Private Primary School, Czech 10, Bratislava
Allocated workplace PES(Private Elementary School), Kremeľská 2, Devín
Head of the school: RNDr. Karol Janíček

www.gymnaziumceska.sk

**Directive of the school head no. 1/2019**

A special way of compulsory school attendance outside the territory of the Slovak Republic

**Bratislava, 01.09.2019 RNDr. Karol Janíček
 school head master**

**Introductory provisions**

The headmaster of Private elementary school Česká 10, 831 03 Bratislava, allocated workplace Kremeľská 2, 841 10 Bratislava - Devín, issues this directive in accordance with Act no. 245/2008 Coll. on Education and on Amendments and Supplements to Certain Acts (hereinafter referred to as the “Education Act”) due to § 23 letter b) on forms of special way of compulsory school attendance and education in primary and secondary schools outside the territory of the Slovak Republic; .
The subject of the directive is to regulate the conditions and uniform procedure of the school and the legal representatives of school pupils in the special way of fulfilling compulsory school attendance - outside the territory of the Slovak Republic.

**Article 1
General part**
1. / Children of citizens of the Slovak Republic may complete compulsory schooling or educate themselves at schools outside the territory of the Slovak Republic (hereinafter referred to as “special form of schooling”).
2. / Forms of a special way of school attendance (§23 of Act 245/2008 Coll.) Are:
(a) individual education which is undertaken without regular participation in education;
a school under this Act (hereinafter referred to as "individual education"),
b) education in schools outside the territory of the Slovak Republic,
c) education in schools established by another state in the territory of the Slovak Republic with the consent of the embassy of another state,
(d) education in schools in which education and training is carried out according to
international programs under the authority of the Ministry of Education,
e) individual education abroad for primary school pupils,
f) according to the individual curriculum.

**Article 2**

 **Conditions of study authorization outside the territory of the Slovak Republic**

The head of the school to which the pupil is admitted shall decide on the authorization of education in accordance with Section 23 (b), (c) or (e) upon written request from the legal guardian.

**Article 3
Application for a special way of school attendance**

1.Application for a special form of school attendance shall include the following:
(a) the name, surname and residence of the pupil;
b) birth number of pupil,
c) the address of the pupil's residence abroad;
(d) the name and address of the school to be attended abroad, if known in advance; or
the name and address of a school established by another state in the territory of the Slovak Republic that the pupil will attend.

**Article 4
Duties of the legal representative**1. The legal guardian shall notify the headmaster of the primary school *within 30 days* of the name and address of the school the pupil attends abroad or of the school indicated in the application. This obligation does not apply to primary school pupils who have been given a headmaster´s decision on individual education abroad for primary school pupils.
2. Pupils attending a school abroad must be of a similar type to the pupil's primary school.
3. Documents shall be printed on the headed writing paper of the school abroad, endorsed by the school stamp and signed by the headmaster of the school concerned. Documents will be sent by the legal guardian or adult pupil electronically (by e-mail or fax), the original legal guardian will send by mail.
4. The tribal school shall provide the pupil with textbooks and / or workbooks at the request of the legal guardian or of the adult pupil.
5. After *completing* studies abroad, the pupil's legal representative is obliged to:
*a) submit to the school head a certified photocopy of the school report no later than 25 August* of the relevant school year, when he finished his studies at a foreign school,
b) to take commission exams in compulsory subjects according to the decision of the school head due to Section 25 of the Education Act, paragraph 5, by 31 August of the relevant school year.
6. A pupil who performs a special method of school attendance according to § 23 let. (b) and (c), shall take examinations in the subjects of the subjects to be determined by the headmaster at the parent school, as a rule, for each school year, but not more than all years after the fourth year of primary school and the ninth year of primary school. The term of the examination will be agreed with the school head by the legal guardian in the form of a written application for the commission examination of the pupil by 15 May of the calendar year in which the examination is to be performed

7. Pupils who perform a special method of school attendance according to § 23 let. (e) take an examination in all compulsory subjects of the curriculum of the relevant year of the parent school, except for subjects with a predominant educational background for each school year concerned, but not more than all years after the fourth year of primary school and the ninth year of primary school.
8. A pupil who has successfully passed an examination in subjects that have been attended at a school abroad according to §23 (a). b) and c) do not teach or have fulfilled a special way of schooling by individual education abroad and passed the examination in all compulsory subjects of the curriculum of the relevant year of the basic school, except for subjects with a predominant educational focus of the school.
9. The headmaster shall assign the pupil to the relevant year after completion of the special method of schooling according to the results of the commissions examination according to §57 and according to the pupil's results in previous education
10. The legal guardian of a minor shall ask the Center for Recognition of Evidence of Education of the Ministry of Education of the Slovak Republic to transfer grades from study abroad to the Slovak classification (equivalence) and submit the document to school heads.
11. Due to the obligation to register pupils of compulsory school age as well as their safety, the obligation to register the pupil's legal guardian or adult on arrival in the country of residence shall be accompanied by a document stating the name and address of the school confirming that the pupil is visiting school. He / she submits the document by September 15 of the relevant school year if the pupil continues education at a school outside the territory of the Slovak Republic.

**Article 5**

 **Commission exam**
1. In fulfilling the special method of school attendance according to § 23 letter a) b), c) and e) and 25 of the Education Act, the pupil is classified according to the results of the commission examination.

2. The committee for commission examination shall have at least three members. The Commission shall consist of a chairperson, who shall normally be the headmaster or a teacher appointed by him, an examining teacher, who shall normally be a teacher instructing the pupil in question, and an assignee who meets qualification requirements for the subject in question or a related subject.
3.The result of the commission examination shall be announced publicly by the chairman of the committee on the day of the examination. The result of each commission test is final for classification.
4. The possibility of taking a commission examination in acc. With § 57 to Section (1) (a). j) of the Education Act is decided by the school head. The date of the examination shall be agreed with the school head by the pupil's statutory representative or by the full-time pupil by 15 May of the calendar year in which the examination is to be carried out.
Article 6
Additional provision

In the case of failure to meet the stipulated deadline for pupils with compulsory schooling up to 16 years of age, the school is obliged to report to the competent authorities the failure to attend compulsory schooling. In the case of failure to observe the conditions of study abroad for pupils over 16 years of age, the school head may decide to cancel the special method of school attendance and ask the student to submit an application for interruption of study.

Article 7
Final provision

This Internal Directive shall enter into force in full on: 01 September 2015.
The amendments to the Directive are made in the form of the numbered written amendments they make up
as part of this Directive.

RNDr. Karol Janíček
 headmaster

Annex: Request by a legal representative

**Application for permission to complete compulsory education outside the territory of the Slovak Republic**

 **Pupil's legal representative**

 **Mother**

Name and surname: .............................................. ..................................................

Residence: ................................................ .................................................. ..................

Date of birth: ..................................... in ......... ........................... ID number:

....................

Tel.n. ............................................. E-mail: ..................................................................

**Father**Name and surname: .............................................. ..................................................

Residence: ................................................ .................................................. ................
Date of birth: ..................................... in ......... ........................... ID number: ............... .
Tel.č. ............................................. ........... E-mail: ...................................

I ask the headmaster of SZŠ Česká 10, 831 03 Bratislava, for permission to attend compulsory school attendance outside the territory of Slovakia with my son / daughter

Name and surname: .............................................. .................................................. .
Residence: ................................................ ......................................................................
Birth number: .......................................... Class: ...............................................
Domicile abroad: ............................................. .................................................. ........
Name and address of the school abroad: .............................................................................................................................................. .................................................. .............................................../ if known in advance /
in school term from: .............................................. to ..................................

Within 30 days of the date of submission of the application for a compulsory school attendance outside the Slovak Republic, I will announce the name and address of the school my son / daughter will be attending abroad (or confirm the school specified in the application).
I declare that I have been acquainted with the PES(Private Elementary School) internal directive on “Compliance with compulsory education and education at schools outside the territory of the Slovak Republic”.
I have filled out all the information truthfully and I have stated the contacts correctly. I will immediately inform the headmaster of any changes that will be related to my special stay abroad by phone or electronic form.
I agree to the use of personal data for the purpose of processing an application for the fulfillment of a specific way of school attendance.

In Bratislava:
Readable signature of applicants (pupil's legal representatives):

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