



LAUDE SAN PEDRO INTERNATIONAL COLLEGE

Attendance and Punctuality Policy

2025 - 2026

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Introduction

At Laude San Pedro we want all members of our community to have a shared understanding of our vision, values, standards, policies and procedures so that we can all work towards creating a positive and ambitious learning environment for the pupils in our care:

Vision

"Safe, Happy, Learning"

Missions

We inspire students to become motivated, respectful learners in our inclusive and vibrant international school community. We empower our students to reach their individual potential through building positive relationships in a safe, happy and nurturing environment.

Core values

Resilience
Empathy
Aspiration
Courage
Honesty

1.0 Rationale

It is vital that the whole school community has a shared vision and understanding of the importance of attending school every day. Our Whole School attendance target is 95% or higher.

Laude San Pedro International College:

- believes that every lesson is equally important and missing lessons is detrimental to a child's learning, progress, attainment and relationships;
- recognises that parents have the primary responsibility for bringing their children to school, fully prepared for learning and on time every day;
- promotes attendance at school from 08.45, all day, every day;
- requires that parents do everything they can to ensure school attendance for their children;
- believes that not attending school or being late for school/lessons can place children in potentially unsafe situations - every absence or incidence of lateness should be justified by the parent and we have a duty to act if we do not receive sufficient communication

2.0 iSAMS System

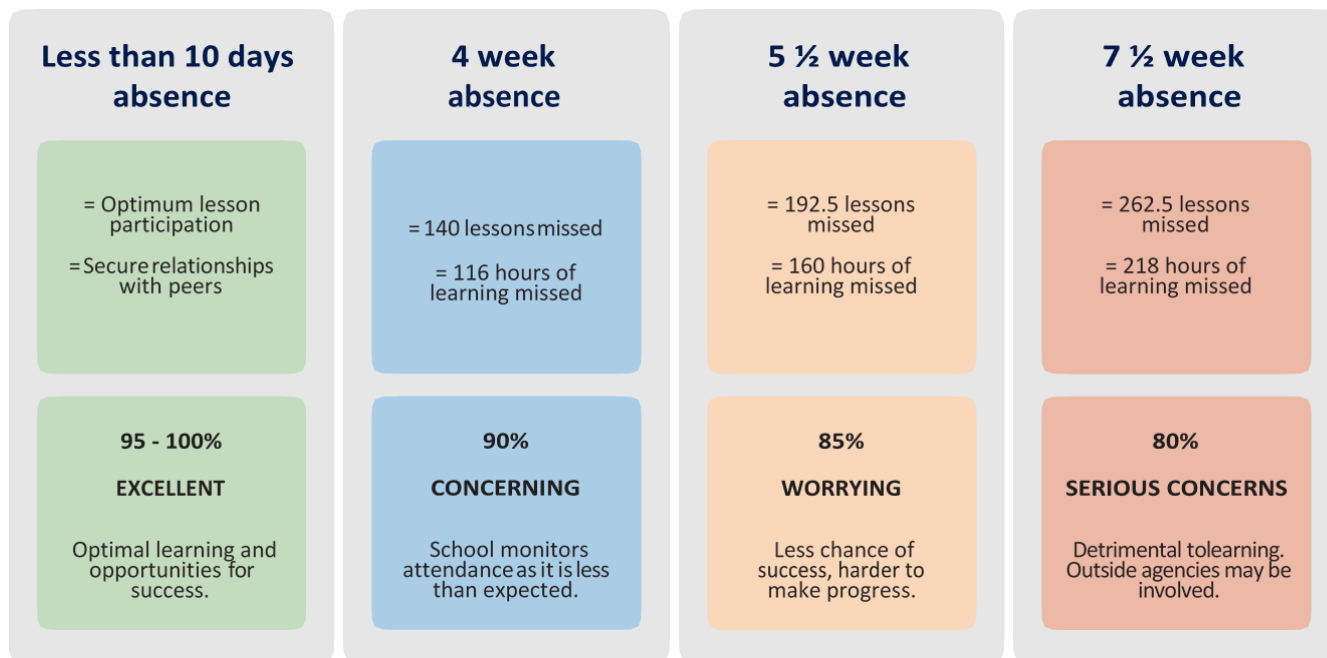
Students are registered electronically every morning using the iSAMS System:

- to record and monitor attendance and punctuality more precisely.
- allow tutors and leadership to monitor absences and ensure that information is received about absences, so that the register is an accurate reflection of each individual pupil. There should be no unauthorised absences for any students
- allows parents to view their child's attendance and punctuality through the parent's portal

3.0 Attendance

Days off school add up to lost learning, making it difficult for your child to achieve their academic potential, and can also have a detrimental impact on their social interactions and stability.

An overview of how yearly attendance % can impact a student



A study on attendance and attainment showed 82% of students with 100% attendance attained 5 A*-C grades in Year 11, this dropped to 73% of students with 95% attendance and 35% of students with less than 90% attendance.

For younger learners, especially in EYFS and KS1, erratic attendance can affect their overall wellbeing and attitude to school as they get older.

If a child is attending an event as part of the school, for example a trip or sporting event, they should be marked present but with the relevant present code

4.0 Reporting and Recording Absences

Families must report a child's absence by emailing attendance@laudesanpedro.com on the first day of absence **before 08.45**, and everyday thereafter until your child returns, **giving the specific reason** for the absence.

If a child does not attend school, and no reason has been received, parents will be phoned by someone from the school's administration team requesting information and confirming the absence by 10.15 each day. If no response is received an email is then sent. If no answer to the phone or email is received within 24 - 48 hours and the child remains absent, this is escalated through the My Concern Safeguarding reporting platform.

In addition to attendance being taken during tutor time at the start of the day, registers will also be taken at the start of each Secondary lesson throughout the day to monitor any signs of truanting. If a

child has not arrived at their lesson but was present prior to this, the register alert will be activated through iSams - please refer to the section within: [Registration systems and safe arrival of students](#)

Absences are recorded in the following ways, and are a legal requirement:

- **Absent (illness)** - an explanation of the illness is received from the family. Where there is a concern or doubt about the length of an illness, medical information may be requested in order to authorise the absence. **Appendix 1** outlines the steps to be taken according to the Spanish Education Act and the LOMLOE when there are prolonged / regular medically justified absences due to illness.
- **Absent (medical)** - a justified medical appointment with a doctor or hospital. Dentist appointments are not included in this and should be booked outside of school time unless for emergency treatment.
- **Absent (authorised)** - Authorised absences can only be requested and authorised by the Head of EYFS & Primary or the Head of Secondary and Sixth Form. These include reasons such as family bereavement, visa/residency appointments, and specific religious events. **Absent (not authorised)** - this is where no satisfactory explanation has been given for your child's absence. No student should have an unauthorised absence.

The **default absence code in iSams is N** - no reason given for the absence. It is vital that if the reason is known that the code is manually changed to avoid unnecessarily contacting the family.

Teachers will use the following codes when marking the registers:

Absence codes		Present codes	
Code	Meaning	Code	Meaning
N	Unknown reason - no information received	V	School trip
I	Illness - message received from family	S	Sporting event
M	Medical appointment - message received from family	SS	Child is in Student Support
H	Unauthorised Holiday - message received from family		
E	External suspension. Authorised absence		
O	Any Unauthorised absence not covered by the above codes		
A	Authorised absence - only allowed by Academic Head		

No other codes seen within the system should be used.

Staff should also refer to the guidelines: [Registration systems and safe arrival of students](#)

5.0 Appointments During the School Day

Collecting a student during the day can cause disruption for the child and the class and we **strongly advise against** taking children out of classes.

Wherever possible, we ask that every effort is made for any **doctor or dental appointments to take place outside of school hours**. We do understand that there are times this is not possible and request advance information.

Students are **not permitted to leave school early to attend other activities** or events such as football matches for external clubs unless specifically arranged between the parent and Head of Section.

Should collecting a child during the school day be unavoidable, parents must email attendance@laudesanpedro.com in advance with the **time** of collection and **reason** for absence. Failure to do so may result in parents needing to wait until the child is brought to Reception.

In order to reduce the disruption to other students caused by early collections for appointments, families must arrange for the pick up to be at the start of morning break, lunchtime or afternoon break in the case of the infant children.

Apart from EYFS, No student will be released from 16.00 onwards until their official end of day to avoid the complications and disruptions this causes.

6.0 Lateness

The school day begins at 08.50, and **ALL** students should be in their tutor rooms by this time. It is recommended that students arrive by 08.40 at the very latest every day so that they are punctual to class.

All lessons begin at 08.50, and punctuality promotes respect for the school and its community; a student who is late not only affects their own learning, but is disruptive to the learning of others.

A few minutes every day may not seem like a significant problem, however, the diagram below shows what that really means in terms of lost learning time. If we are all seriously working towards the school's vision then it is vital that all students are in school on time.



7.0 Procedure for attendance concerns

Absences

All children are expected to maintain an attendance record of **95% or above** unless there are exceptional circumstances the school is aware of and an agreement made. It is important to note that attendance is measured from the first day of the school year (**3rd September 2025**) to the last day (**26th June 2026**) and so late returns from holidays or early finishing will contribute to this.

Spanish law states:

*A situation of school absenteeism will be considered to exist when unjustified absences over the course of a month amount to **five school days in Primary Education** and **twenty-five class hours in Compulsory Secondary Education**, or the equivalent of **25% of school days or class hours**, respectively.*

Whilst within Spain, the compulsory school age is from Year 2 - Year 11, by joining Laude San Pedro, families **are agreeing to uphold the same attendance expectations** from Pre-Nursery to Year 13.

Where there is a concern for attendance, personal contact through a phone call or a meeting will always be requested prior to official communication being sent.

- Attendance is analysed at the **end of each month**, for both monthly data and accumulative year-to-date data.. Where a student:
 - has had **3+ absences that month**, a message of concern will be sent by the tutor
 - has had **5+ absences that month**, a phone call or meeting is arranged by the Key Stage Leader. An email summarising the phone call or meeting is then sent

Where absences relate to illness or medical appointments, **a doctor's note may be requested** for future related absences

- Continued monthly absences following the first cause of concern will be escalated as follows and an email will be sent following all meetings summarising the discussion.:
 - Meeting with the Key Stage Leader and a Pastoral Support Plan put in place
 - Meeting with the Head of Primary/Secondary to review the existing Pastoral Support Plan and agree new targets
 - Meeting with the Assistant Principal - a formal absenteeism concern is raised and next steps outlined.
 - Ongoing attendance concern, and those which fall below 80% without improvement could mean a **referral of concern is placed with Social Services**

This is a legal obligation and may lead to home visits to check the welfare of the child.

Lateness

All children are expected to arrive at school on time, and this should be taken into account when families plan their journey to school.

Lateness will be reviewed at the end of each month in the same way as absences:

- **3+ lates in a month**, a message of concern will be sent by the tutor
- **5+ lates in a month**, a phone call or meeting is arranged by the Key Stage Leader. An email summarising the phone call or meeting is then sent with the agreed actions.

Ongoing punctuality concerns will result in a Pastoral Support Plan being put in place.

8.0 Consequences of Less Than 80% Attendance to School where no improvements have been seen:

- Up to Year 9 – the school may offer a conditional placement the following year based upon required improved attendance
- Key Stage 4 (Years 10 to 11) – the school may not enter your child for their iGCSE examinations as part of the School cohort
- Key Stage 5 (Years 12 to 13) – the school may not enter your child for their AS or A-Level examinations as part of the School cohort
- ESO and Bachillerato - the school may offer a conditional placement the following year based upon required improved attendance

We will continuously monitor attendance and lateness across the year and act upon any issues that may arise.

For any personal queries please contact the relevant class teacher/ form tutor, or .Head of Key Stage.

Policy Tracker

Date Created	Author	Revision due date
January 2025	Assistant Head of School	August 2025
Review Date	Reviewer	Revision due date
August 2025	Assistant Head of School	August 2026

PROTOCOLS FOR PROLONGED OR SPORADIC MEDICAL ABSENCES

Procedures for justifying sickness absence long-term in Andalusia:

- The LOMLOE (art. 25) establishes that pupils have the right to inclusive education and, therefore, when they are absent due to illness, they must receive the necessary support to make up for lost content.
- Article 16 of the Andalusian Education Act (LEA) states that absences due to illness must be justified by a medical certificate if they are prolonged. In the absence of this, families can communicate the absence by telematic or telephonic means.

Student Assessment and Promotion:

The assessment and promotion of students in situations of prolonged absences due to health reasons are also regulated, and are based on the principles of fairness and inclusiveness. In other words, students who are unable to attend school due to health problems should not be penalised, but should be able to demonstrate their learning in a fair manner.

Evaluation:

- LOMLOE (art. 23): The law states that continuous assessment should be a guiding principle in the educational process. However, it also states that students who, for health reasons, are unable to attend the classroom on a continuous basis, should be assessed in an adapted way, ensuring that they are not disadvantaged by their situation.
- Adapted assessment: In these cases, schools should offer adapted assessment modalities, such as distance examinations, assignments or alternative practical activities. Students may also be able to make up content through tutorials or additional classes.

Promotion:

- Article 26 of the LOMLOE: The law establishes that the promotion of students should be based on their overall development and not only on their physical presence in class. This implies that, in cases of prolonged absences due to illness, students have the right to promotion if they demonstrate mastery of the content established for their educational level
- In cases where the pupil's illness has significantly affected his/her performance, schools should apply flexible criteria, allowing, if necessary, the use of curricular adaptations to ensure that the pupil can pass the subjects and progress to the next level of education.

In summary:

- Teacher and student absences due to illness must be justified by presenting the corresponding medical reports or notifications.
- Assessment of students should be tailored to the circumstances of each student, ensuring that those who are unable to attend class for health reasons are not disadvantaged.
- The promotion of students is based on the mastery of educational content, guaranteeing equal opportunities, regardless of absences due to illness.

This reflects the intention of the LOMLOE and complementary laws to promote inclusive, equitable and responsive education for all students, regardless of the difficulties they may face for health reasons.

CONTINUED ABSENCES NOT DUE TO HOSPITALISATION

Communication with families

Step 1: Notification of absences

- Families must inform the school about each absence, preferably in writing (email, educational platform) or by a phone call.
- If absences are frequent, the school may request a medical report to justify the situation and help anticipate educational support needs.

Step 2: Recording absences

- The tutor or teaching team should record absences in the school's system and follow up to detect patterns or specific needs of the pupil.

Adaptations in the learning process

Step 3: Access to materials and tasks

- The learner should be provided with access to materials and activities through digital platforms, email or coordination with classmates.
- If the school has a Virtual Classroom or tools such as Google Classroom, Moodle, Teams, they should be used to share resources and facilitate communication.

Step 4: Personalised tutoring

- Short tutorials (face-to-face or online) can be organised by the tutor or teachers of the main subjects to resolve doubts and ensure follow-up of learning.

Step 5: Flexible assessment

- If the student has been absent on exam days or work submission days, should be established alternative assessments, such as:
 - Extension of deadlines.
 - Oral or written assessments at other times.
 - Individual work to replace some tests.

Student Assessment and Promotion

Step 6: Application of the principle of continuous assessment (LOMLOE, art. 23)

- The circumstances of the learner must be taken into account and the learner's progress assessed holistically.
- If they have acquired the minimum learning standards, they should not be penalised for their absences.

Step 7: Coordination with the Guidance Department

- If the absences are prolonged or affect academic performance, the Guidance Department should intervene to assess possible methodological adaptations or request external support if necessary.

Step 8: Decision on promotion (LOMLOE, art. 26)

- If the student has achieved the objectives, he/she can be promoted to the next year, even if he/she has been absent frequently.
- If the disease has impeded their progress in several subjects, will be discussed individualised support measures before a decision on promotion or repetition is taken.

In summary:

- Families: Notify the centre and justify absences.
- Teachers: Provide materials, tutorials and make assessment more flexible.
- Educational centre: Register absences, coordinate support and guarantee fairness in assessment and promotion.

This protocol ensures that students with frequent medical absences are not adversely affected in their learning and academic progress.

For those students in ESO / BACH, all information in relation to the student's absence and the adaptations being made should be added to Seneca.

All information in relation to the student's absence and adaptations being made should be added to My Concern.