

L E O N A R D O V . A C A D E M Y

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Z Á K L A D N Í Š K O L A A  
G Y M N Á Z I U M



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**Approved by: School Governing Body**

**Responsible Person: Director of the International School**

## **School Attendance Policy 2025/2026**

### **Leonardo V Academy**

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**School name and address: Leonardo V. Academy, Dlouhá 34, Prague 1, Czech Republic**

## 1. Rationale

Regular and consistent school attendance is essential for receiving a high-quality education and a positive school experience. For students, active engagement in their learning, participation in the school environment, and social interaction with peers and teachers are all vital components of healthy development. Missing school not only disrupts academic progress but also limits opportunities for social growth.

**Leonardo V Academy (LVA)** actively promotes regular attendance as a core commitment shared between the school, students, and parents/guardians.

School attendance is mandatory for children in the Czech Republic. The Education Act (Act No. 561/2004) states:

“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...”

As an international school, **LVA** adheres to this legislation for all students, including non-Czech families. We are committed to ensuring that every student receives equal access to learning—not only in curriculum content, but also in the time spent in school.

## 2. Purpose of the Policy

The School Attendance & Punctuality Policy informs parents, guardians, and students of their responsibilities regarding regular school attendance. While supportive in tone, the policy emphasises the legal requirements of compulsory education.

This policy aims to:

- Facilitate regular attendance
- Promote positive communication between families and the school
- Support students and families experiencing difficulties that may affect attendance
- Reinforce LVA’s whole-school approach to cooperation between parents, students, teachers, and staff

As a family-oriented school, **LVA** recognises the demands of everyday life and the value of extracurricular experiences. Our goal is to work constructively with families to address any circumstances that may lead to absences, poor attendance, or tardiness.

The policy also clarifies expectations for students while on school premises, including punctuality and attendance procedures.

## 2.1 The School Day

Leonardo V Academy follows the official **Edookit timetable**, which structures the school day into ten periods. Students are expected to arrive on time and be prepared for each lesson according to the schedule below.

### **Leonardo V Academy – Edookit Daily Schedule**

<b>Period</b>	<b>Time</b>
<b>PER 1</b>	08:30 – 09:15
<b>PER 2</b>	09:20 – 10:05
<b>PER 3</b>	10:25 – 11:10
<b>PER 4</b>	11:15 – 12:00
<b>LUNCH</b>	<b>12:00 – 12:50</b>
<b>PER 5</b>	12:05 – 12:50 ( <i>overlaps lunch</i> )
<b>PER 6</b>	12:55 – 13:40
<b>PER 7</b>	13:45 – 14:30
<b>PER 8</b>	14:35 – 15:20
<b>PER 9</b>	15:25 – 16:10
<b>PER 10</b>	16:10 – 16:50

A student is considered **late** if they arrive after the scheduled start time of any period. Because the Edookit schedule includes overlapping lunch and teaching periods (e.g., Period 5), students must pay close attention to their individual timetable and ensure they are present at the correct time and location.

### 3. Aims of the Policy

The policy aims to:

- Highlight the legal framework of compulsory education in the Czech Republic
- Encourage positive punctuality and reinforce commitment to the school timetable
- Explain the importance of regular attendance
- Outline types of absence and required parent actions
- Provide guidance on reporting absences through **Edookit**
- Clarify the roles and responsibilities of **LVA** staff

### 4. Czech Republic Law & Legislation

The Ministry of Education, Youth & Sports (MŠMT) states that compulsory education begins at age six, unless officially postponed. Attendance remains compulsory until the end of the school year in which the student turns seventeen.

Section 38 of Act No. 561/2004 allows compulsory education to be fulfilled by attending a foreign or international school. Therefore, **LVA students are bound by the same attendance regulations as all Czech schools.**

Parents/guardians (statutory representatives) must:

- Enrol their child according to age requirements
- Ensure regular attendance
- Inform the school of any circumstances affecting attendance
- Provide documentation for absences
- Justify every absence in accordance with school procedures

## 5. School Attendance & Punctuality

### 5.1 Positive Punctuality

Good punctuality is the foundation of a strong attendance record. Arriving on time supports academic success, builds responsibility, and strengthens relationships with teachers. It also ensures students do not miss essential lesson content.

At **LVA**, punctuality applies to the entire school day (08:00–15:30). Students must be on time for every lesson, including:

- Period 1 at 08:30
- Period 5 after lunch at 12:20
- Period 7 at 14:10

Students with excellent attendance and punctuality may receive commendations.

### 5.2 The School Day Schedule

*(I can format this into a clean LVA-branded table if you want.)*

A student is considered **late** if they arrive after the scheduled start time of any lesson.

### 5.3 School Bells

Two bells signal lesson transitions. Students must be seated and prepared by the second bell.

## 6. School Arrival & Expectations

While LVA strives for consistency across all sections, expectations vary depending on age and maturity. Older students often travel independently, and this is considered when enforcing punctuality rules.

### 6.1 ISIC Card & Turnstile Entry

All **LVA** students must enter school using their **ISIC card**, which is connected to **Edookit** and records attendance.

#### **Lost ISIC card:**

- Students must report the loss to their Class Teacher and School Secretary
- A replacement card costs **500 Kč**
- Attendance will be recorded manually until the new card is issued

#### **Forgotten ISIC card (Secondary & Senior Secondary):**

- Students must sign in with School Security

- Repeated forgetfulness (three times in a row or three times in one week) results in:
  - Parent contact
  - Lunchtime detention
  - Possible activation of the Positive Behaviour Policy

## 6.2 Secondary & Senior Secondary Expectations

- Students must arrive between **08:00 and 08:20**
- The entrance gate closes at **08:28**
- Students arriving after this time are marked late and receive a detention slip for long break (10:00–10:20)
- Parents may excuse lateness by notifying the school by **08:15**

## 7. Positive Behaviour Policy Alignment

Repeated lateness is treated as a behavioural concern.

### 7.1 Primary School

Parents must communicate lateness or absence. Repeated lateness triggers a discussion with the family.

### 7.2 Secondary & Senior Secondary

The Positive Behaviour Policy applies cumulatively. Persistent lateness is treated as repeated misbehaviour.

## 8. Absenteeism & Positive Behaviour Impact

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 [LVA] teachers.

## 8.1 Absenteeism

Regular attendance at school is compulsory and is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absences affect the child's ability to learn and make it more difficult for students and instructors alike due to missed instructional time, discussions, and activities.

## 8.2 Excused Absences

Consistent daily attendance of the student is necessary to ensure their academic progress. Therefore, students should be absent only for important reasons such as personal illness, family emergencies or religious holidays. An excused absence can be granted in case of illness or family emergency. A medical certificate or letter from the parent should be submitted upon the student's return. In case of a pre-requested absence for any other reason, a written letter should be submitted to the Secretary's Office at least three days in advance and will be considered for approval. The letter should state the length of the absence and the specific reason. All work missed during a student's absence must be completed upon the student's return to school. A teacher will assist the student with missed work if the absence has been approved by the administration.

Please read the Absences Policy for more information about the procedure of excusing a student and what is acceptable.

## 8.3 Unexcused Absences

[LVA] considers it unacceptable for a student to be absent for extended family holidays, outings, events and parties during school time. Such events conflict with the school's instructional calendar and will be considered as unexcused absences. Requested absences that are not approved will be recorded as unexcused absences on Edookit. Students are required to make up any missed school-work including class-work, quizzes, tests/examinations, projects (individual or group) and also homework. The teacher will not be required to assist the child with missed work if the reason for missing school was not valid and accepted by the Head of School and senior school leadership. A record of all such absences is recorded on the Edookit system.

## 8.4 Missed School Work

When a student is absent from school for a short period of time, books and homework will not be sent home. Upon the student's return to school, any missed school work, including class work, quizzes, tests, projects, and homework, must be completed. The teacher will assist the student with an excused absence with missed class work and lessons. The student who has been granted an excused absence will be given extra time to finish the corresponding missed homework.

## 8.5 Procedure for Reporting Absences

It is important that if a student is sick and not well enough to attend school, that they should stay at home until they have fully recovered. This is particularly important if the child has an infectious illness. N.B. If a child comes to school sick particularly after an absence, they will be sent to a doctor and, if appropriate, sent home again.

In the event of an unforeseen absence, parents are expected to inform the school (Class Teacher and Secretary) by Edookit and/or telephone before 08:30 (preferably earlier) on the day of the absence. Details as to the nature of the absence, as well as the anticipated length, should be given. If an

absence is for a period of over 3-days then a doctors note and proof of absence must be given. This is particularly important for students under the age of 15.

On return to school, parents are requested to inform the school, in writing, of any ailment which might affect the student's participation in physical education or breaks.

Parents are required to inform the school, in writing, of any ailment that is contagious.

Parents also are required to write an excuse report to school once the student is back in school or in advance if it is not an emergency absence. For excusing the student from PE lessons, the parents have to write the excuse in advance.

## 8.6 Tardiness/Lateness

The school day starts at 08:30 and students are required to attend the lessons on time each day. Students are considered late if they arrive at school after 08:30 or arrive in class after the second warning bell. Students who are late to school are to report to the School Security Officer to receive a late slip before entering class. The lateness will be recorded on Edookit and kept on file electronically. In the case of lateness for class, the lateness will be recorded on Edookit. If the student is late, without an excuse, they will receive a detention notice.

Constant lateness is not acceptable:

- At the first instance of lateness, the student will receive a verbal warning, a late notice on Edookit, and a long-break detention
- Repeated lateness will result in messages sent home to parents and, in extreme cases, may result in a meeting with the parent; repeated lateness to both school and class may result with the student being placed on the positive behavioural policy

## 8.7 Early Dismissal

Students are not encouraged to leave the school premises during the school day, particularly during lessons; if possible, all appointments should be made outside of school hours, including sporting commitments.

Should it be necessary to pick up your child prior to the end of the school day, please send a note on Edookit to the Class Teacher stating the date, time, reason and the person who will be collecting the student (especially for younger pupils).

If there is an emergency, please call the School Secretary's Office or report directly to the School Office.

No student will be allowed to leave the school building without parental/guardian authorisation.

## 8.8 Leaving the School Building

Students may not leave the building area at any time during the school day unless the school has given expressed permission or has received written parental permission (via Edookit).

Parents must send a note or phone the office when an early dismissal is necessary. A reason must be provided for early dismissal.

The Head of School has the final approval or disapproval for dismissal.

Students must not leave the school premises to purchase food, drink, or any other items; this is explicitly forbidden and will result in behavioural consequences.