is on time to their Period 1 lesson, they will be marked present and in-school at 08:30 when the Subject Teacher takes the attendance (via the EduPage system).

A new "chip" will cost: 500 Kč. This must be brought to the correct School Secretary in cash. The student will then be given a new "chip" and can continue to use it as normal.

#### Secondary & High School ONLY:

**What happens if I forget my "chip"?** As our students grow older, we expect a higher level of personal organisation and responsibility. However, we all forget things from time-to-time. If a student forgets their "chip" they must sign in with School Security at the front of school. They will then be let in through the turnstile as normal.

**Repeatedly forgetting their "chip":** If a student repeatedly comes to school with their "chip", it means they are either neglectful or have lost it and not purchased a new one. If a student forgets their chip three times in a row, or three-times in one week, their parents will be called and they will be given a lunch-time detention. If necessary, the Class Teacher or School Secretary will contact and inform the student's family. Continued failure to bring the "chip" will be considered to be an expression of tardiness and poor punctuality. It may result in the activation of the Positive Behavioural Policy (see section 2.3.3 of this policy).

### (2.2.1) Secondary & High School Specific Expectations

#### Morning

**Expectation:** All Key Stage 3, 4, and 5 students are expected to arrive at school between 08:00 and 08:20. As many of our older students travel independently to school, parents & guardians should assist and ensure their child has left home on time, factoring in public transport use and/or traffic time.

**Why 08:20?** Because it takes time to get ready for the first lesson! When a student enters school, they must prepare and organise their books/work materials for the day, as well as arrange anything else they need. It may also be the case that students wish to visit the bathroom or take a drink before the start of the first lesson.

**Entrance gate closes at 08:28:** School security closes the main entrance gate at 08:28 (the time of the first bell to signal that Period 1 starts soon). A student arriving after this time is therefore marked as late.

**What will happen?** A student will receive a detention slip from the school security officer. This will be for the long-break (10:00 - 10:20).

**Excuse:** It can happen that a student is late for a variety of reasons. A parent/guardian (the student's "statutory representative") excuse must arrive by 08:15 if they know they are going to be late. If an excuse is lodged in time, then the student will not receive a detention slip for this day.

## 2.3 Positive Behaviour Policy

The School Attendance & Positive Behaviour Policy align in regard to effective student management. Repeated lateness can result in the following actions being taken.

### (2.3.1) Early Years

The Early Years section relies on communication between the parent and Class Teacher, as well as the Head of Section.

### (2.3.2) Primary School

As the students are younger, parent(s)/guardian(s) should communicate effectively if a student will be late or absent. Repeated lateness will result in a discussion with the family concerned.

### (2.3.3) Secondary & High School

The Positive Behaviour Policy is meant to encourage students to reflect on their behaviour and to adjust accordingly. However, as a policy designed to correct negative behaviours the, "stages" are cumulative with respect to correcting negative behaviour and sanctions. If a student is repeatedly late to school, lessons, and in general consistently displays a poor attitude when it comes to punctuality, then this repeated misbehaviour will be considered the same as other school misbehaviours (as listed in the Positive Behaviour Policy).

**ONE LATE NOTICE:** (i) the student will receive a "L" (Late) registry entered into EduPage (please know, this "L" will be entered for every time a student is late to a lesson - it will not be repeated in the late sanctions listen below).

**THREE LATES:** (i) the student's family will be contacted by the school secretary / (ii) the student will be placed on STAGE 1 of the Positive Behavioural Policy

**SIX LATES:** (i) the student's parent(s)/guardian(s) will be invited in for a meeting with the Class Teacher / (ii) the student will be placed on STAGE 2 of the Positive Behaviour Policy

**NINE LATES:** (i) the student's parent(s)/guardian(s) will be invited into school for a meeting with the Head of School / (ii) the student will be placed on STAGE 3 of the Positive Behaviour Policy

**TWELVE LATES:** (i) the student's parent(s)/guardian(s) will be invited into school for a meeting with the Director of School / (ii) the student will be placed on STAGE 4 of the Positive Behaviour Policy / (iii) in regard to the school's Child Protection & Safeguarding Policy, following a consultation with the Designated Safeguarding Lead, OSPOD may be contacted / (iv) in accordance to the Positive Behaviour Policy a behavioural committee will be convened and it will be decided if a period of suspension will be enforced.

# Attendance & Punctuality Policy

## 3. Types of Absences

[MIS] believes that the most effective schools consistently promote the benefits of good attendance at school, set high expectations for every student, as well as communicate those expectations clearly and consistently to students and parents. As it is written in "Working Together to Improve School Attendance" (May 2022) from the UK's Department of Education: "The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where are pupils want to be and are keen and ready to learn".

Fundamentally: **students cannot learn if they are not in school.**

### 3.1 Why is Regular School Attendance Important?

Research shows a clear correlation between high student achievement and good attendance. If a student's attendance drops below 90%, statistics show that attainment levels drop, particularly at Key Stage 3, Key Stage 4, and Key Stage 5 levels. Good attendance is:

*"... essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving A - C in English and Mathematics had an overall absence rate of 8.8%, compared to 5.2% amongst those achieving a grade C. The overall absence rate of pupils not achieving grade A - C was over twice as high as those achieving these positive results."*

Page 7 | Working Together to Improve School Education [May 2022]

Good attendance is learned behaviour, and the most effective schools recognise the importance of developing good patterns of attendance from the outset. Schools that have good attendance recognise that it is not a discrete piece of work, but rather an integral part of the school's ethos and culture. In building a culture of school attendance, the following values are promoted:

- 🚩 To build a good personal ethos and values for everyday life
- 🚩 To set high expectations for learning and highlights that positive attendance is essential to a child's attainment, wellbeing and wider development

- ✚ To develop an understanding that academic under-achievement is linked to poor attendance and it also damages the culture of the classroom
- ✚ To be positive in school and enjoying the learning process, for students with good attendance get more out of the school experience
- ✚ To allow for nervous students to adapt quicker to the environment and school routine
- ✚ To encourage non-native English speakers; being in an all-English environment promotes quicker learning and understanding of the language

In summary, being around teachers and friends in a school environment is the best way for pupils to learn and reach their potential. Time in school also keeps children safe and provides access to extra-curricular opportunities and pastoral care. Through not attending school, students miss many positives.

### **(3.1.1) Safeguarding: Absences & Poor Punctuality as a Child Protection Issue**

As written in the school's Child Protection & Safeguarding Policy, poor student punctuality and attendance can be a sign of, amongst other things, neglect. A child who is frequently missing/goes missing from home can indicate that they are not being properly cared for, that they have family responsibilities that are given priority over schooling, that they could be influenced negatively by other young people outside of school care.

Attending school is also a protective factor. In [MIS] students are safe and cared for. Attendance is taken for every lesson at [MIS] so parents and guardians will know that their child is safe and in school. Not attending school or "truanting" can be a sign of a problem in the life of the child, a mental health issue, or, as stated before, being influenced by other parties.

At [MIS], if attendance is frequently poor and is thought to be escalating by teachers/staff-members, then a safeguarding case might be opened.

## **3.2 Acceptable Types of Absence**

Unless an acceptable excuse and reason is given, all student absences will be considered as "unexcused". This will appear on the EduPage system used by [MIS]. It is the responsibility of every parent/guardian to excuse their child using this system (procedure found in Section 4 of this document). Due to the strict regulations from MŠMT, it is of utmost importance that there is a record for each and every student absence (whether it be a single lesson, a full-day, or even a week).

Please know that by referencing an 'acceptable absence' [MIS] does not mean it encourages such an absence. Whenever possible, all appointments and activities should be scheduled outside of school hours (08:00 - 15:30).

[MIS] prints and archives these records at the end of each calendar month of the academic year. This allows the school to monitor the attendance of our students, as well as to ensure that the school meets all of the regulations and guidelines imposed by MŠMT.

### (3.2.1) Illness / Sickness

Most cases of short-term absence are due to illness. Parents/guardians should inform the school (Class Teacher) by 08:00 at the latest on the first day of a surprise illness. Another excuse note / update should be sent on each additional day of absence. **If the absence due to illness is more than 3-days, a doctor's medical note will be required to justify the absence.** These are all stored electronically on the EduPage system.

### (3.2.2) Medical or Dental Appointment

It is of benefit to a child's education that they are in school as much as possible. As such, [MIS] wishes to stress and encourage parents to ensure that all medical and dental appointments are made outside of school hours. Missing school time for a medical or dental appointment is counted as an authorised absence, however proof of the appointment must be presented and sent to the student's *Class Teacher*. If making an appointment outside of school hours is not possible, parents should do their best to ensure the students is out of school for the minimum amount of time necessary for the appointment. Notice about an absence due to a medical/dental appointment should be given as soon as possible, preferably one-week in advance.

### (3.2.3) Infectious Conditions & Head Lice

If a student is absent from school due to an infectious condition, once which can easily spread to other members of the school, such as diarrhoea, measles, cold/flu, viral infection, it is recommended that students remain at home for twenty-four hours after they have recovered. When necessary, a doctor's note confirming the absence and proof of recovery may be necessary. In school, if any member of [MIS] feels there is a danger of a student passing on an infectious sickness, the school may call the required parent/guardian and ask for them to be collected from school, or, in some cases, given permission that they can go home alone.

**(3.2.3.1) Head Lice:** hair parasites (also known as "nits" or "lice") can spread easily through a year group. It can be passed on through touch and close contact between students. If a student is found to have head lice, the families of the whole class/group will be informed (please know specific, individual details, will be kept personal and at no point will the school even intentionally embarrass a student). Any student infected with head lice should not return to school until the infection has cleared.

### (3.2.4) Covid 19 Illness

For the 2022/2023 academic year, the Covid-19 regulations in the Czech Republic require students to not attend school if they have been positively diagnosed. A doctor or medical practitioner will tell them the length of time they need to be absent from school and when they can return. This information should be shared with the school. This direction also includes if a

student has been vaccinated. If a student has symptoms of Covid-19, we strongly urge parents/guardians to keep their child/children at home. Like any other infectious condition, if a student begins to present symptoms of Covid-19 in school, parents/guardians will be called to collect them (or they will be safely sent home).

In school safety: we encourage students to continue to sanitise and wash their hand during the course of the school day.

### **(3.2.5) Authorised Absence**

Parents can excuse their child for personal matters for up-to and no-more than 10-days (with the proper authorisation). It may be the case that the school will authorise absences for personal and family reasons, such as illness, death in the family, or a sick family member that requires care. [MIS] also understands, as an international school, that sometimes families are pressured to return to their home country, often with difficult and lengthy travel time. However, we will be required to receive a written request notice that accurately details the reason for the absence. Parents/guardians must also accept full-responsibility for taking the absence and acknowledge the potential consequences: hindrance caused to education and, also, possible legal and safeguarding difficulties.

### **(3.2.6) Religious Observance**

[MIS] recognises that there may be times when children of different faiths observe religious festival that fall outside of designated school holidays and weekends. Missing school for these events will be authorised by the Head of School; however, a message must be sent to the school by the parent/guardian no less than a week ahead of time.

### **(3.2.7) Study Leave**

As a British School Overseas (BSO) offering UK academic examinations and qualifications, the period/methodology of examination can be different to those found in other countries, including the Czech Republic.

*Study leave policy effects the Secondary & High School only.*

**YEAR 11 [IGCSE EXAMINATIONS]:** this year group are excused during the month of May. This is in respect to their IGCSE exams, as May is the most congested month of the schedule for testing. Further, owing to the high number of exams, it will offer revision opportunities.

**Teachers are still available Year 11 students should - the study leave period does not mean that classes are cancelled. Students should attend revision classes arranged by their teachers and can schedule individual tutoring sessions on specific topics for review.**

Year 11 students will receive a mark of "Excused Absence" or "EX" in the EduPage system.

June: Year 11 students are required to attend school as normal from 01/06/2023. However, if a Y11 student has an examination on a specific day in June, they will be granted an "EX" for this day alone. For example, if a student has a morning examination (typically 09:00 - 11:00), then may go home afterwards; likewise, if a student has an afternoon exam (typically 15:00 - 17:00), they are excused from the day's session of classes.



**YEAR 12 [AS-LEVEL EXAMINATIONS]:** this year group do not receive a period of formal study leave. The reason for this is due to the need to begin Y13 (A-Level) preparation as soon as the Y12 curriculum is completed. Year 12 students are expected to attend school as normal during the May/June CAIE (Cambridge) examination series. If a Y12 student has an examination on a specific day in June, they will be granted an "EX" for this day alone. For example, if a student has a morning examination (typically 09:00 - 11:00), then may go home afterwards; likewise, if a student has an afternoon exam (typically 15:00 - 17:00), they are excused from the day's session of classes.

**YEAR 13 [A-LEVEL EXAMINATIONS]:** regular attendance of school ends on 30/04/2023 for Year 13. From this date, students are required to attend lessons of their A-Level examination subjects only, up until the time their examinations end. As the students formal schooling comes to a close at the end of April, their school attendance will be taken up to this date. As such, not "EX" will be given for May and June.

**Individual Study Periods [ISP]:** Due to the high scholarly demand of AS & A Levels, Year 12 and Year 13 students will have "Independent Study Periods". During these periods students may be sat in the study areas around the school. As they are senior students, [MIS] trusts that these year groups will use the time sensibly and productively. They will not receive an absence mark for any ISP class. If a Year 12 or Year 13 student has an ISP during the first lesson period of the day (Period 1), they are still required to be at school for the normal time.

### **(3.2.8) Suspension & Exclusion**

In the unfortunate event that a student receives a suspension, or even an exclusion notice, owing to breaking the school's Positive Behaviour Policy, any missed school for this reason will be marked as "EX" (authorised absence). Students will continue to work from home, checking the EduPage system so they can keep up with the learning activities of their classes. Absences will only be excused if the student is internally suspended. If for any reason a student misses school due to external punitive methods (such as arrest or confinement) then these absences will not be excused.

### **(3.2.9). Helping Internally within the School**

Students that are members of organisations in school may sometimes volunteer with arranging school activities. For example, members of the Student Council (STUCO) to set up carnival events, with parents' evening preparation, and other.

Similarly, particularly for Global Perspectives & PSHEE classes, students sometimes engage in activities in and around the school. For example, for projects and coursework, presenting to other classes on social issues, in addition to charitable initiatives. These may also require they leave school on occasion, to visit local centres.

### **(3.2.8) Sporting Events & Competition**

At [MIS] we support and encourage all activities which enrich our students. Often, our students have commitments at a club or organisation which is external to the school. Further, from time-to-time, our students will require an absence from some classes when they are representing [MIS] at sports competitions against other schools in the Czech Republic.



**(3.2.8.1) Professional Sports Club Training:** If a student is professionally affiliated with a sports club, they may be asked to miss school hours from training. [MIS] requires a signed and stamped letter from the affiliated sports club, to justify the reason why the student is missing key lesson time. It should be expressed that

**(3.2.8.2) School Sports Team:** Some students may be asked to represent [MIS] at local sports competitions. This may involve missing a part or parts of the school day to travel to different schools, venues, and to practice/prepare. Students will receive an "EX" for this and parents/guardians will not be required to submit a letter of confirmation.

### **(3.2.9) School Excursion or Educational Visit**

Trips for purposes of education and socialisation are an important part of school well-being. Excursions can be used to enhance the curriculum, yet also serve as a great bonding activity for classmates. Trips can be internal within the Czech Republic, international, and are typically for one day, yet overnight trips for students can also be arranged. Following the return of a parental concern form for the excursion, students will receive an "Excused Absence" mark.

### **(3.2.10) International Organisations and Competitions**

[MIS] participates in a number of internationally recognised events and competitions. These include Model United Nations (Model UN) / Duke of Edinburgh Award (DofE) and International Olympiads, amongst others. To represent schools at these events, students commonly have to miss in-school time, sometimes over a period of days. Students participating in these events will receive

### **(3.2.11) Behavioural Issue**

If a student displays any negative or disruptive behaviour during a lesson, the teacher will always try to solve the issue in class. However, on occasion, the teacher may deem it necessary to remove the student from the lesson and send them to the Behavioural Coordinator or Head of School. Other than if the student is late to a class, the student will not be marked as absent from the lesson.

### **(3.2.12) Class Teacher Hour - Secondary & High School Only**

Each month, students in the Secondary & High School

## **3.3 Un-acceptable Types of Absence**

[MIS] needs to do the best for its students. On occasion we will receive requests from parents/guardians that we believe goes against our attendance policy. We prefer to discuss any concerns and problems which might arise, as - in the end - the best interests of our students is the key priority. However, we also wish to stress our clear policy in this regard.

### **[3.3.1] Family Holidays & Extended Absence**

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school-term time. Parents do not have the automatic right to remove their child from school during term time for this reason, but some leave may be granted by the Head of School. Requests for leave of this type must be made in writing to the Head of School, no less than three weeks in advance of the leave being taken. In case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into

### **[3.3.2] Students Not Wanting to Come to School**

Parents & guardians should do their utmost to encourage their children to come to school. It can be that students do not want to go to school for a number of reasons, some of which can be serious, such as : a bullying issue in school; stress and anxiety related to work and academic pressure; disagreements amongst friends; a safeguarding concern. If any student feels they do not want to come to school, because of any of these reasons, we urge parents/guardians to contact the school. Our Class Teachers, the Safeguarding Team, as well as the Head of School, will do our utmost to ensure that no student should fear coming to school. It is better to talk and discuss, in a friendly, compassionate way, as opposed to allowing a student to remain at home. Similarly, students may stay at home for non-serious reasons: not completing a piece of work or homework and missing a deadline; laziness; concerned about the travel time; staying at home to be with a friend who has different school holidays; and more.

### **[3.3.3] Student Employment**

Particularly when a student reaches Year 12 and Year 13, there comes a time when a student is allowed to be gainfully employed. If it does not clash or interfere with school and educational performance, [MIS] understands the underlying virtues of this (discipline, learning the responsibility of money, etc). However, students should not miss any school, or be late to school, due to an external paid-work commitment.

### **[3.3.4] Skipping Lessons**

Deliberately skipping a lesson is a serious cause for concern. A student who is present in school but skips a lesson will receive a detention-notice and will meet with the Behavioural Coordinator. A further second offence will result in a meeting between the student's parent and the Head of School. Repeated offences may result in possible suspension according to the discretion of the Head of School according to the Positive Behaviour Policy.

### **[3.3.5] Year 13 and Leaving School Privilege**

As senior students, Year 13 have the privilege to leave school if they wish, during their ISP lessons. Students must not abuse this privilege.

## 3.4 Subject Specific Absence

It may be, from time-to-time, that students miss a few subjects due to injury, a health condition, or learning disability. Also, there is the possibility that a student may need to focus their academic attention on a specific subject area or field. In such cases, if an agreement is reached between the - Class Teacher / Parent / Head of school - then an "EX" absence can be used.

### [3.4.1] Physical Education (P.E.)

[MŠMT] list Physical Education as a mandatory subject in the Czech Republic. Schools must provide a P.E. education for a minimum of 2-hours per week. Currently, there is discussion that this will increase to 3-hours per week. [MIS] teaches P.E. from Year 2 to Year 13, expressing our commitment to the importance of physical health and well-being. As such, the school views physical education as important as all the other subjects. In the 2021/2022 academic year, IGCSE P.E. was introduced, with a view to begin offering it as AS & A-Level subject in the future.

If a student needs to miss a P.E. lesson, either due to injury or sickness, we need to receive an excuse note from the parent/guardian. This must be sent electronically to both the student's Class Teacher and P.E. teacher, as well as the Head of School for confirmation. This will be excused on one occasion. If a student needs to be excused from P.E. the following week, the parent/guardian will require to send the school a doctor's note with an explanation about when they can return to regular P.E. lessons.

### [3.4.2] English as a Second Language Tuition (ESL)

If [MIS] identifies the needs that a student requires ESL tuition, a specific arrangement to facilitate these classes will be made in discussion with the parent/guardian. If there is no post-school timetable availability for student and/or the ESL instructor, then the student may be removed from some non-core subjects, for example music, art, computer science. They will be marked as "present" during these lessons, to ensure attendance continuity.

### [3.4.3]. Sensitive PSHEE Topics or Events

At [MIS] we are committed to offering our students an up-to-date and comprehensive PSHEE education. Primarily this is taught during the timetable Global Perspective classes, yet this is also taught via invited in-school speakers, as well as through the monthly Class Teacher Hour. On occasion, there may be topics that do not align with the beliefs of a student and their family; or, the topic may be culturally sensitive. As a school, this is of course understood and typically the issue arises in regard to Relationships & Sex Education (RSE). Before sensitive topics are taught, parents/guardians will receive a message about the content, with an option to excuse their child from the sensitive session. During this time, alternative care will be given to the student and they will not be marked as "absent" from that lesson.