



## **ATTENDANCE POLICY**

### **Good Attendance**

We believe that good attendance is essential if children are to take full advantage of school and gain the educational and social skills which will equip them for life.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, and parents/carers can work in partnership. Good attendance is seen as an achievement.

All staff will encourage good attendance and class teachers, or tutors monitor attendance regularly, working to solve any identified problems quickly and liaising with families and other agencies when this is appropriate.

The attendance policy is based on the premise of equal opportunities and appreciating that every pupil has access to a full-time education.

### **We aim to:**

- promote good attendance as the norm and celebrate this within school on our attendance notice board.
- help every child to reach their maximum potential unhindered by unnecessary breaks in their school life.
- demonstrate and celebrate good attendance.
- establish a pattern of monitoring attendance and ensure consistency in recognising achievement and work with families to overcome any difficulties.

### **To achieve this we plan to:**

- help children to be more aware of the importance of regular attendance and punctuality by class discussion and rewards systems.
- improve communication with parents in relation to their child's attendance.
- recognise and support the key role of all staff in promoting and monitoring good attendance.

### **Responsibilities**

#### **The Academic Director is responsible for:**

- the attendance policy and organisation of a regular annual review.
- supporting staff in monitoring and dealing with problems.
- supporting families and individual children in sorting out any problems working against good attendance, and in helping to set and achieve targets with regard to attendance.

### **The class teacher/tutor is responsible for:**

- ensuring that the registers are completed accurately at the beginning of both am and pm sessions.
- monitoring the attendance and patterns of absence of the children in their class.
- liaising with the Head of School and appropriate departmental lead about any concerns regarding attendance.
- ensuring that the delivery of the curriculum is challenging, interesting and stimulating, so that children want to attend regularly.
- ensuring (in conjunction with their colleagues) that the ethos in the class and the school is supportive of good attendance.

### **The family is responsible for:**

- making sure their children attend regularly and punctually unless prevented by illness or medical appointments.
- First Day Response - letting the school office know why a child is absent:
  - In Primary, an email should be sent to your child's class teacher and Elena Chiang through Engage in the section **My Notices**.
  - In Secondary an email should be sent to your child's tutor and Janecke Loveid through Engage in the section My Notices.
- Requesting a 'leave of absence' form for completion before any holiday.
- Late arrivals or early collection are required to fill in a form from the school offices from Year 1 – 10; Year 11 pupils will need to send an email to the Head of Secondary.
- Bus children, parents need to send an email before 12,30hrs to [bus@bstenerife.com](mailto:bus@bstenerife.com) if there are any changes in using the bus service
- If a child needs to leave early school should be notified by 12.30pm.
- talking to the school as soon as possible about any child's reluctance to come to school, so that problems can be quickly identified and dealt with.

### **Rewards for good attendance:**

- Individuals are rewarded termly and annually by certificates for 100% attendance.
- Children achieving 100% over the year will be invited to attend an activity celebration event.
- In Primary, class attendance awards shall be given.

### **Registration:**

- Registration will open at;
- Secondary – 8.15am until 8.20am
- Primary – registration 8.45am until 9.00am
- Children arriving between this time will be marked with a (/) register code.
- Children arriving after 8,20hrs (Secondary) 09,00hrs (Primary), will be classed as late for school and will be marked with **Late (authorized)**.
- Children arriving after;
  - 9.00am in secondary and 9.30am in primary, will be classed as late after the register has closed and will be marked with **Late (unauthorized)**. Pupils in Primary (Y1-6) will stay in the office until the next class session.
- Registers are taken AM and PM.
- Children who are absent and where no prior or on the day contact has been made with an explanation of the absence, will be marked with **Absent (Not authorized)**. This will be changed to either **Absent (Medical)**, **Absent (Authorised)** or **Absent (Approved – Educational Activity)** when the reasons for absence have been communicated and understood.
- It is at the discretion of the Heads of School as to whether an absence is authorised.

- Continued lateness or unauthorised absences will result in a meeting with the Head of School or relevant Senior Leader.

School will not be held responsible for poor academic results if this is the case.

### **Understanding types of absence:**

Every half-day absence from school has to be classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments that unavoidably fall in school time, emergencies or other unavoidable circumstances.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to sanctions and /or legal proceedings. This includes (but is not limited to):

- Parents/Carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed by the Headteacher.

Whilst any child may be off school because they are ill, sometimes, they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a parent/carer thinks their child is reluctant to attend school, then we will work with that family to understand the root problem. We can use the well-being practitioner to help with this.

### **Persistent Absenteeism (PA):**

A pupil becomes a 'persistent absentee' when they miss 15% or more schooling, at any point, across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need the fullest support and co-operation of parents/carers to tackle this. We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark, their parents/carers will be informed immediately. PA pupils are tracked and monitored carefully. We also combine this with academic tracking, where absence affects attainment. School and teachers will not be held responsible for students to catch up in this case.

### **Absence Procedures:**

If your child is absent, the parent/carer must follow the following procedures:

- Contact school as soon as possible, on the first day of absence, before 9.00am in secondary and 9.30am in primary, giving the reason for the absence.
- Alternatively, call into school and report to the school office.

If your child is absent, we will:

- Telephone you on the first day of absence, if we have not heard from you.
- Invite you in to discuss the situation with the Head of School or a member of the senior leader team, if the problem persists.

## **Lateness:**

Poor punctuality is not acceptable. If a child misses the start of the day, they can miss work and do not spend time with their form teacher or class teacher, missing vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can encourage absence. Good time keeping is a vital life skill, which will help our children as they progress through their school life and out into the wider world.

## **FAMILY HOLIDAYS AND OTHER ABSENCES**

### **Guidance from Spanish authorities:**

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

Although we do not encourage school absence, any request shall be granted either authorized or unauthorized at the discretion of the academic management of the school.

Types of holidays that **MAY** be granted due to **exceptional circumstances:**

- One or both parents in the armed forces and leave granted prior to deployment.
- 'Family work' holidays – immovable holidays due to business rotas, etc. (such requests should be accompanied by a letter from the employer)
- Terminally ill close relative, i.e., parent, sibling, grandparent wishing to have a final family holiday together.
- Family/carer funeral.
- Weddings (immediate family only)
- Religious festivals.
- Visits to the child/s/children's or parent's country of origin.

Parents needing leave of absence for **exceptional circumstances** should complete a form available from the school office. The reason for the request should be given **in detail**. If the reason is related to parents/carers work (E.g. only allowed to take time off at certain times), the request for leave of absence must be accompanied by a letter from the employer stating that holidays are only allowed during the period requested. Applications should be made before the leave is arranged, as absences will not be granted retrospectively.

Parents who take their children on holiday without permission will have an Unauthorised absence (U) register code mark for their child. These remain on the child's record and will be monitored for further action.

### **Attendance in Early Years:**

Whilst attendance in Early Years is not compulsory, both the School and Governors, agree that good attendance and punctuality is important, so that learning opportunities for the children are maximised, good habits for the future are encouraged and all our children are kept safe.

Attendance, timekeeping and absences are closely monitored by the staff through daily registers.

Low-key concerns about non-attendance are dealt with by the staff on a daily basis communicating with parents/carers informally.

Any parent/carer wishing to take a child out of nursery during term time; for example, a holiday, must complete an application form and return to the school office at least 2 weeks prior to the absence.

The school and nursery are very keen to work positively with all families and to be as accommodating and understanding as possible. If parents/carers have difficulty with attendance and/or punctuality, we encourage them to work with school and nursery to identify those difficulties and put support and solutions in place.

**People responsible for this policy and its implementation.**

Academic Director and the Governing Body.

**Summary**

The school has a duty to publish its absence figures to parents and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend. All school staff are committed to working with parents/carers and pupils as the best way to ensure as high a level of attendance as possible.

We have a duty of care to report any individual's attendance that we are concerned about to the local Social Services.

**This policy will be reviewed every two years or when new legislation is introduced.**

To be reviewed: August 2023