

ESLj ATTENDANCE POLICY

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Acceptance of a place at the school carries both the right and the responsibility to attend all courses included in the curriculum and to complete assigned work. Students are expected to participate in all timetabled lessons and in school-organised activities (including outings and trips) identified as part of the educational programme.

Regular attendance is essential for students' academic and personal development and enables teachers to make accurate and meaningful assessments of progress. The school works in partnership with students and families to support high levels of attendance.

I. Recording of Absences

The school will maintain a daily register of pupils' absences. At the end of each semester, a list of absences for each pupil will be compiled. Unauthorized absences will be clearly identified and processed accordingly.

II. Absences on Medical Grounds

a) If a child is unable to attend school due to illness, the pupil's legal guardians must inform the school of the reason for the absence via the school website before 7:30 a.m. on the day of the absence.

Link to form: <https://www.eslj.sclj.si/absences>

b) If a pupil is absent for more than three consecutive days, they may only return to school after their legal guardians provide a medical certificate issued by a doctor. The certificate should be sent to odsotnosti.eslj@sclj.si.

Absences of this length, without both a written notification from the legal guardians and a medical certificate, will be considered unauthorised and addressed accordingly. If a pupil accumulates five unauthorised absences, the Head of School will request a meeting with the parents to discuss the situation and seek clarification.

c) If a pupil contracts an infectious disease, the legal guardians must notify both the Head of School and the child's homeroom teacher in writing. They must also strictly adhere to the rules on the containment of infectious

diseases, including quarantine measures for the pupil and any other individuals living in the same household.

III. Absences on Personal Grounds

a) For early release due to appointments or similar reasons, the pupil's legal guardians must request absence by completing the online form at least two days in advance and obtaining confirmation. Students will not be permitted to leave without this prior approval.

Link to form: <https://www.eslj.sclj.si/earlyrelease1>

b) Each student may be granted up to five extra free days per school year. Except in cases of force majeure, the student's legal guardians must request permission for an absence at least one week in advance. Requests should be made in writing to the child's homeroom teacher, specifying the period of absence.

IV. Lateness

It is the parents' responsibility to ensure that their child arrives at school on time. Lateness can disrupt the learning environment and may cause increased stress for the student, potentially affecting their academic performance. All time away from school impacts a student's learning and achievement. Please make every effort to ensure your child arrives punctually.

V. Unexcused Absences

Unexcused absences are taken seriously and are monitored by the school. In the case of repeated unexcused absences, the school will take appropriate action, which may include informing legal guardians, requiring the student to make up missed work, and applying disciplinary measures in line with the school's Code of Conduct.

VI. Consequences of Absences and/or Lateness

- a) If a student is late five times for more than 5 minutes, the Deputy Director will request a written explanation from the parents. If a student is late ten times or has five unauthorised absences, the Deputy Director will arrange a meeting with the parents to discuss and clarify the situation.
- b) Persistent unexcused absences may lead to further intervention, including meetings with parents or guardians, involvement of school support services, and, where applicable, reporting to relevant educational authorities in accordance with Slovene national regulations.
- c) If, at the end of the first semester, the total number of absences for any given subject (authorised or unauthorised) is likely to exceed 25%, the Deputy Director will inform the student's legal guardians about the risk of potential non-promotion to the next grade level.
- d) In the event of an unauthorised absence of more than 15 consecutive school days, the student shall be deemed to have left the school. The student's legal guardians shall be informed by registered mail.

VII. Absences and Assessment in Secondary

ABSENCES FROM ASSESSMENTS IN S1-S3

When an S1, S2 or S3 student is absent to such an extent that the overall assessment is not possible in a semester, the following will apply:

- a) Where assessment is possible in one semester and not the other, the class council may decide to apply the overall grades from one semester for the whole year if they are confident it reflects that the student has shown the necessary competencies for the full year's work.
- b) Where overall assessment is not possible in neither first nor second semester, the student may sit additional summative assessments on the full year's content for each subject where assessment was not possible, at the end of the second semester, and these grades shall apply for the full year.

- c) Where overall assessment is not possible in neither first nor second semester and the student is unable to sit additional assessments at the end of the second semester, the student shall receive a final grade of FX for the respective subject and the normal rules of progression shall apply.

ABSENCES FROM B MARK ASSESSMENTS IN S4– S6

- a) When an S4, S5, or S6 student is absent from a B Mark assessment, the parents must immediately inform the school in accordance with the attendance policy, including the reason for the absence. In case of illness, a medical certificate must be provided. Without a medical certificate, the absence cannot be excused. The Head of School will decide on the validity of all other excuses and whether the absence is justified.

When a pupil is absent with a justified reason, they will be eligible for a resit at a time set by the school.

Where a student is absent with a justified reason from either the 1st or 2nd semester B Mark assessment, the class council may decide to count the existing assessment twice in lieu of the missing assessment.

- b) If a student is absent for the B Mark assessment of one or more subjects in the first and second semesters and this absence is justified, the student will have to take additional examinations in the subjects in which he/she did not sit the regular examinations. If this is not possible either, the student shall receive a mark of 0 and the normal rules of promotion will apply.

- c) If the absence(s) mentioned in points a and b are not justified, the student is awarded a mark 0. The legal guardians of the student will be notified of this decision; students who are of legal age will be notified directly.

ABSENCES FROM PRE-BACCALAUREATE AND BACCALAUREATE EXAMS IN S7

1. Absences without a Valid Reason

1.1 Pre-Baccalaureate examination Candidates who are absent without a valid reason for one or more Pre-Baccalaureate examinations in year 7 will not be entitled to a resit of the Pre-Baccalaureate examinations and the European Baccalaureate examinations.

1.2 Written or oral European Baccalaureate examinations Candidates who are absent from a written or oral European Baccalaureate examination without a valid reason will not be allowed to resit it. The mark awarded for that examination will be zero (0).

2. Absences with a Valid Reason

2.1 In the event of absence because of illness, it is compulsory to produce a medical certificate (see Article 30 of the “General Rules of the European Schools”). In all other instances, the Head of School, in the case of part examinations, and the Vice-Chairperson of the Examining Board—or, in her/his absence, the Head of School—in the case of the European Baccalaureate examinations will decide whether the absence is justified. Supporting documents must always be provided. The same will apply in the case of certified quarantine, which will also be considered as a valid reason for absence. Certificates should be delivered as soon as possible, preferably on the day of the absence (electronic transmission being sufficient) and, at the latest, before the start of the next examination of the candidate. Otherwise, the mark awarded will be zero (0).

2.2 Pre-Baccalaureate examinations and semester marks

If candidates are absent from Pre-Baccalaureate examinations, they must take a resit Pre-Baccalaureate examination. The dates for such resits will be decided by the Head of School. The resit examinations will be organized as soon as possible and at the latest before the start of the written examinations. If a pupil cannot be granted a final A-mark and/or a final B-mark, thus leading to the impossibility of being granted a Preliminary mark (C-mark), the pupil will not be allowed to take the Baccalaureate examinations.

2.2.1 Written short Pre-Baccalaureate examinations

2.2.1.1 Candidates who are absent for a valid reason for an extended period, thus missing both the first semester examinations and the first semester's substitute examinations, will have their marks of the second-semester examinations replicated.

2.2.1.2 If a long absence for a valid reason results in the candidate missing both the second-semester examinations and the second-semester substitute examinations, the Class Council will meet to decide, subject by subject, the marks to be used for the calculation of the preliminary mark.

2.2.1.3 Candidates who miss both sets of Pre-Baccalaureate examinations are not eligible to enter the European Baccalaureate final examinations.

2.2.2 Written long Pre-Baccalaureate examinations

For candidates who are absent for a valid reason for an extended period, thus missing both the first semester examinations and the first semester's substitute examinations, a substitute examination will be arranged in the second semester.

2.2.3 A marks

2.2.3.1 If an extended period of absence for a valid reason makes it impossible for a candidate to be awarded A marks for the first semester, the class marks for the second semester will be replicated and vice-versa.

2.2.3.2 If this absence for a valid reason means that a pupil cannot be awarded A marks for class work in both semesters, it will not be possible for the pupil to sit the European Baccalaureate examinations in that year.

2.2.4 Exemptions from regular attendance at Physical Education lessons.

2.2.4.1 If candidates are exempted from regular attendance at Physical Education lessons during one semester, the other semester marks for this subject will be replicated.

2.2.4.2 If candidates are exempted from regular attendance at Physical Education lessons in both semesters, this subject will be disregarded in calculating the preliminary mark and the final mark.

2.3 Absences from the European Baccalaureate Examinations

2.3.1 If one or more pupils are unable to attend the written examinations, the Chairperson of the Examining Board may, in duly justified cases supported by relevant documents, allow them the opportunity to sit a substitute examination or substitute examinations during the ordinary session in the dates established by the Office of the Secretary-General and approved by the Chairperson of the Examining Board. Substitute examinations will happen not later than 7 calendar days before the proclamation. The substitute examinations will start at the times laid down in Article 6.4.5 of the General Rules of the European Schools. In the case of oral examinations, the School may reschedule them in duly justified cases supported by relevant documents and taking into consideration the availability of external examiners. The rescheduling of oral examinations will be recorded in the minutes of the European Baccalaureate session.

2.3.2 If one or more pupils are unable to attend the substitute examinations, the Chairperson of the Examining Board may, in duly justified cases supported by relevant documents, allow them the opportunity to sit examinations in an extraordinary session in September.