



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN
Y FORMACIÓN PROFESIONAL



ACCIÓN
EDUCATIVA
EXTERIOR



ATTENDANCE POLICY

This is a whole school policy

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INTRODUCTION

Regular attendance and punctual arrival in school is critical to a successful full-time education. The damage and disruption caused by poor attendance and lateness affects not only the individual child but also affects other children and the teaching taking place. We believe in these statements implicitly and as a result, attendance is analysed termly. Parents who decide to have their child registered at our school have a legal duty to ensure that their child attends regularly. This means they must attend every school day, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The school has made a concerted effort to improve attendance over the last few years. A number of initiatives have been implemented to raise the profile of attendance and punctuality in the school community.

The school is delighted with the improvements in attendance and strives to secure further improvements. We will continue to work in partnership with the school community in maintaining the high profile of attendance and will continue to celebrate the achievements that are made both individually and at the school level.

AIMS

The school aims are the following:

- to improve attendance and punctuality in the IEVC Blanch community.
- to ensure that all parents, carers and children value the importance of attending school and being punctual.
- to ensure children are in school on time, unless illness.
- to promote the importance of parents and carers informing the school of reasons for absences.

HEADTEACHER, STAFF AND PARENTAL RESPONSIBILITY

The Deputy Headteachers for Early Years, Primary and Secondary education are responsible for the strategic approach to attendance in school.



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Role of the Governing Body

The Headteacher will:

- Have a legal duty to ensure that school registers are kept in accordance with regulations.

The DSL will:

- Make a referral to Social Services where there are concerns over the attendance or punctuality of a child.
- Provide attendance information if requested in a court of law as evidence in a prosecution for non-attendance.
- Provide attendance information to governors when required.

The Head of Studies will:

- Ensure registers are kept up to date and in accordance with legal requirements.
- Ensure attendance and punctuality are monitored on a weekly basis.
- Ensure notification is sent to parents regarding attendance issues (e.g.: absence letters, letters to parents where there are concerns over attendance and punctuality).
- Report to the DSL when tutors are not satisfied by the reasons given for an absence or punctuality.

Tutors will:

- Monitor attendance and punctuality figures on a weekly basis.
- Check with parents any attendance issues.
- Late children/parents should be communicated by our educational platform.
- Inform parents and carers that they must provide reason for absence.
- Request that parents/carers complete exceptional leave forms for planned absence eg. a family funeral.
- Inform the Deputy Headteachers if they are not satisfied by the reasons given for an absence.

Role of the Class Teacher

The class teacher will:

- Support in promoting good attendance and punctuality initiatives.
- Ensure registers are kept up to date and in accordance with legal requirements in Alexia.



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Role of the Administration Staff

Administration staff will:

- Maintain electronic attendance records.
- Ensure registers are kept up to date and in accordance with legal requirements.
- Enter late and times for children who report to the main entrance.

Role of Parents and Carers

Parents and Carers will:

- Understand the legal responsibility they have to ensure that their child attends school regularly and punctually.
- Ensure their child is in school on time and absent only if ill or justified absence.
- Notify the school as soon as possible when their child has to be unexpectedly absent,
- Inform the school of the reason for their child's absence by emailing the tutor prior or on the day of absence.
- Ensure that appointments with doctors, dentists, etc, are made outside school hours.
- Only request leave of absence in exceptional circumstances and do so in advance.

ORGANISATION

AUTHORISED ABSENCES

The following are types of absences which the school treats as authorised:

- Illness.
- Medical and dental appointments. Parents must try their best to make these appointments outside school hours.
- Religious Observance Excluded from school.
- Receiving education off-site when not provided by the school (Including school journey).
- Interviews or visits to new schools eg. secondary transfer, university open days,...
- Bereavement.
- Respite care.

Before the absence is scheduled to take place, an "Application for Leave of Absence" form must be completed, signed by a parent/carer and given/emailed to the pupil's tutor and Administration. **The Headteacher will make a decision on authorising an absence based on his knowledge of the family and current attendance pattern.**



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If students are unwell, parent/carer must inform the school via email (both to the tutors email and to canada.blanch.uk@educacion.gob.es) on the day of the absence. The absence will stay unauthorised until we receive this, and may result in sanction.

HOLIDAYS DURING TERM TIME

The school does not authorise term time absence. Letters are sent out at the beginning of the school year to remind parents and carers of the school's expectations. No leave of absence for holidays will be granted for children during term time.

REMOVING CHILDREN FROM THE ADMISSION REGISTER

The school follows the legal regulations for the removal of a child from the register. If a child is to be taken off the admissions register because the child is moving to another area or school, the school will contact the named school to confirm the move before removing them from the register.

According to the local legislation and as stated in the school's 'Missing Children in Education Policy', when a pupil is absent from the school without authorisation for twenty consecutive days, or where a pupil has not returned to school for ten days after an authorised absence, the school will remove the student from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries. The Local Authority must be informed when a child is removed from the school roll.

PROCEDURES TO SUPPORT AND ENCOURAGE ATTENDANCE AND PUNCTUALITY

The school has many procedures to support and encourage attendance and punctuality. These may include:

- Information about the importance of attendance and being punctual included in emails and parents meetings.
- Phone calls/emails to parents to find reasons for absences.
- Notification from the tutor to the family of a student.
- Notification from the tutor in case of persistent late arrivals.
- Notification to the family of the student who has not corrected the tardiness to the school.
- Referral to Social Worker from the corresponding Borough.

Normally the process would follow these steps:

- Where absence becomes persistent (attendance below 85%), the school will put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Contracts would be signed with parents.
- Where there is a lack of engagement, more formal conversations will be held with parents and the school will be clear about the potential need for legal intervention in future.
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention will be undertaken.
- Where there are safeguarding concerns, support through statutory children's social care will be intensified.

Monitoring of Punctuality and Attendance practice and the implementation of the policy will be completed with reference to both specific and measurable indicators. Termly charts of attendance and punctuality are provided in order to be able to carry out an exhaustive follow-up.

Pupils with medical conditions or special educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents to improve attendance, we will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.

For a pupil with a long term illness, the school will liaise with the Local Authority to arrange suitable education for children of compulsory school age who, because of health reasons, cannot otherwise receive suitable education



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APPENDIX

APPLICATION FOR LEAVE OF ABSENCE

Parents/guardians must ask permission, where the situation is exceptional or urgent, for their child to be absent during term time, and it is at the Head teacher's discretion to decide whether or not the absence will be authorised. If leave is taken without permission, or no application is made, parents [risk being issued with a Penalty Notice](#) or being prosecuted by the Local Authority on their return (Anti-Social Behaviour Act 2004).

Normally a student would not be granted more than 10 days of absence in any academic year. Following RBKC regulations, where the child's attendance is below 95% the school should only authorise term time absences in exceptional circumstances.

Parents should be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests, for students who are absent from school through choice.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation where possible, **2 weeks** before the proposed leave.

Name of Student:		Tutor Group:	
Address:			
Telephone Number:		Name of Parent/Carer:	
Destination:			
Reason for applying for leave of absence:			
Proposed date of departure:		Return date:	
TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR:			
Signature of Parent/Carer			Date:

Please find below further details of absence reporting procedures:

Planned Absences – e.g. doctors appointments, open days, etc.

- Before the absence is scheduled to take place, an “Application for Leave of Absence” form must be completed, signed by a parent/carer and given/emailed to the pupil’s tutor and Administration. canada.blanch.uk@educacion.gob.es
- Unless notified otherwise, the absence has been approved.

Unplanned Absences – e.g. illness

- If students are unwell, parent/carer must inform us via email (both to canada.blanch.uk@educacion.gob.es and to the tutor’s email) on the day of the absence.
- The absence will stay unauthorised until we receive this, and may result in a detention.
- If a pupil is absent for longer than 5 working days, we will require to provide us with a doctor’s note.

Estimadas familias, a continuación les ofrecemos más detalles sobre los procedimientos para notificar las ausencias:

Ausencias programadas - por ejemplo, citas médicas, días de puertas abiertas, etc.

- Antes de que se produzca la ausencia, se debe completar el formulario "Application for Leave of Absence" (Solicitud de Permiso de Ausencia), que debe estar firmado por la persona a cargo del/a menor y debe enviarse por correo electrónico al tutor/a y a la Secretaría del centro en).
- *A menos que se notifique lo contrario, la ausencia se dará por aprobada.*

Ausencias imprevistas - por ejemplo, enfermedad.

- En caso de que el alumnado no se encuentre bien, las familias deben informarnos por correo electrónico (tanto a canada.blanch.uk@educacion.gob.es como al correo electrónico de tutor/a) el día de la ausencia.
- La ausencia quedará sin autorización hasta que hayamos recibido esta notificación, y puede resultar en una detención.
- Si un alumno/a se ausenta más de 5 días de clase, se deberá presentar una explicación de su médico.