PORG International School Attendance Policy

Prepared by:	Barbora Gazdova, Thabang Lehner	Date: September 2023
Last update by:	Barbora Gazdova	Date: August 2026
Approved by:	Dagmar Dluhosova	

PORG INTERNATIONAL SCHOOL

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Introduction

At PORG International School, we believe that excellent attendance is fundamental to every child's academic achievement, emotional wellbeing, and social development. In the Early Years Foundation Stage (EYFS) and Primary School, regular attendance helps children establish positive routines, build secure relationships, develop confidence, and fully engage in the learning process.

This Attendance Policy has been developed in accordance with the school's obligatory School Rules and reflects the expectations of the Board of Studies (BOS). It outlines the shared responsibilities of the school, pupils, and parents/legal representatives in promoting regular attendance and punctuality.

We recognise that children learn best when they feel safe, supported, and connected to their school community. Therefore, PORG International School is committed to working collaboratively with families to encourage high attendance standards while providing understanding and support where individual circumstances may affect attendance.

The school maintains a caring and proactive approach to attendance monitoring, ensuring that concerns are identified early and addressed sensitively in the best interests of the child. Through strong communication and partnership with families, we aim to create an environment where every child can thrive both academically and personally.

This policy applies to all pupils in EYFS and Primary and should be read alongside the School Rules and related safeguarding, wellbeing, behaviour, and health and safety policies.

Purpose

PORG International School believes that regular attendance and punctuality are essential for children's wellbeing, learning, social development, and academic success. In the Early Years Foundation Stage (EYFS) and Primary School, consistent attendance supports children in developing routines, confidence, independence, and positive relationships.

This Attendance Policy has been created in accordance with the School Rules and reflects the expectations of the Board of Studies (BOS), ensuring that all children attend school regularly, safely, and punctually.

The school works in partnership with parents/legal representatives to promote excellent attendance and to provide support where attendance difficulties arise.

Principles

PORG International School:

- promotes a culture of high attendance and punctuality;
- recognises that regular attendance is a shared responsibility between school and home;
- ensures children feel safe, welcomed, and supported in school;
- monitors attendance carefully to identify concerns early;
- supports families where medical, emotional, or personal difficulties affect attendance;
- applies procedures fairly and consistently.

Scope

This Attendance Policy applies to all children enrolled in the Early Years Foundation Stage (EYFS) and Primary School at PORG International School, including pupils aged 3–11 years.

The policy applies to:

- all pupils attending EYFS and Primary classes;
- parents and legal representatives;
- teaching and non-teaching staff;
- school leadership involved in attendance monitoring and safeguarding.

This policy covers:

- daily attendance and punctuality expectations;
- procedures for reporting and recording absence;
- authorised and unauthorised absences;
- planned and unplanned absences;
- attendance monitoring and support procedures;
- safeguarding responsibilities related to attendance;
- communication between home and school regarding attendance matters.

The policy applies during:

- normal school hours;
- school-organised activities and events;
- educational visits and trips arranged by the school.

This policy should be read in conjunction with the School Rules and related school policies, including the Safeguarding Policy, Behaviour Policy, Health and Safety Policy, and Wellbeing Policy.

Expectations for Attendance

All pupils are expected to:

- attend school regularly and punctually;
- participate fully in learning activities;
- arrive prepared and ready to learn;
- follow the daily routines and expectations of the school.

Parents/legal representatives are responsible for:

- ensuring their child attends school regularly and on time;
- informing the school promptly about absences;
- supporting the child in maintaining good attendance habits;
- avoiding unnecessary absences during term time.

Attendance expectations apply equally to all pupils in EYFS and Primary.

School Day and Punctuality

School Opening Hours

The school building opens at 8:00 AM for primary students, and at 8:30 AM for EYFS.

To support children's wellbeing, learning, and smooth classroom routines, all pupils are expected to arrive punctually and prepared for the school day.

Parents/legal representatives must ensure that children are safely handed over to and collected from authorised staff in accordance with school safeguarding procedures.

Primary School Daily Schedule

For Primary School pupils:

- Pupils should arrive in sufficient time to be in the classroom no later than 5 minutes before lessons begin;
- punctual arrival supports effective learning, classroom organisation, and positive attendance habits.

Late Arrival

Parents/legal representatives have primary responsibility for ensuring that primary-aged children arrive at school regularly, safely, and on time. Pupils should be encouraged to develop punctual habits appropriate to their age, but they will not normally be held responsible for circumstances controlled by adults.

Any pupil arriving after the required arrival time must report to the registration desk with their parent/legal representative. The person in charge of the registration will record the pupil's name, exact arrival time, and reason for lateness in Skola Online and ensure that the pupil is transferred safely to class.

Late arrival can cause a pupil to miss important instructions and learning, feel unsettled when joining an established lesson, and disrupt classroom routines. Repeated lateness may create gaps in learning and can also indicate a pastoral, welfare, or safeguarding concern.

The school applies the following graduated response:

Level	Pattern of lateness	School response / consequence	Responsibility
1 Occasional	First or isolated late arrival	Record the arrival and remind the parent/legal representative of the required arrival time.	Administrator
2 Emerging concern	2–3 late arrivals within four school weeks	Hold an informal conversation with the parent/legal representative and explain the effect on learning and classroom routines.	Class teacher
3 Repeated lateness	4–5 late arrivals within four school weeks	Send a written punctuality notice and begin a defined monitoring period.	Headteacher or designated attendance lead
4 Persistent lateness	Lateness continues despite the written notice	Meet formally with the parent/legal representative, identify barriers, offer support, and agree a punctuality improvement plan.	Headteacher
5 Serious concern	Frequent lateness continues despite support and monitoring	Issue a formal written warning and review the matter under the Attendance Policy and School Rules; consider appropriate external guidance where required.	Headteacher
6 Safeguarding concern	Lateness is extreme, unexplained, or connected with wider welfare concerns	Review the circumstances under safeguarding procedures and consider further action or referral where necessary.	DSL and Headteacher

Responses will be proportionate, sensitive, and based on the pupil's individual circumstances. Primary pupils will not normally receive detention, lose breaktime, or be publicly criticised because of lateness. Where essential learning has been missed, the school may arrange appropriate catch-up support; this will be educational rather than punitive.

The school may adjust the response where lateness results from a documented medical need, SEND, an agreed arrangement, transport disruption, or another exceptional circumstance.

EYFS Daily Schedule

For children in the Early Years Foundation Stage (EYFS):

- Arrival time is between 8:30 AM and 8:45 AM;
- the school day finishes at 3:00 PM.

Children should arrive calmly and punctually to support a positive transition into the school day and participation in morning routines and learning activities.

Recording Attendance

Attendance and absence are recorded daily in the school information system Skola Online.
The class teacher completes the daily class register accurately. Reception/administration records late arrivals, including the exact late arrival time and reason. Decisions regarding whether an absence is authorised or unauthorised are made by the Headteacher or a person formally designated by the Headteacher, in accordance with school regulations.
Late arrivals are recorded in Skola Online according to the length of delay: LA1 – up to 5 minutes late; LA2 – up to 10 minutes late; LA3 – up to 15 minutes late; LA4 – up to 20 minutes late; and LA5 – up to 30 minutes late.
Late arrivals and absences recorded in Skola Online will also be included in the pupil's term report.

The school monitors:

- daily attendance;
- punctuality;
- repeated absences;
- patterns of absence;
- unexplained absences.

Reporting Absence

Illness or Unexpected Absence

If a child is absent due to illness or another unexpected reason, parents/legal representatives must:

- notify the school as soon as possible;
- inform the school within 3 calendar days from the start of the absence;
- provide the reason for absence.

Notification may be made:

- through approved school information systems;
- by telephone;
- by email;
- in person.

Medical Evidence

If absences become frequent or raise concern regarding school attendance, the school may request:

- a medical certificate;
- additional supporting documentation.

Failure to provide the requested evidence may result in the absence being recorded as unauthorised.

Planned Absence

Parents/legal representatives should avoid arranging holidays or non-essential appointments during school time.

Short-Term Planned Absence

Absence for:

- several lessons;
- 1–2 school days;

must be requested in advance from the class teacher.

Approval depends on:

- the reason for absence;
- the child's attendance record;
- academic progress;
- the child's wellbeing and educational needs.

Long-Term Planned Absence

Absence of 3 or more school days must be requested in writing through the class teacher and approved by the Principal.

Requests should:

- be submitted sufficiently in advance, no later than two weeks ahead;
- explain the reason for absence;
- include supporting information where appropriate.

The school reserves the right not to authorise requests that may negatively affect the child's education.

Unauthorised Absence

An absence may be recorded as unauthorised when the school has not received appropriate communication or supporting evidence from parents/legal representatives, or when the reason for absence does not meet the school's attendance requirements.

Absence may be considered unauthorised in the following situations:

- parents/legal representatives fail to inform the school of the child's absence;
- the reason provided for absence is not considered valid by the school;
- requested medical or supporting documentation is not provided;
- holidays or travel are taken during term time without prior approval;
- attendance concerns continue without sufficient cooperation from parents/legal representatives.

The school monitors unauthorised absences carefully as part of its safeguarding and attendance responsibilities.
Where concerns arise, the school may take supportive and administrative actions, including:

- meetings with parents/legal representatives;
- attendance monitoring procedures;
- implementation of attendance support plans;
- referral to external agencies where required under Czech legislation and safeguarding obligations.

The school aims to work collaboratively with families to promote regular attendance and ensure that all children are able to benefit fully from their education.

Attendance Monitoring and Support

PORG International School takes a supportive, proactive, and preventative approach to attendance. The school recognises that regular attendance is essential for children's learning, wellbeing, social development, and overall success in school.

Attendance is monitored regularly to identify concerns at an early stage and to ensure that children and families receive appropriate support when needed.

Where attendance concerns arise, the school may:

- contact parents/legal representatives to discuss concerns;
- arrange meetings with families;
- implement attendance improvement plans;
- involve pastoral, wellbeing, or safeguarding staff;
- seek guidance and support from external professionals or agencies where appropriate.

The school understands that attendance difficulties may sometimes be connected to wider factors affecting the child or family. These may include:

- physical or mental health needs;
- emotional wellbeing difficulties;
- family circumstances;
- safeguarding concerns;
- special educational needs or additional learning needs.

All attendance procedures and supportive interventions will be implemented sensitively and in the best interests of the child. The school values positive cooperation with families and aims to work collaboratively to support every child's regular attendance, wellbeing, and educational progress.

EYFS Attendance Considerations

For children aged 3–5, PORG International School recognises that the Early Years Foundation Stage is an important period of adjustment, development, and emotional growth. The school understands that young children may require time and support to adapt to school routines, build confidence, and develop a sense of security within the learning environment.

The school values:

- gradual adjustment to school routines and expectations;
- children's emotional security, wellbeing, and sense of belonging;
- strong communication and partnership between home and school;
- flexibility and sensitivity where appropriate during transition periods.

At the same time, regular attendance is essential in supporting children's overall development and readiness for future learning. Consistent attendance helps children to develop:

- communication and language skills;
- positive social interaction and friendships;
- emotional confidence and independence;
- early literacy and numeracy understanding;
- positive attitudes and habits towards learning.

Parents/legal representatives are encouraged to support good attendance by:

- establishing consistent bedtime and morning routines;
- ensuring children arrive calmly and punctually;
- maintaining open communication with the school regarding any concerns affecting attendance or wellbeing;
- avoiding extended absences during term time whenever possible.

The school works collaboratively with families to ensure that children experience a positive, supportive, and successful start to their educational journey.

Medical Appointments

PORG International School encourages parents/legal representatives to arrange medical, dental, and other routine appointments outside school hours whenever possible in order to minimise disruption to children's learning and daily routines.

Where appointments must take place during the school day, parents/legal representatives should inform the school in advance and provide relevant information regarding the appointment. Whenever possible, children should attend school before and/or after the appointment to ensure continuity of learning and participation in classroom activities.

The school reserves the right to request confirmation of medical or dental appointments where appropriate.

Safeguarding and Attendance

At PORG International School, safeguarding and promoting the welfare of children are fundamental responsibilities shared by all staff members. Regular attendance plays an important role in ensuring children's safety, wellbeing, emotional security, and educational progress.
The school recognises that unexplained or persistent absence may be an indicator of safeguarding or welfare concerns. In line with the school's safeguarding procedures, all unexplained absences are followed up promptly and appropriately.

Where concerns arise regarding a child's attendance or wellbeing, the school may:

- contact parents/legal representatives to clarify the reason for absence;
- contact emergency contacts where parents cannot be reached;
- monitor patterns of absence or repeated lateness;
- involve safeguarding or wellbeing staff;
- conduct welfare checks where necessary;
- seek advice or support from external agencies and authorities in accordance with safeguarding obligations and Czech legislation.

The school maintains accurate attendance records as part of its safeguarding responsibilities and works proactively with families to support children's safety, wellbeing, and regular school attendance.
All actions related to attendance concerns are carried out sensitively, confidentially, and always in the best interests of the child.

Roles and Responsibilities

Parents and Legal Representatives

Parents and legal representatives play a vital role in supporting children's attendance, punctuality, wellbeing, and engagement in school life. PORG International School values strong cooperation between home and school and recognises that consistent communication and partnership are essential for children's success.
Parents/legal representatives are expected to:

- ensure that their child attends school regularly, punctually, and prepared for the school day;
- support the development of positive attendance habits and daily routines, including consistent bedtime and morning routines;
- ensure that children arrive at school calmly and on time and are collected promptly at the end of the school day;
- notify the school as soon as possible regarding absence and provide clear and accurate reasons for non-attendance;

- provide any requested medical or supporting documentation where appropriate;
- avoid arranging holidays, travel, or non-essential appointments during term time whenever possible;
- maintain open and respectful communication with school staff regarding attendance, wellbeing, or safeguarding concerns;
- cooperate fully with teachers, school leadership, safeguarding staff, and other professionals involved in supporting the child;
- attend meetings requested by the school relating to attendance, wellbeing, safeguarding, or educational progress;
- support agreed attendance improvement strategies or intervention plans where attendance concerns arise;
- inform the school promptly of any changes in family circumstances, contact details, medical information, or other matters that may affect the child's attendance or wellbeing.

The school recognises that families may occasionally experience circumstances that affect attendance and is committed to working collaboratively and sensitively with parents to provide appropriate support.

The School

PORG International School is committed to promoting excellent attendance through a supportive, inclusive, and consistent approach that prioritises children's wellbeing, safeguarding, and educational progress.

The school will:

- maintain accurate and up-to-date attendance records using the school information system Skola Online;
- monitor attendance, punctuality, repeated absences, and patterns of non-attendance regularly;
- communicate attendance concerns promptly and professionally with parents/legal representatives;
- provide support and guidance to pupils and families where attendance difficulties arise;
- implement attendance procedures fairly, consistently, and in accordance with school policies and Czech legislation;
- promote a positive school environment where children feel safe, welcomed, valued, and motivated to attend;
- work collaboratively with families to identify and address barriers affecting attendance;
- involve pastoral, safeguarding, wellbeing, or SEND staff where appropriate;
- ensure that safeguarding procedures are followed in relation to unexplained or concerning absences;
- maintain confidentiality and handle attendance information sensitively and professionally;
- seek support from external agencies or authorities where required in the best interests of the child;

- recognise and encourage good attendance and punctuality through positive reinforcement and supportive school practices.

The school is committed to ensuring that all attendance-related actions are child-centred and support the educational and emotional wellbeing of every pupil.

Responsibilities of Pupils

Pupils are encouraged to take increasing responsibility for their attendance, punctuality, behaviour, and participation in school life in ways that are appropriate to their age and stage of development.
Pupils are expected to:

- attend school regularly and arrive on time;
- participate positively in learning and daily school activities;
- follow classroom routines, school expectations, and instructions from staff;
- engage respectfully with teachers, classmates, and members of the school community;
- develop positive habits and attitudes towards learning and attendance;
- inform a trusted adult if they feel worried, unsafe, unwell, or unable to participate fully in school activities.

In the Early Years Foundation Stage and Primary School, staff work closely with children to help them develop independence, responsibility, confidence, and positive attitudes towards school attendance and learning.

Rewarding Good Attendance

PORG International School recognises the importance of encouraging and celebrating positive attendance habits from an early age. The school believes that acknowledging regular attendance and punctuality helps children develop responsibility, positive attitudes towards learning, confidence, and a strong sense of belonging within the school community.
The school promotes good attendance and punctuality through positive reinforcement, encouragement, and age-appropriate recognition systems that support children's motivation and wellbeing.

The school may recognise and celebrate good attendance through:

- verbal praise and encouragement from teachers and school leadership;
- positive feedback shared with pupils and parents/legal representatives;
- certificates, awards, or special recognition for excellent or improved attendance;
- class-based encouragement systems and group celebrations;

- acknowledgement of punctuality, effort, and improvement in attendance habits;
- celebration of positive attendance during assemblies, class meetings, or school events where appropriate.

The school recognises that each child's circumstances are individual and values both excellent attendance and significant improvement in attendance patterns. Recognition systems are designed to be supportive, inclusive, and motivating rather than punitive or comparative.

Attendance rewards and recognition aim to:

- promote positive learning behaviours;
- encourage responsibility and independence;
- strengthen home-school cooperation;
- support children's confidence and engagement in school life;
- foster a positive school culture where attendance and participation are valued.

The school remains mindful of children who may experience medical, emotional, or exceptional circumstances affecting attendance and ensures that all approaches to attendance recognition are sensitive, fair, and supportive of children's wellbeing.

Exceptional Circumstances

PORG International School recognises that, in exceptional situations, children may be unable to attend school regularly due to circumstances beyond the family's control. The school is committed to responding to such situations with sensitivity, understanding, and a child-centred approach while continuing to prioritise safeguarding, wellbeing, and educational continuity.

Exceptional circumstances may include, but are not limited to:

- serious or long-term illness affecting the child;
- hospitalisation, medical treatment, or recovery periods;
- significant mental health or emotional wellbeing difficulties;
- family emergencies or unexpected crises;
- bereavement or traumatic events affecting the child or family;
- exceptional educational, cultural, sporting, or artistic opportunities;
- legal or administrative obligations requiring absence;
- relocation or significant changes in family circumstances;
- safeguarding or welfare concerns identified by the school or external professionals.

In such situations, parents/legal representatives are expected to communicate openly with the school and provide relevant information or supporting documentation where

appropriate. The school may request medical confirmation or additional evidence in order to support decision-making and ensure the child receives appropriate assistance.

Where a prolonged or significant absence is unavoidable, the school will aim, were reasonably possible, to:

- maintain communication with the family;
- support the child's emotional wellbeing and connection to school;
- provide guidance regarding missed learning;
- plan appropriate reintegration and transition support upon the child's return;
- involve safeguarding, wellbeing, SEND, or pastoral staff where appropriate.

All exceptional circumstances will be considered individually, fairly, confidentially, and in the best interests of the child. Decisions regarding authorised absence will take into account:

- the child's wellbeing and developmental needs;
- safeguarding considerations;
- the impact on learning and progress;
- the family's circumstances;
- the school's legal and educational responsibilities.

The school values positive collaboration with families and aims to provide compassionate and appropriate support during periods of difficulty or exceptional need.

Linked policies

This Attendance Policy should be read alongside:
School Rules
Behaviour Policy
Safeguarding Policy
Health and Safety Policy
Wellbeing Policy
Assessment Policy

Monitoring and Review

The school leadership team regularly monitors and evaluates attendance data to ensure that attendance procedures are effective, supportive, and aligned with the school's safeguarding, wellbeing, and educational responsibilities.
Attendance monitoring forms an important part of the school's commitment to promoting children's welfare, educational progress, and positive engagement in school life. Attendance information is reviewed regularly in order to identify concerns early and ensure that appropriate support and intervention can be implemented where needed.

The school leadership team monitors attendance data to:

- identify patterns, trends, and areas of concern relating to attendance and punctuality;
- monitor repeated, persistent, or unexplained absences;
- evaluate the effectiveness of attendance procedures and support strategies;
- ensure consistency in the implementation of attendance processes across the school;
- support children's safeguarding, wellbeing, and educational progress;
- identify groups or individual pupils who may require additional support;
- ensure that attendance practices remain inclusive, supportive, and child-centred;
- maintain compliance with Czech legislation, safeguarding responsibilities, and school policies;
- support continuous improvement in attendance and pastoral practices.

The school may also review attendance information alongside safeguarding, wellbeing, SEND, and pastoral records where appropriate in order to ensure coordinated support for children and families.

Attendance procedures and policy implementation may be monitored through:

- attendance records and reports;
- communication with parents/legal representatives;
- staff discussions and meetings;
- safeguarding and wellbeing reviews;
- analysis of punctuality and absence patterns;
- feedback from staff, pupils, and families where appropriate.

This Attendance Policy will be reviewed annually by the school leadership team to ensure that it remains accurate, effective, and aligned with current school procedures, safeguarding requirements, and legal obligations.

The policy may also be reviewed earlier if necessary due to:

- changes in legislation or educational requirements;
- updates to safeguarding guidance;
- operational or organisational changes within the school;
- recommendations arising from school reviews, inspections, or evaluations;
- emerging attendance or wellbeing needs within the school community.

Regular review helps ensure that the policy continues to support high standards of attendance, safeguarding, wellbeing, and positive partnership between home and school.

Publication

The PORG International School Attendance Policy is available to all members of the school community, including teaching and non-teaching staff, parents, pupils, volunteers, and relevant school personnel through the school information system and internal communication platforms. Hard copies of the policy are also available upon request from the Principal's office and Staff room.
The school is committed to ensuring that the policy remains accessible, transparent, and clearly understood across both EYFS and Primary provision, supporting effective communication, accountability, and positive partnership with families.

KEY CONTACTS

Attendance and Pastoral Lead	David Rojas	rivera@porg.cz
DLS	Thabang Lehner	lehner@porg.cz
School psychologist	Petra Kahankova	kahankova@porg.cz
Principal	Barbora Gazdova	gazdova@porg.cz
Proprietor	Dagmar Dluhosova	dluhosova@porg.cz