

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



Whole School Attendance & Punctuality 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:

At Park Lane, we are committed to working with families to ensure students attend school consistently. Strong attendance is essential for both academic success and personal development.

A 2025 UK government report highlighted the significant impact of school absences:

- Missing just 10 days in Year 6 reduced the likelihood of reaching the expected standard by 25%.
- Missing 10 days in Year 11 reduced the chances of achieving a Grade C (or equivalent) in English and Maths by 50%.

(Department for Education, 2025)

Additionally, other research suggests that:

- Poor attendance is linked to lower academic achievement.
- Regular attenders make better academic and social progress.
- They cope better with school routines and transitions.
- They find learning more engaging and satisfying.

According to the UK Department for Education, a 'persistently absent' pupil is one who misses 10% or more of school. **We therefore expect all students to maintain**

attendance above 90% and we will communicate with the parents/carers of those pupils whose absence falls below this level.

In the Czech Republic, a distinction is made between 'excused' and 'unexcused' absences. Unexcused absences totalling 10–25 hours may result in involvement from OSPOD (Social Care). A high number of excused absences (20%) also requires the school to take appropriate steps in collaboration with the family.

At Park Lane International School, daily attendance and punctuality are mandatory and a condition of enrollment. Permission for term-time absence must be sought from the relevant Head of School and will only be granted for the reasons outlined [here](#) and in very exceptional circumstances. Family holidays **do not** fall into one of the approved categories for absence.

Families, staff, and teachers must work together to minimise time missed from school because significant absence may impact progress and disrupt learning and teaching for all. In such cases, the school may review a pupil's academic standing and determine whether progression to the next year group is appropriate.

Moreover, irregular attendance can pose safeguarding concerns. In line with *Keeping Children Safe in Education*, Park Lane is committed to:

- Protecting children from harm;
- Supporting their health and development;
- Ensuring safe, effective care;
- Giving every child the best life chances.

Did You Know: an attendance rate of 95% still means 9 days of absence in an average school year. With over 13 weeks of school holidays annually, term-time holidays do not fall into one of the approved categories for absence.

In very exceptional cases, you can submit a request to the relevant Head of School **by the end of September** and this will be reviewed by senior leadership.

When should my child not come to school?

At Park Lane International School, we follow guidelines from [NHS UK](#).

Keep your child at home if:

- Your child has a high temperature, until it goes away
- Your child has chickenpox, until all the spots have crusted over (usually around 5 days after the spots first appeared)
- Your child has impetigo, until all the sores have crusted over and healed (usually 48 hours after antibiotic treatment has begun)
- Your child has measles - see your child's paediatrician and wait at least 4 days from when the rash first appeared

- Your child has ringworm, until they have started treatment
- Your child has scarlet fever, until 24 hours after starting treatment
- Your child has vomiting and/or diarrhoea, until they have not been sick or had diarrhoea for at least 48 hours

Your child can still come to school if they have a cough, cold or sore throat, unless they have an accompanying temperature.

If you require any medical advice or have any further questions please do not hesitate to contact, the school nurse: school.nurse@parklane-is.com

Reporting and monitoring absence

If your child will be absent for any reason, please use the Parent/Guardian portal. This includes if your child will be absent due to illness. In this case, please let the office know **before 8.30 am on the day**, using the Parent/Guardian portal.

If your child is **absent for more than three days**, the school requires medical evidence to support absence. Medical evidence can take the form of a doctor's note/certificate, prescriptions, appointment cards, or other appropriate form of evidence.

The school may request medical evidence from a parent in the following circumstances:

- when a student has frequent or extended absences due to illness
- if a student has a chronic health condition that requires ongoing medical treatment or accommodations
- in cases where a student requires an extended medical leave from school due to a serious illness or injury
- if there are doubts about the authenticity of the illness

If your child is absent and there is no note on the Parent Portal this will be deemed unexcused and we will:

- Telephone/email the parent/carer on the first day of absence if we have not heard from them
- Telephone/email the parent/carer on each subsequent day of absence – if we receive no response by the third day then it may be necessary to complete a home visit.
- If no contact can be made with the family via phone or email or no-one answered when we completed the home visit it may be necessary to contact OSPOD.
- If a long absence occurs 3 or more days it may be necessary for parents/carers to come in for a face to face meeting
- Unexplained absence that falls below 90% will be referred to OSPOD

Tutors/class teachers will:

- Flag any concerns regarding punctuality and attendance.

- Ensure registers are taken first thing in the morning
- Support pupils if there are issues around attending school and contact parents/carers where appropriate
- Promote good attendance

In EYFS and Primary

School admin will:

- Monitor the school attendance reporting system and enquire into reasons for absence where none has been given.
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.

Teachers must:

- Record attendance on a daily basis, using the correct codes, onto the school's attendance system by the close of registration each morning and afternoon.

Site Leaders will:

- Support the monitoring of attendance.
- Support with parent meetings
- Promote good attendance
- Promote accurate completion of registers

Senior Attendance Champion and DSL will:

- Have an overview of absence data
- Monitor and evaluate progress in attendance
- Liaise with pupils, parents/carers and external agencies, where needed
- Build close and productive relationships with parents to discuss and tackle attendance issues
- Make decisions around actions to be taken, e.g. contacting OSPOD

In the Secondary section of the school:

Teachers must:

- Register pupils every lesson
- Flag with HoD or HoY concerns over non-attendance to lessons
- Contact parents/carers if there are persistent issues with attendance
- Log lateness to lesson

Heads of Year will:

- Monitor pupils with attendance below 90%- refer concerns to DSL
- Promote good attendance
- Support pupils who are having issues with attendance.
- Communicate with parents/carers and put strategies in place when attendance

- drops below 90%
- Meet parents/carers with the DHoS when attendance drops below 80%

SLT will:

- Support the monitoring of attendance.
- Support with parent meetings
- Ensure all codes are accounted for and are accurate.
- Promote good attendance
- Promote accurate completion of registers

The Attendance Champion and DSL will:

- Meet fortnightly with DSL/DDSLs and discuss attendance concerns to be followed up
- Support with parent/carer meetings
- Monitor whole school attendance
- Make decisions around actions to be taken, e.g. contacting OSPOD

Attendance officer (Admin team member responsible per site) will:

- Contact home on the first day of absence if we have not heard from a parent/carer
- If there is no response they will contact again on the second day of absence
- On the third day of absence – refer for a further call and flag to HoY to follow up.
- Monitor lesson attendance
- Refer concerns to HoYs

During the school day

Once your child is in school, it is not possible to excuse your child for illness using our online system. The school nurse, your child's HOY/class teacher or a member of our senior leadership team will be able to determine whether your child needs to come home because of an illness that develops during the school day and they will contact you.

If your child contacts you directly to report that they are feeling unwell, please contact the school office so that they can ask one of our first aid trained colleagues to check on them and contact you for an update.

In Secondary, if a student leaves school without permission from their Head of Year or a member of the SLT, this will not be authorised.

You can contact our school offices at the following telephone numbers:

Early Years and Foundation Stage:

- Send an email to the class teacher
- School office: 734 265 258 (Prague 6 Sibeliova)

- School office: 603 883 355 / 251 560 531 (Prague 5 Nessie)

Primary Year 1 - 6:

- Send an email to the class teacher
- School office: 733 697 349 / 220 512 653 (Prague 6 Norbertov)
- School office: 257 316 182 (Prague 1 Valdštejská)

Secondary: Email: office.valdstejska@parklane-is.com

- **Year 7 - 9:** Telephone: 257 316 182 (Valdštejská)
- **Year 10 - 11:** Telephone: 734 285 133 (Klárov)
- **Year 12 - 13:** Telephone: 737895744 (Úvoz)

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

If your child is **absent for more than three days**, the school requires medical evidence to support absence. Medical evidence can take the form of a doctor's note/certificate, prescriptions, appointment cards, or other appropriate form of evidence.

The school may request medical evidence from a parent in the following circumstances:

- when a student has frequent or extended absences due to illness
- if a student has a chronic health condition that requires ongoing medical treatment or accommodations
- in cases where a student requires an extended medical leave from school due to a serious illness or injury
- if there are doubts about the authenticity of the illness

In Secondary, students are responsible for communicating with their teachers about how they can catch up on any work missed on their return to school.

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)**.

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. Details can be updated on the Parent/Guardian Portal.**

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 7.45 and 8.00. **Registration starts at 8.00 am and the registers are closed by 8.10 am.** Any pupil arriving after this time will be marked **L = Late.**

Key stage 5

In the first half term (September - October), all students must be at school and registered by 8:15 am. They are allowed to leave after their last lesson of the day. Lateness to scheduled sessions will be recorded as 'L' on the register. In the second to fifth half terms (November - June), students must arrive in time for their first scheduled session and can leave after their last session of the day. Lateness will also be recorded as 'L' on the register during these terms.

Throughout the school year (September - June), additional monitoring of attendance will occur for specific lessons (Period 1, Period 4, Period 6b, and Period 7) due to students being permitted to leave the school site during study periods.

Weekly reviews of student punctuality will be conducted, and the school reserves the right to adjust attendance requirements if necessary. Mentors will address lateness issues, escalating concerns to school management if a student is consistently late, potentially involving parents/carers in meetings to address ongoing punctuality issues.

(See Appendix 3 for for the full Key stage 5 punctuality policy)

Out of school commitments:

At Park Lane International School, 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. This type of absence can only be approved for elite sporting/music/expressive arts activities (national/international level) and such requests must be made ahead of time, by agreement with the Head of Secondary or Head of Primary.

In some cases, an Individual Remote Learning Plan will be put in place while the student concerned is absent and they will always be expected to keep up with the work they have missed. If they do not, or their continued absence correlates with poor academic performance, such agreements will be reviewed.

Following discussions with parents, usually at enrollment or the beginning of a school year, the Head of Primary 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 year 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.**

Any absence that has not been pre-agreed by the Head of School will be considered 'Unauthorised' (unexcused) and will be recorded as such on the pupil's attendance record.

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.

Other absence

Our Heads of Schools do not grant leave of absence for holiday purposes unless there are **exceptional circumstances. Applications must be made at the beginning of the school year, preferably before the end of September** and the appropriate Head of School 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 of School will determine the number of days a pupil can be absent and they will need to be satisfied that this is kept to a minimum. A leave of absence is granted entirely at the head teacher's discretion and a student's previous attendance, punctuality, behaviour and attainment record will be taken into consideration.

We define exceptional circumstances as (but not limited to):

- International families visiting relatives who live outside of Europe.
- Families visiting new schools for taster days and interviews.
- Families whose business interests / visa status means they need to travel.

Analysing attendance

Park Lane International School will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

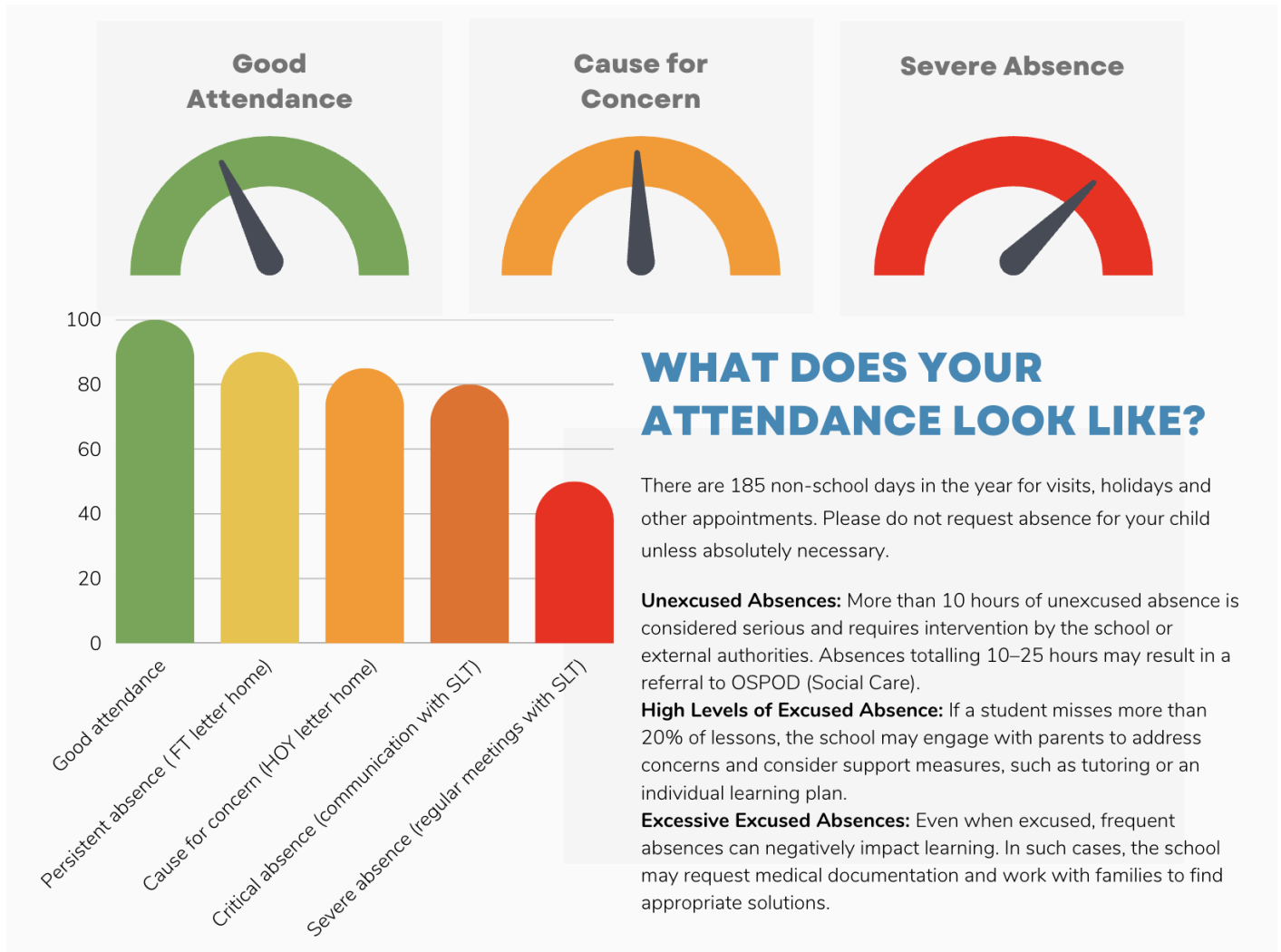
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Improving attendance

The UK Department for Education determines 'persistent absence' as a pupil missing 10% or more of school, and 'severe absence' is where a pupil misses 50% or more of school. In the Czech Republic, schools must take steps when a child's 'excused absence' falls below 80% and they should consider communicating with OSPOD (Social Care) when a pupil's 'unexcused absence' falls below 90% (msmt.gov.cz). With this in mind, we have outlined our steps in each case in figure 1.

- **Unexcused absences:** More than 10 unexcused hours is considered serious and requires intervention from the school or external authorities. Typically, 10 to 25 hours of unexcused absences may lead to OSPOD involvement
- **High number of excused absences:** If a child misses more than 20% of classes, the school may start addressing the situation with the parents and consider alternative forms of support, such as tutoring or an individual learning plan.
- **Excessive excused absences:** Even a high number of excused absences can be problematic if it threatens the student's education. Schools can request **medical certificates** and work with parents to find solutions.

Figure 1: What does your attendance look like?



Reducing persistent and severe absence is central to the school’s strategy for improving attendance. Therefore, Park Lane International School is committed to:

- Developing targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Providing targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Providing regular attendance reports to Year Leads and form tutors to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads)
- Using data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

In order to reduce persistent, cause for concern, critical or severe absence, the school will:

- Use attendance data to find patterns and trends of persistent and severe absence, analysed half termly by the Attendance Champion and relevant Head of Year.
- Consider potential safeguarding issues and, where suspected or present, address them in line with *Keeping Children Safe in Education*.
- Conduct bi-weekly safeguarding meetings review pupils who are persistently absent and severely absent to put in place support
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the city of Prague, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Regularly (termly) communicate with parents/carers about their child's attendance where this falls below 95%
- Communicate with OSPOD / conduct a school contract review where necessary

Child Missing from Education (CMFE)

Children who have failed to take up a school place or who have been unexpectedly absent from school for 5 or more consecutive school days are potential Children Missing from Education. In order to safeguard these children and ensure that they are able to access education, schools and other educational establishments must investigate the whereabouts of these children.

Investigations should include attempts to make telephone contact with all family members and possible home visits. If contact is established with the family and they are still residing in Prague, then the parents must be notified of their legal obligations.

If the family have left the Prague area, details of their whereabouts must be obtained. If contact cannot be established with the family and their whereabouts are unknown, OSPOD should be notified. It is important that the OSPOD is notified if a child is unexpectedly absent from school for 5 days or more and the school has been unable to contact the family.

Please note that where a school has reason to believe that a child may be absent from school due to an unauthorised holiday, contact is not required.

Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse or neglect. School staff members should follow the

Park Lane International School Attendance Policy

school's procedures for dealing with children who are absent/ go missing, particularly on repeated occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

If the DSL believes that a child has suffered or is likely to suffer significant harm or have any other child protection concerns do not delay and contact OSPOD.

Change of Address

If a family is moving to a new address, parents/carers must provide the school with their new address and contact numbers.

Telephone Numbers / Email

There are times when we need to contact parents/carers. You must provide the school with **TWO** up to date numbers/email addresses; if you don't then something important may be missed. There will be checks made on telephone numbers/email addresses and contact details throughout the academic year.

Transferring to Another School

Parents/carers must notify the school immediately if they are removing their child to start at another school. The parents/carers must provide the name of the new school. If a family is moving to a new address, which requires the child to attend a new school but the child is not yet registered then parents/carers must provide us with their new address.

Occasionally children may move away from the school without notifying us. We make every reasonable effort to locate the child and their family. Removal from roll may be backdated if we subsequently receive proof of dates of attendance at the new school.

If we are unable to communicate with the family, the child is kept on roll until we receive confirmation from the new school and then OSPOD is notified.

Families Moving Abroad

Parents/carers must notify the school if they are moving abroad and the parents/carers must provide the new home address and new school address. The parents/carers must provide flight details. Failure to provide this information to the school will result in a referral to OSPOD.

Summary of Absence and Attendance Codes

CODE	DESCRIPTION	MEANING
/	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	
L	Late arrival	Present
M	Medical/Dental appointments	Authorised absence
N	Reason for absence not yet known	Unauthorised absence
U	Absent from school without authorisation from the school	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

- **Registration Code /** : Present in school
- **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 (eg. funerals/marriages)

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 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 the 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).

Appendix 2. Individual Remote Learning Plan

Individual Remote Learning (IRL)

There are **clear benefits to students being physically present in school** rather than participating in DL/HL, and so whenever it is possible, we strongly encourage parents to ensure their child/ren attend school as normal.

On occasions some students cannot physically be present in school. In this case, the school will support them through a bespoke IRL programme. This provision is only offered in the following circumstances:

- Pre-agreed absence for elite sporting/music/expressive arts activities (national/international level)
- Long term absence due to a medical condition. A doctor's note must be provided in such circumstances. Long term absence is defined as two weeks or more.

In both cases, a minimum of one week's notice must be given before the IRL can begin.

This provision can be put in place following **consultation with a child's class teacher / Head of Year after confirmation from a doctor** or other medical professional has been provided to confirm that a pupil will need to undertake a long term medical absence from school.

An Individual Remote Learning Plan will be created to ensure the student can keep up with the work they are missing.

IRL plans are not designed for those on short-term sickness absences from school.

Appendix 3. Key Stage 5 Punctuality Policy

At **Key stage 5** the punctuality policy is as follows:

Half term 1 - (September - October) **ALL pupils** are expected to be in school to register by 8:15am, pupils may leave school after their last lesson of the day. Lateness to timetabled sessions will be recorded as **L = Late** on the register.

Half terms 2 - 5 - (November - June) **ALL pupils** are expected to be in school and to register for their first timetabled session of the session of the day, pupils may leave school after their last session of the day. Lateness to timetabled sessions will be recorded as **L = Late** on the register.

All school year - (September - June) in addition to the above and as a result of pupils being able to leave the school site during study periods Key Stage 5 pupils

will have their attendance monitored for all applicable **Period 1, Period 4, Period 6b and Period 7** lessons.

Due to the formation of the Keys Stage 5 timetable the punctuality of all students will be reviewed weekly and the school reserves the right to amend school attendance requirements if a pupil's attendance does not adhere to the school's policy. Mentors will follow up with students if a student is late to school more than three times in a week and pass concerns on to Heads of Year, the Deputy Head of Secondary and Head of Secondary who will request meetings with parents/carers if punctuality continues to be an issue despite interventions.

If your child misses...	That equals...	Which means...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year
20 minutes per day	1 hour 40 minutes per week	2.5 weeks per year
30 minutes per day	Half a day per week	4 weeks per year
1 hour per day	1 day per week	8 weeks per year

If the punctuality of a student becomes a concern then the school will implement the following procedures:

- Students with more than **3 late arrivals** are spoken to by mentor - oral warning
- Students with more than **6 late arrivals** are issued a letter home by the Head of year.
- Students with more than **9 late arrivals** are spoken to by the Head of Secondary + letter home and loss of privileges for the rest of the term.

Punctuality routine at Uvoz

8:15am - Úvoz entrance is closed

- Teachers are instructed to perform the attendance registration straight at 8:15, at the beginning of the lesson.
- Any student not present at the beginning of the lesson is registered with "N" code, Uvoz receptionists will change the register later in the day on according to the information they receive.

- Any student coming after 8:15 (via the main entrance or the garden) needs to see Uvoz Receptionist at the reception to receive a "lateness token", this token will be handed in to the teacher of the class the student is late for. Receptionists register their lateness in MIS.
- Late students going straight to lessons are sent back to the reception by the teacher to collect the lateness token so that the teacher knows their lateness is registered by the school receptionist and that the lateness is not excused by parents (medical appointments etc.)
- Teachers hand the tokens collected back to the receptionist later during the day.
- Applicable for period 1, 4 and 6B (year 12) or 7 (year 13).

References:

Bačáková, M., (2017), *Education in the Czech Republic*, UNHCR, Czech Republic.

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

Department for Education, (March 2025), *Link between attendance and attainment*, London

NHS UK, (April 2024), *Is my child too ill for school?*, London

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Updated: March 2025