



Attendance & Punctuality Policy

Education is compulsory in Spain for children from 6 - 16 years of age and all schools are legally obliged to monitor attendance and punctuality.

Consistent attendance and punctuality are mandatory and essential if students are to benefit fully from the academic activities offered by the school. Progression and continuity are essential in the learning process and this is the reason why our school aims to ensure students' full and punctual attendance.

THE ROLE OF TEACHERS

- Teachers will provide a positive proactive ethos which places a high value on attendance and punctuality
- Be punctual for lessons and equipped with the resources necessary to give the lesson
- Ensure that all procedures are followed correctly.
- Teachers will take attendance consistently.
- Teachers will notify the SFL coordinator if there is a worrying pattern of unauthorised absences or late comings.

PROCEDURES FOR FOLLOWING UP ON REPEATED TARDINESS OR ABSENCES

- **Monitoring:** The school will monitor attendance patterns weekly. Any student with five or more unauthorised absences or repeated tardiness will trigger a follow-up process.
- **First Contact:** The SFL Coordinator will contact parents to discuss concerns and understand any underlying issues that may be causing the absences or tardiness.
- **Meeting:** If attendance or punctuality does not improve after the initial contact, a meeting will be arranged involving parents, (the student, if Secondary), and relevant staff to create an action plan.
- **Review:** The progress of the action plan will be reviewed two weeks after the meeting.

- **Escalation:** If the attendance issues persist, the school will follow the Conselleria protocols, which may include monitoring by an external agency or any necessary legal action concerning compulsory education laws.

THE ROLE OF PARENTS

We expect and encourage parents to support in these areas and to ensure their children achieve maximum possible attendance and that any problems that may prevent this are identified and acted on promptly.

Parents must:

- Ensure their children arrive at school on time every day

Persistent tardiness will result in -

- *Students having to wait until a suitable moment to join their classmates to avoid unnecessary disruptions to lessons.*
- *Parents will be invited to a meeting if late coming continues.*

- Notify the school as soon as possible, via Engage, if their child is not able to attend through sickness or other valid reason for absence (e.g. emergency dental appointment)
- Provide a written and justifiable reason for the absence.
- Avoid making non-emergency medical/dental appointments for their child during school hours.
- Encourage their children to participate in P.E sessions -

P.E is part of the curriculum and students should participate unless they have a valid, medical reason not to do so. In such cases, a medical certificate from a doctor or specialist should be provided. Students not taking part in the P.E session for medical reasons should be collected from school before the start of the session whenever possible.

Absences which must be recorded as unauthorised include:

- Looking after brothers and sisters
- Term time holidays - parents should make every effort to avoid taking their child out of school for a holiday during term time
- Birthdays or celebrations
- General trips, e.g. shopping

THE ROLE OF SECONDARY STUDENTS

Students are responsible for maintaining their attendance and punctuality.

They must attend all lessons on time and be equipped with the tools they require to study.

Persistent tardiness will result in -

- Students having to wait until the beginning of the next class to join their classmates to avoid unnecessary disruptions to the lessons and parents being called.
- Parents will be invited to a meeting if the problem continues.

Schools have a responsibility to inform Conselleria of Education if students are consistently and habitually late or absent for classes resulting in large ratios of class time being lost.

Where necessary, Conselleria protocols will be activated by the SFL Coordinator.