

## **EISB Attendance Policy**

Effective: 1 September 2025

Aligned with EISB Educational Philosophy and Slovak Ministry of Education Requirements

### **1. Introduction**

At EISB, learning is not simply about acquiring knowledge—it's about developing skills: learning how to learn, how to think, how to reason, and how to communicate. Regular attendance is not just a legal requirement under the Slovak Ministry of Education Act No. 245/2008 Coll.—it is essential for academic success, personal growth, and the development of independent, responsible learners.

### **2. Scope**

This policy applies to all enrolled students from Early Years through Secondary, in accordance with Slovak law and EISB's Behaviour and Academic Standards Policies.

### **3. Attendance Expectations**

Students are expected to attend school daily (Monday–Friday) and participate in all scheduled lessons, homeroom, activities, assessments, and school-wide events.

- School starts at 8:15 AM.

- For Early Years (ages 3–5), attendance is compulsory upon enrollment.

Timely arrival builds habits of responsibility and respect. Repeated tardiness disrupts learning and may impact the student's Behaviour Score.

### **4. Minimum Attendance Requirement**

Minimum attendance per semester: 90%. Falling below this without valid justification may trigger academic or behavioural consequences, including:

- Behaviour Score reduction

- Parent-teacher conferences

- Academic support contracts

### **5. Absences: Procedures and Documentation**

#### Excused Absences

- Illness - Requires doctor's note if:

  - >5 consecutive school days

  - >2x the number of weekly lessons per month (non-consecutive)

- Family emergencies (approved by school leadership)

- Educational activities or cultural/religious observances (approved in advance)

- Absences must be reported within 24 hours.

- Documentation must be submitted within 48 hours.

- Failure to provide documentation will result in the absences being counted as unexcused.

#### Unexcused Absences:

- Skipping classes

- Unauthorized travel

- Failure to submit documentation

## **6. Attendance Recording & Monitoring**

Attendance is tracked daily in our electronic system. Parents have access to attendance data through the parent portal. Students with concerning patterns will be flagged for review.

## **7. Behaviour Score Integration**

EISB evaluates behaviour holistically, including respect, engagement, punctuality, and attendance:

90–100%: No impact; eligible for highest Behaviour Score (5 or 6)

80–89%: Score may reduce by 1–2 grades depending on justification

<80%: Score may reduce to 3, 2, or 1

## **8. Consequences for Non-Compliance**

Unexcused Absences:

- 1–3: Verbal warning + parent notification
- 4–6: Written warning + mandatory parent meeting
- 7+: Formal disciplinary action

Chronic Tardiness:

- 3+: Behaviour warning + possible score reduction
- 6+: Treated as unexcused absences

## **9. Support for Improvement**

Students who struggle with attendance may be supported through:

- Class Teacher mentorship
- Academic recovery plans
- Counselling or external agency referrals
- Collaborative meetings with parents

## **10. Support for Student-Athletes and Student-Artists**

EISB strongly supports students who are engaged in athletic, artistic, or academic pursuits outside of school. These extracurricular endeavors contribute meaningfully to a student's personal development, character, and future opportunities. As a skills-based school, we recognize that learning happens beyond the classroom and that commitment, discipline, and passion are vital components of a student's growth.

To support students in these areas, EISB provides allowances for excused absences, provided that the following reasonable conditions are met:

- The activity must be formally recognized.
- Absences must be pre-approved by school administration.
- A schedule of expected absences should be provided each semester.
- Students must remain in good academic and behavioural standing.
- Students must make up missed work in a timely manner.
- Extended absences will be reviewed to ensure academic continuity.
- EISB reserves the right to limit approvals if academic performance is compromised.

### **11. Parent Responsibilities**

Parents are expected to:

- Ensure regular attendance and punctuality
- Report absences promptly
- Provide documentation for absences
- Collaborate with school staff on attendance-related concerns

### **12. Appeals & Annual Review**

Attendance-related Behaviour Scores may be appealed within 10 school days of report issuance. Appeals are reviewed by a school panel. The policy is reviewed annually by school leadership.