



Attendance Policy

Updated: July 2025

Approved by:		Date:	
CEO		22/07/2025	
Monitoring Date:	Monitored by:	Full Review Due:	Review By:
Julio 2026	Deputy Head Pastoral	Julio 2028	Deputy Head Pastoral

1. Principles and Aims

Regular school attendance is essential if students are to achieve their full potential. We are committed to meeting our obligations with regards to school attendance by:

- promoting good attendance and reducing absence, including persistent absence
- ensuring every student has access to the full-time education to which they are entitled
- acting early to address patterns of absence and lack of punctuality.

We will also support parents to perform their duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons. Children of non-compulsory school age will also be expected to attend regularly.

Central to raising standards in education and ensuring all students can fulfil their potential is an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school – DfE Guidance

2. Targets and Outcomes

Attendance at The British School will be excellent and at least meeting or exceeding the expected levels both in UK and Spain (UK national average currently 93.2%). The school will follow Comunidad de Madrid processes related to absenteeism. Students will only miss school when a valid justification is supplied by parents or guardians.

3. Definitions and Glossary

Justified absence – All absence from school must be justified by parents.

Authorised absence – This is when the reason given for the absence fits into the category provided in Annex 1 and only the school authorises the absence. (Parents/guardians cannot authorise absence)

Unauthorised absence – This is when the reason for the given absence is unknown or not approved by school as authorised.

4. Related Policies/ Appendices and Other Documents

This policy should be read in conjunction with the following documents:

- The British School's Code of Conduct
- The British School's Safeguarding policy
- The British School's Missing child policy
- The British School's Arrival and Departure policy and procedures

5. Communicating and Storing Policy

This policy will be stored in the school shared policy drive, community site and the principles and aims will be shared on the public website.

6. Roles and Responsibilities

6.1 Students will:

- attend and be punctual to school and lessons for the entire academic year.
- catch up on missed work whilst absent with the support of their subject teachers and tutors when this is appropriate.
- inform tutors of any potential issues they may have related to attendance or punctuality.

6.2 All staff will:

- lead by example setting high expectations which inspire and motivate students.
- ensure children's right to education is a school priority.
- challenge students who are late to lessons applying the code of conduct.
- treat medical information with absolute confidentiality.

6.3 Parents and Guardians will:

- provide the school with more than one nominated parent / person contact details per student. This is so the school can always speak with an adult who has responsibility for a student, especially at times of emergency or absence and when a parent is not immediately contactable.

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- will update the school in writing as soon as there is any change in contact details.
 - In the case that parents / guardians decide to leave their child in the care of another responsible adult, it is critical that the details of the adult and the length of time for the agreement are passed to the school in writing.
 - ensure their children understand the importance of excellent attendance and punctuality to school and lessons at all times of year. KS5 is the only section of the school where study periods are scheduled (See annex 5 for further detail)
 - inform the school in advance if a student will not attend, will be late or need to leave early for a justified reason by using the section email. Emails should be sent by 12:00 and parents will receive a response as confirmation. (Students will not be authorised to leave for lunch)
 - only make medical and dental appointments out of school hours. Where this is not possible, the student should be out of school for the minimum amount of time necessary.
 - send a justification for absence by email in advance of absence or, if not possible, by 12:00 on the day of absence.
 - inform tutors of any potential issues students may have related to attendance or punctuality.
 - support the school when the code of conduct is applied related to attendance and punctuality.

6.4 Tutors will:

- incorporate into their tutor group sessions regarding the importance of excellent attendance and punctuality to school and to lessons.
- complete registers at the start of every day including reasons for absences when these have been justified in writing by parents/guardians.
- promote good progress and outcomes of students by planning and teaching well-structured lessons which incentivise excellent attendance and punctuality.
- follow-up on missed learning by ensuring students and parents understand how they can catch up.
- have a brief conversation with students when they return to school from absence. In the case of students who have been absent for a longer period of time, have a longer session to support student with return.
- contact parents/guardians when a student is absent for two days ensuring work is provided for the absent student when this is deemed appropriate according to the circumstance (Customer Service will have received justification on the first day).
- contact parents/guardians of students who are on approved long-term absence due to illness (equivalent to ill) to follow up on student wellbeing and educational progress.

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- collect work from subject teachers when it is deemed necessary for a student to receive work when home.
 - contact parents when student punctuality is not meeting standards and apply the code of conduct when this is necessary.

6.5 Subject teachers will:

- ensure their students understand the importance of excellent attendance and punctuality to lessons.
- in secondary, complete registers within the first 10 minutes of every lesson including reasons for absences when these have been justified in writing by parents/guardians.
- monitor attendance and punctuality to their subject lessons contacting parents when student punctuality/attendance is not meeting standards and applying the code of conduct when this is necessary.
- inform tutor when there are issues with student punctuality and attendance (see annex 4 for further detail)
- provide work for students who cannot attend and when this is appropriate - this work should be assessed.
- promote good progress and outcomes by students by planning and teaching well-structured lessons which incentivise excellent attendance and punctuality.
- follow-up on missed learning by ensuring students and parents understand how they can catch up

6.6 Middle Leaders will:

- ensure staff in their families/year groups/areas are aware of this policy and receive effective training to ensure full implementation.
- monitor attendance for their families/year groups/subject areas highlighting areas of concern and providing action plans to reduce these concerns.
- ensure tutors make timely contact with parents of students whose absence indicates an area of concern.
- arrange calls and meetings with parents to discuss attendance issues and interventions – attendance and punctuality reports, repeat absences, persistent absences, rewards for excellent attendance.

6.7 The Section Senior Leadership teams will:

- ensure this policy is implemented correctly in their section of the school.

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- ensure all staff are aware of the content of this policy and their individual roles and responsibilities.
 - ensure robust systems and procedures are in place to monitor attendance and punctuality.
 - follow up cases of persistent absence with relevant stakeholders.

6.8 The Senior Leader assigned to attendance will:

- ensure that effective training of staff and communication of the policy takes place regularly.
- monitor attendance for their section of the school highlighting areas of concern and providing action plans to reduce these concerns.
- provide a monthly report to the Deputy Head Pastoral which will detail % absence by class, year group and overall for the section and including information about persistent absence (10% and above) and actions which have been taken to reduce this.

6.9 The School Senior Leadership Team will:

- ensure the school has an up-to-date policy.
- ensure that all staff are aware of this policy.
- monitor this policy.
- monitor attendance and look for trends including regular reporting to the School Board.
- hold attendance review meetings with parents/guardians when required.
- monitor and review overall school and section attendance and punctuality through reports from the different sections of the school and work with Section Senior Leader to ensure the policy is implemented setting ambitious targets and expectations.

6.10 The Customer Service Team will:

- receive information by email from parents when students will not attend, will be late for school or need to leave school early recording this and the reasons justifying this in the school system.
- review all absence which has not been justified on the same day. Contact parents to enquire about the wellbeing of the child and request a justification for the absence recording this in the school's management information system on the first day of absence.

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- ensure procedures are followed for late students and students who are absent from school recording all information in the school system.
 - ensure SLT has all information to decide if an absence is authorised or not.
 - provide SLT with a monthly attendance report.
 - communicate information regarding absent students with the wellbeing and teaching team to ensure students receive appropriate follow up and support.

6.11 The Information Manager will:

- ensure the Management Information System includes functions which allow all stakeholders to record and monitor attendance, punctuality and other attendance incidences.
- support Customer Service Assistants to prepare a monthly report for the Section Senior Lead and Family Leader and Year Leader intervention.
- provide a termly report with attendance data (% attendance) by year group, section and whole school.

6.12 The Wellbeing & Safeguarding Coordinator will:

- ensure students who have irregular attendance are monitored from a safeguarding perspective.
- support the wellbeing teams through school.
- support in risk assessing for safeguarding risks.
- access and have attendance data to hand when dealing with a student concern.

6.13 Counsellors will:

- support students who have attendance issues when deemed appropriate.
- have regular meetings with parents and students and advise teaching staff on how best to support student learning according to individual student needs.

6.14. School Board will:

- approve and oversee this policy.
- receive annual summary of attendance.

7. Recording attendance

7.1 Attendance register

We will keep an attendance register and place all students onto this register.

Tutors will take attendance register at the start of the first session of each school day. In Secondary, subject teachers will take registers within the first 10 minutes of every period. Early Years and Primary teachers will take the register again at the beginning of the session after lunch.

Teachers will mark those students who are absent. When a written justification has been received tutors will complete the reason using one of the codes in Annex 1. Customer Service will complete otherwise once justification has been received from parents.

Students must arrive in school by 9:05 on each school day. After this point, students are late, and this will be recorded in the register and the code of conduct applied accordingly. (Exception Pre-Nursery- 9:30)

If a student is leaving alone due to illness, they must be seen by the section nurse first.

7.2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 10:00 or as soon as practically possible (see also section 8).

Notifications of absence including reason for absence should be sent by email to the Section email.

We will mark absence due to illness as justified and authorised unless the school has a genuine concern about the authenticity of the illness and needs more information.

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unjustified, and parents/carers will be notified of this in advance.

If a medical absence takes place during an exam period, the school will require medical evidence.

If absence is due to a long-term illness, the school will request medical justification and put measures in place to support the student while absent and when he/she returns to school.

7.3 Planned absence

Attending a medical or dental appointment will be counted as justified and authorised as long as the student's parent/carer notifies the school in advance of the appointment by the previous day

or before 12.00 if the student needs to leave school early. Notifications should be made using the same method as in section 7.2.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 8 to find out which term-time absences the school can authorise.

7.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code and including the minutes. Students arriving after 9:05 will be deemed late arrivals. (exception Pre-Nursery – flexible time to 9:30)
- After the register has closed will be marked as absent. The Customer Service Team will adapt this if the student arrives late.

Ongoing punctuality issues:

- In Early Years and Primary, parents/carers will be notified of the issue and an action plan and will be put in place.
- In Secondary, students who are late twice in the same week will receive an after-school detention.

Persistent lateness is lateness of 10% or more. Tutors will monitor lateness and will contact parents / guardians if it occurs for 3 consecutive days or any 5 days within a half term. If a student's punctuality falls below 90% parents / guardians will be asked to attend an attendance review meeting with the Head of Section/School (See Annex 3)

7.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- follow up on their absence with their parent/carer to ascertain the reason, by a telephone call, SMS or email or from the school's Management Information System.
- ensure proper safeguarding action is taken where necessary
- identify whether the absence is justified or not
- identify the correct attendance code to use

7.6 Reporting to parents

School reports from Year 1 include details of authorised and unauthorised absence. Parents also receive information about lates. If lates and student absence presents an issue, parents are contacted immediately.

8. Authorised and unauthorised absence

8.1 Approval for term-time absence

The Head/Deputy Head of Section will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Senior Leader's discretion.

We define 'exceptional circumstances' as one-off events which are unavoidable. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 7.2 and 7.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- To take an official examination.
- To participate in an official sporting competition.

School will not authorise absences related to exam preparation or for tests which are in the school calendar except for those periods specified in the school assessment policy.

Where there are concerns about potential parental abduction / removal from school, for example, during family law proceedings, then it is incumbent on parents / guardians to make sure school are in possession of any copies of any relevant court orders.

8.2 Reducing persistent absence

When the school feels the level of absence is affecting a child's learning, progress and/or wellbeing, this will be followed up by the Senior Leadership Team

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

A reminder communication will be sent to parents / guardians following 3 consecutive days or 5 days absence in any one half-term. (See Annex 2)

An individual student is considered to be a persistent absentee, therefore, if his/her attendance is less than 90%, regardless of whether or not the absence has been authorised. In such cases parents / guardians will be asked to attend an attendance review meeting with the Head of Section/School.

Where the school has concerns about excessive absence patterns this will have to be discussed with parents / guardians in order to gain a better understanding of the problems and to offer support.

A registered absence higher than 15% could lead to the student losing the right to continuous assessment.

Under current regulations (*), schools are obliged to inform the local authorities and the local absenteeism board when the registered absence of a student is 15% or higher.

The members of the British School absenteeism committee are Senior Leaders from Secondary and Primary, the Technical Director and Deputy Head Pastoral.

* Convenio interadministrativo de 7 de noviembre de 2023, entre la Comunidad de Madrid y el Ayuntamiento de Pozuelo de Alarcón, para la prevención y control del absentismo escolar.

8.3 Educational authorities follow up

When the level of absence is affecting a child's learning, progress and/or wellbeing and the response from parents or guardian is unsatisfactory, the school will contact the local educational authorities for advice. The school is obliged to contact local authorities and the local absenteeism board when there is a cause for concern.

8.4 Current Regulations

- Constitución Española 1978.
- Ley Orgánica 8/1985, de 3 de julio, Reguladora del Derecho a la Educación (LODE).
- Ley Orgánica 1/1996, de 15 de enero, de Protección Jurídica del Menor, de modificación parcial del Código Civil y de la Ley de Enjuiciamiento Civil.
- Real Decreto 82/1996, de 26 de enero, por el que se aprueba el Reglamento Orgánico de las Escuelas de Educación Infantil y de los Colegios de Educación Infantil y Primaria.
- Real Decreto 83/1996, de 26 de enero, por el que se aprueba el Reglamento Orgánico de los Institutos de Educación Secundaria.
- Ley 4/2023, de 22 de marzo, de Derechos, Garantías y Protección Integral de la Infancia y la Adolescencia de la Comunidad de Madrid.
- Ley 12/2022, de 21 de diciembre, de Servicios Sociales de la Comunidad de Madrid.
- Orden 2316/1999, de 15 de octubre, del Consejero de Educación, por la que se regula el funcionamiento de las actuaciones de compensación educativa.

9. Attendance monitoring

Attendance data is collected and stored to:

- Track the attendance of individual students.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Monitor and evaluate those children in need to intervention and support.

Annex 1: attendance codes

Code	Definition	Scenario
Authorised absence		
I	ill	School has been notified that a student will be absent due to illness
M	Medical/Dental appointment	Student is at a medical or dental appointment
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded temporarily and will work from home
R	Religious observance	Student is taking part in a day of religious observance
J	Interview, entrance examination or official examination	It has been agreed that the student can miss school to attend an interview or entrance exam or official exam
P	Sporting Activity	Approved Sporting Activity
S	Study Leave	During mock and external examinations for students that have been given study leave by school followed by parental permission

V	Educational Visit or Trip	approved educational visits or events in school times
T	Temporarily Off Register	Student is temporarily off register (TOR)
W	Work Experience	Work Experience as part of the Workshadowing scheme
#	School closed to students	

Code	Definition	Scenario
Unauthorised absence		
O	Personal	School has been notified that a student will be absent. Parents have not given a reason and state personal.
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
U	Unauthorised absence	School is not satisfied with reason for student's absence
L	Arrival after registration	Student arrived at school after the register closed

Annex 2 – Correspondence for concerning absence

This letter should be sent by reception to parents / guardians if a student has 3 consecutive days or 5 days absence in a half term.

Dear Parent(s)/Guardian:

Attendance is an essential component to a student's academic success. Often, the number of days that students are absent accumulate without parents / guardians realising how many days have been missed. This letter is to inform you that your child has accumulated 5 absences this half term / three consecutive absences this half term.

At this time, you and your child have an opportunity to work towards improving attendance without further intervention. However, if your child's absence falls below 90% the school will invite you to an attendance review meeting with the Head of Section/School.

We look forward to working with you to improve your child's attendance. Please contact us if there is any way that we can assist in this process. Thank you in advance for your support and cooperation.

Regards

This letter should be sent by reception to parents / guardians if a student has below 90% attendance in a half term.

Dear Parent(s)/Guardian:

Attendance is an essential component to a student's academic success. Often, the number of days that students are absent accumulate without parents / guardians realising how many days have been missed. This letter is to inform you that your child's attendance is currently below 90% which according to our policy is an 'unacceptable' level.

Although your child's absences may have been authorised, any absence means a loss of contact time with the teacher and a loss of critical instruction. This is very difficult for a student to make up, even with parental help at home, and will need a clear plan for the student to ensure completion of missed work.

Research into the link between absence and attainment concluded that as the level of overall absence increases, the likelihood of achieving key attainment outcomes at the end of a key stage decreases.

The Head of Section/School will be in contact with you to arrange an attendance review meeting. We look forward to working with you to improve your child's attendance.

Thank you in advance for your support and cooperation.

Annex 3 – Correspondence for persistent lateness

This letter should be sent by reception to parents / guardians if a student has below 90% punctuality in a half term.

Dear Parent(s)/Guardian:

Punctuality is an essential component to a student's academic success. Often, the number of days that students are late accumulate without parents / guardians realising. This letter is to inform you that your child's punctuality is currently below 90% which according to government guidelines is an 'unacceptable' level.

When students arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled.

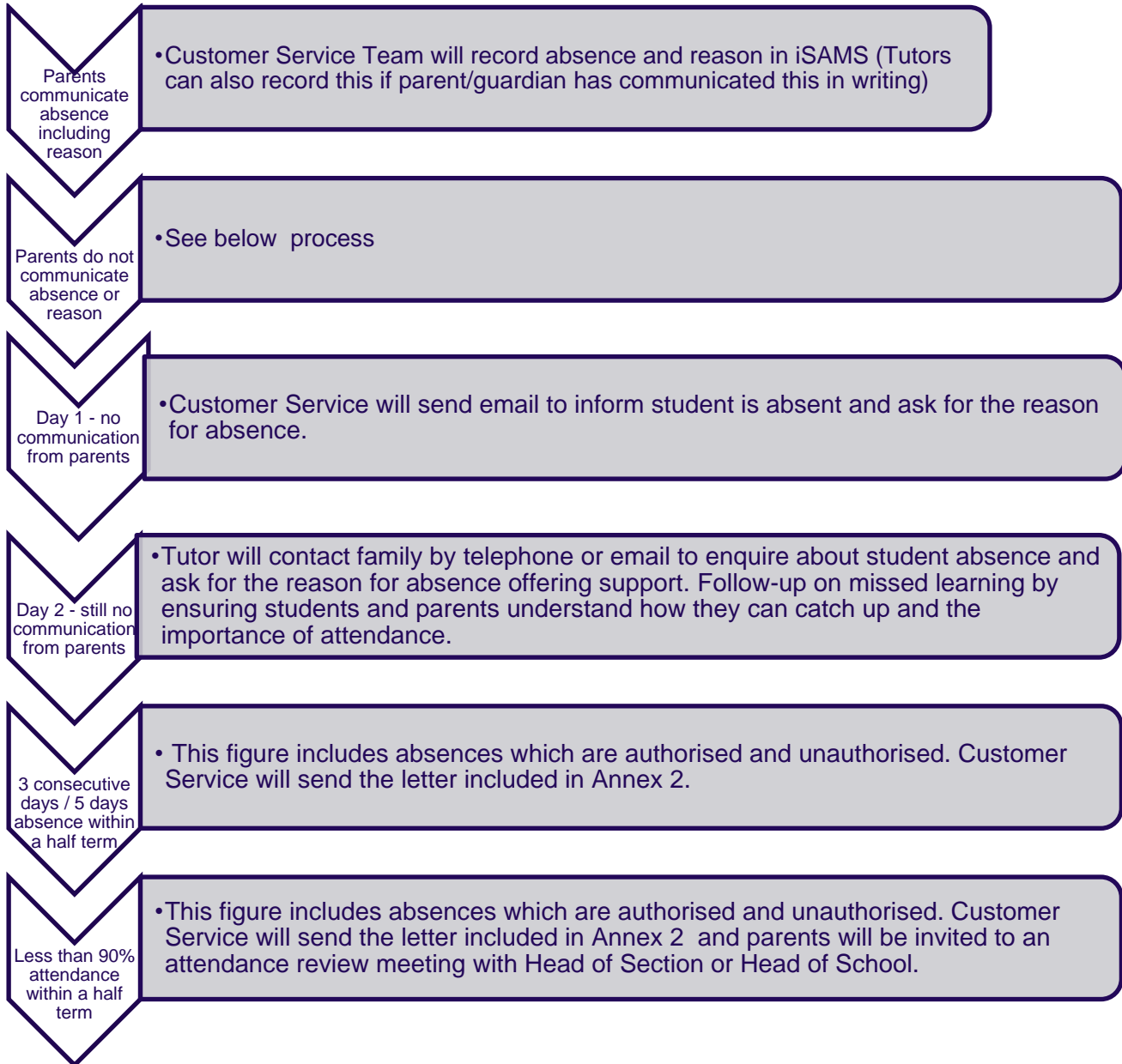
Furthermore, when one student arrives late, it disrupts the entire class and the teacher, thus everyone's education is compromised.

The Head of Section/School will be in contact with you to arrange an attendance review meeting. We look forward to working with you to improve your child's attendance.

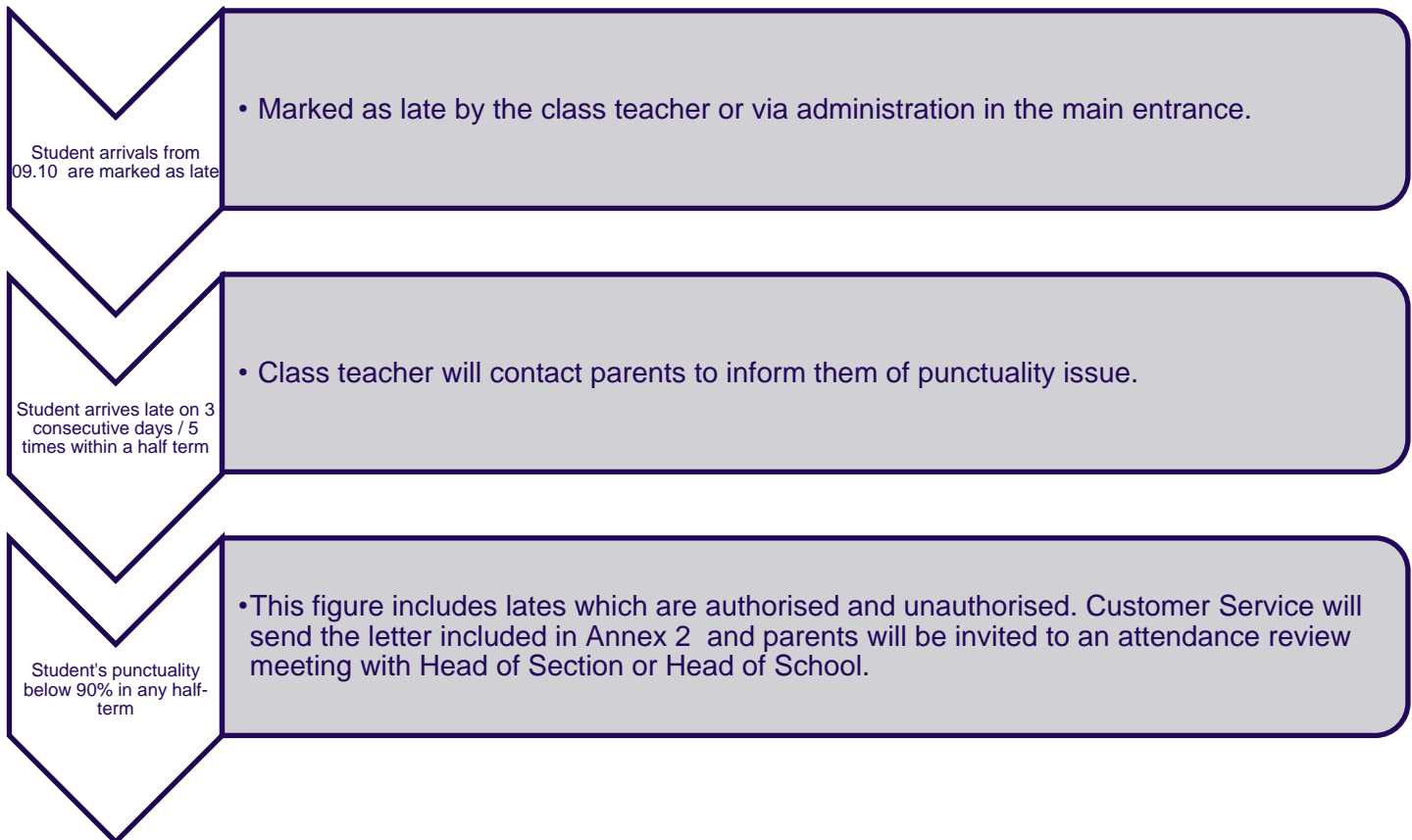
Thank you in advance for your support and cooperation.

Annex 4 – Communication Flowchart

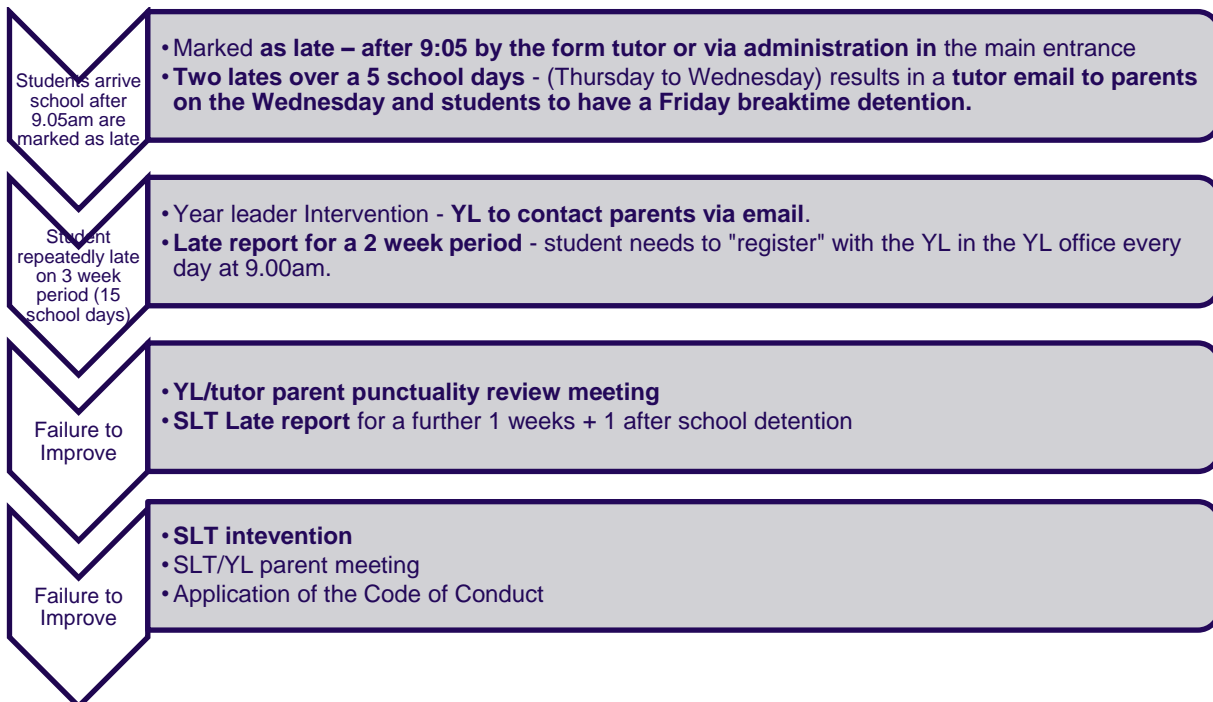
The British School Attendance Procedure



The British School – Early Years and Primary Punctuality Procedure



The British School – Secondary Punctuality Procedure



Annex 5 – Study Leave

Study leave is available in Key Stage 5 around assessment periods. Study leave periods are established as part of the Assessment Programme and students are expected to attend school normally outside these periods. Parents are requested to approve Study Leave in the terms established in the approval letter before this will be granted.

Study leave is reviewed annually and is shared with families and students prior to the exam season.

Anexo 6 – Plan Actuación – Mesa Absentismo, Pozuelo de Alarcón

Please consult this document in the Community Site