



King's College
The British School of Madrid

Soto de Viñuelas

Attendance and Registration Policy

Introduction

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. King's College fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

Aims and Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 98% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Pre Nursery, Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents and staff so that all pupils realise their potential, unhindered by unnecessary absence
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality

All staff should be aware that they must raise any attendance or punctuality concerns to the Head of School.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class teacher / Tutor

Class teachers / Tutors are responsible for:

- Taking the register and using the appropriate codes on ISAMS
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Contacting parents of absent children where no contact has been made.
- Informing the Head of School where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns

- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultation evenings where necessary

Head of School

The Head of School is responsible for:

- Overall monitoring of school attendance
- Trends in absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Administrative staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Recording details of children who arrive late or go home

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time.
- Making requests for authorised absence in term time, only if absolutely necessary.
- 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.

Registration

Each class teacher/tutor has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session in Primary and in every lesson in Secondary. The attendance register must be completed by the class teacher/tutor by 9.40am (whole school) and by 1.50pm (Primary School). During Secondary lessons the register should be taken within the first 15 minutes of the lesson.

Lateness

Once the registers are closed at 9:40, any pupil who arrives will be marked as late in the attendance record. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.40am will have the absence recorded as a medical absence.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will be contacted advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

Absences

Parents/carers should contact the school on the first morning of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded on the computer and it is therefore important that we receive accurate information from parents with reasons for the child's absence. Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence.

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

Addressing Attendance Concerns

The school expects attendance of at least 98%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. It is the responsibility of parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance.

Created and Reviewed by : Dawn Akyurek September 2017	Policy Category:
Approved by KGB : 16th November 2017	Next Review: September 2018