

Version: 1 2018
Approved date: September 2018
Review date: September 2020

British School of Gran Canaria

Attendance and Absence

Policy Document



THE BRITISH SCHOOL OF GRAN CANARIA

ATTENDANCE AND ABSENCE POLICY

1. Scope

The policy outlines attendance and notification expectations for students at The British School of Gran Canaria, to ensure consistency and clarity for all parties.

2. Rationale

The school expects exceptional levels of attendance from all pupils, viewing this obligation as being essential in supporting and ensuring high levels of achievement, success and fulfilment at school.

On occasions when a student is unable to attend school, clear notification is required so that the school can maintain accurate records, as required by law (*Convivencia en el ámbito educativo en Canarias*), and to monitor attendance and related issues.

3. Attendance

Primary class teachers and secondary tutors register the students at the start of each day to monitor daily attendance. All pupils are required to be in school before 08.45. The school day ends at 15.35 although many pupils remain later to take part in after-school activities and clubs, under the supervision of a member of staff.

On-line registers are taken at 08.45 tutor registration and information for the school is collated by the school office. An absence and late list are emailed to all school staff so they are aware of any attendance issues, for their class and other students in the school. This list is also available on the school Administration System and should be accessed to check on absence at the start of each lesson.

The school day ends between 3.25 and 3.35pm, depending on the age and sector within the school. Pupils may leave at this time or stay for after-school Enrichment Activities, which end at 4.50pm. All students are expected to leave school by 5pm and the school may charge parents for supervision duties after 5.15pm.

4. Punctuality

Punctuality to school is very important, helping to set standards expected during the rest of the school day and because latecomers have a very disruptive influence on the flow of a lesson and upon other students.

A student is 'Late' for school if they arrive at school after 8.45am. Students who arrive in school after 8.45am must sign-in at the school office to ensure they are recorded present in their class register.

Tutors, teachers, and senior staff monitor punctuality and intervene with persistent later comers, including contacting parents. In primary, parents will be contacted to bring about improvements, as they have the main responsibility in this regard.

School buses can be late, which is out of the control of the students. This lateness is recorded but not sanctioned.

5. Absence

If a child is unable to attend school their parents must e-mail or telephone the school before 10.00am on the first day of absence. If notification is not received by the second day of absence, the school will contact parents to ascertain the well-being and whereabouts of the student (the school will endeavour to do this on the first day but is not always possible). This school contact does not remove the need to provide written justification of the absence on the student's return to school.

On their return to school, the student should present a signed, dated letter from a parent/guardian providing a reason for the absence that is handed to the child's primary teacher or secondary tutor. This justification must be submitted within three days of return. In addition, if a child is absent from school for more than three days for medical reasons, parents must provide a medical certificate to verify absence and this must be attached with the letter explaining absence.

If a child is absent for three or more days without justification the parents will be requested to attend a meeting to discuss the absence.

The school will monitor all students' levels of attendance. Concerns or issues related to attendance will be shared with parents. The school has an obligation to report high levels of absence to the local Social Services, and as part of our Safeguarding Policy – *'Local authorities are informed of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more. This also includes those students who have been permanently excluded.'* BSGC Safeguarding Policy.

Parents are informed of the term dates in advance and are expected to arrange trips and holidays without disrupting the child's education. The school does not, unless in exceptional circumstances sanction holidays, and will not be rescheduled school examinations or tests to accommodate family holidays during term time.

Students participating in regional or national events or competitions are not considered absent if they are participating in a recognised and sanctioned event. Parents are responsible for informing school and sending official documents issued by Federation / Sport club, etc.

If it is known that a student will be absent from school during term time then the school should be informed, at least 7 days in advance (except in an emergency, when parents are asked to telephone as soon as possible). These requests are usually for Religious events, medical or dental appointments or treatments.