



LAUDE

SAN PEDRO
INTERNATIONAL COLLEGE

Attendance and Punctuality Policy

December 2020

Laude San Pedro International College

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1.0 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.

2.0 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 these ARE detrimental to a child's learning, progress, attainment and relationships;
- Recognizes 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 8.45, 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 your child in potentially unsafe situations - we therefore require communication for absences/lateness and we have a duty to act if we do not receive sufficient communication

2.1 Engage System

Students are registered electronically every morning using the Engage System:

- To record and monitor attendance and punctuality more precisely.
- Allow tutors to monitor absences and ensure that notes for late and absence are returned to school so that the register is an accurate reflection of each individual pupil. There should be no unauthorised absences for any students.

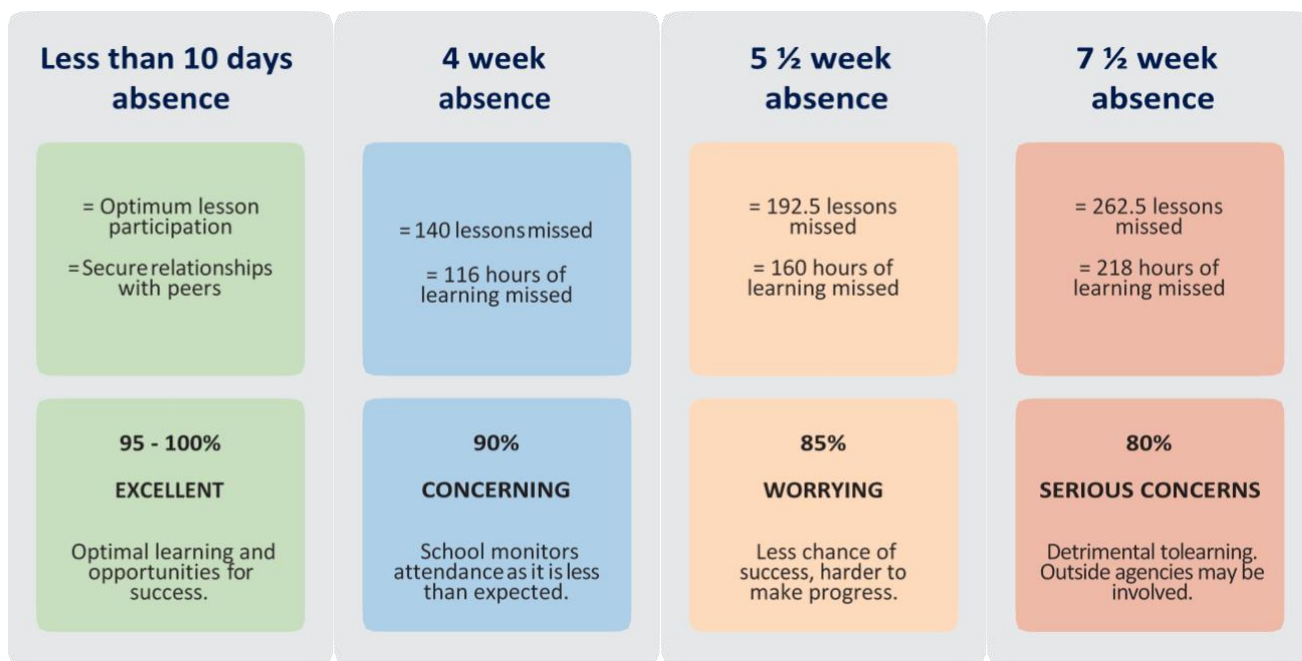
2.2 Parent's Portal

- The Attendance and Punctuality will be displayed for parents on the parent's portal
- A copy of the Attendance and Punctuality Policy will also be available on the portal.

3.0 Attendance

Days off school add up to lost learning, making it difficult for your child to achieve their academic potential, and to feel fully integrated with their peers.

An overview of how yearly attendance % can impact a student



A recent 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.

4.0 Reporting and Recording Absences

Families must report your child’s absence by emailing the class teacher/form tutor on the first day of absence and everyday thereafter until your child returns, to report an illness or reason for the absence. An illness of 2 days or longer will require a certificate from the doctor.

Staff will record the absence in one of two ways:

Authorised absence - a satisfactory explanation for your child’s absence has been given, for example illness (a doctor’s note may be requested). Exceptional circumstances, for example a family bereavement.

Unauthorised absence - this is where no satisfactory explanation has been given for your child’s absence.

5.0 Appointments During the School Day

Wherever possible, we ask that any doctor or dental appointments take place outside of school hours. If this is not possible, we ask for a copy of the appointment on the day. Unless the appointment is at the end of the school day, students should return to school after their appointment. Students are not permitted to leave school early to attend other events such as football matches for external clubs etc.

5.0 Lateness

The school day begins at 08.50, and so it is recommended that students arrive by 08.45 at the very latest every day so that they are punctual to class. ALL students should be in their tutor rooms by this time.

The first 10 minutes of the day is invaluable, is a structured part of the school day, 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. The content of these registration sessions are planned and may include:

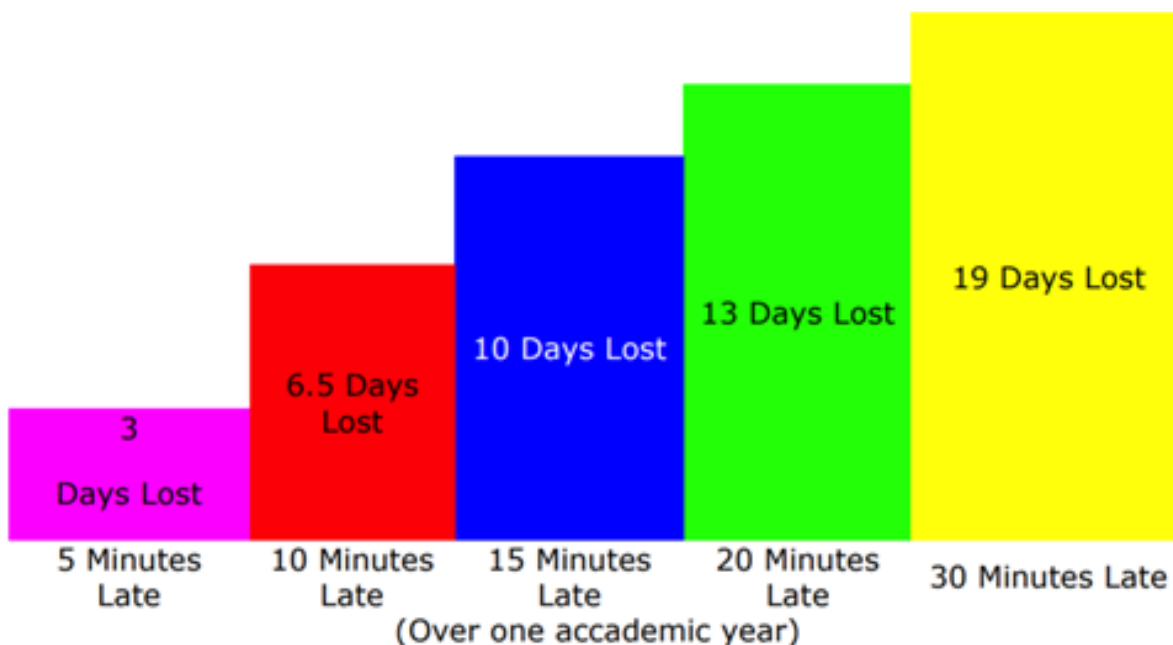
- Designated reading time (for Primary students)
- Preparation and organization for the day / week where messages and information is shared
- Aspects of the PSHE curriculum are covered
- A time to build relationships with peers and the tutor as part of the School cohort
- Learning the correct working expectations for future independent life.

5.1 Consequences of Lateness

A few minutes every day may not seem like a significant problem. 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.

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



6.0 Consequences of Less Than **90% Attendance** to School:

- Up to Year 9 – the school may ask your child to repeat the year
- Key Stage 4 (Years 10 to 11) – the school may not enter your child for their GCSE 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 ask your child to repeat the year

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 Year/Key Stage.

7.0 Interpretation

In this policy the term “senior manager” means a School Principal, Head and their designated deputies.

The school is owned by International Schools Partnership Services Limited,

The office is:

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London

W1U 1QU

8.0 Policy Tracker

Date Created	Author	Revision due date
20 December 2020	Amanda Hughes	September 2021