



# LAUDE SAN PEDRO INTERNATIONAL COLLEGE

## Attendance and Punctuality Policy

**2024 - 2025**

Laude San Pedro - "Shared Ideas"  
Safe, Happy, Learning

Mission	Core Values
<p>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</p>	<p>Resilience Empathy Aspiration Courage Honesty</p>

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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 lessons is 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 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 your child 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

## 2.1 iSAMS System

Students are registered electronically every morning using the iSAMS System:

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

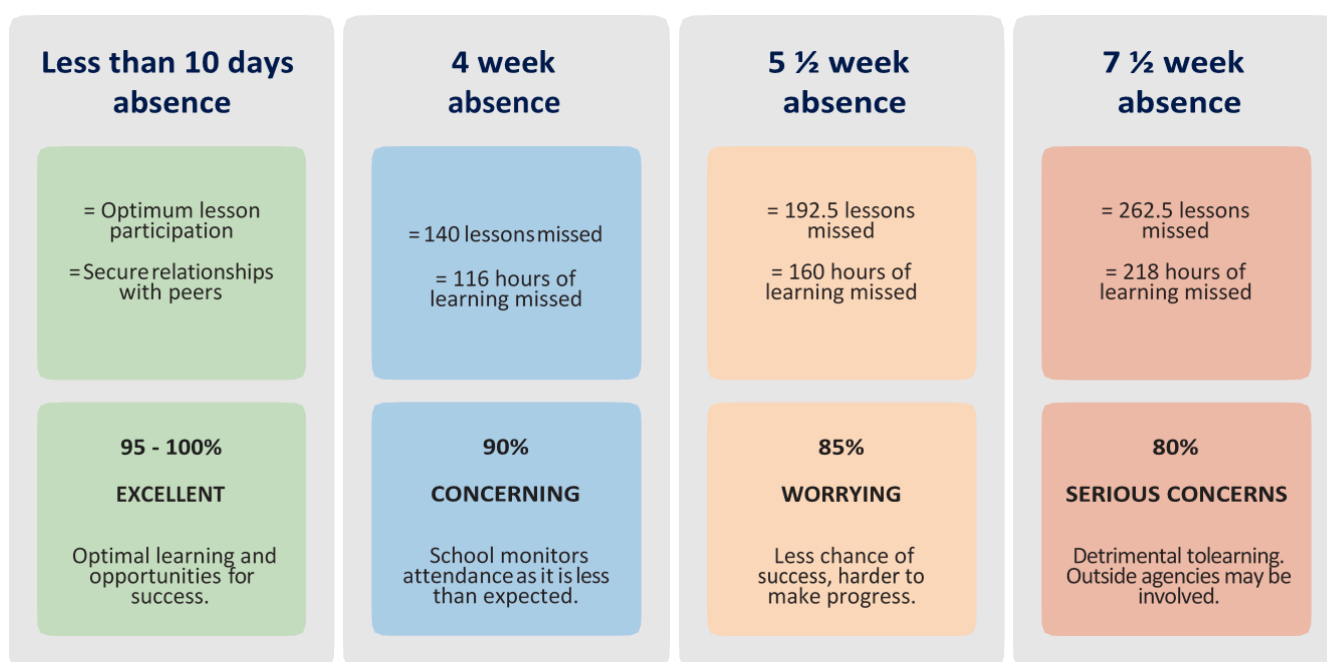
## 2.2 Parent's Portal

- The Attendance and Punctuality will be displayed for parents on the parent's portal and iSAMS App

## 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 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.

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

## 4.0 Reporting and Recording Absences

Families must report a child's absence by emailing the class teacher/form tutor on the first day of absence **before 08.45**, and everyday thereafter until your child returns.

If a child does not attend school, and no reason has been received, parents will be contacted by someone from the school's administration team requesting information and confirming the absence.

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.
- 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, Head of Secondary & Sixth Form or Head of Spanish system. 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.

## 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 School.

Should collecting a child during the school day be unavoidable, parents must email the form tutor in advance with 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.

## 5.1 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.



## 5.2 Procedure for attendance concerns

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.

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.*

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.

1. First contact will be made with a family by the tutor regarding attendance concerns, when it falls below 95% (accumulative from the start of the academic year, reviewed each month), to discuss what the school can do to help. Doctor's notes will be requested for illnesses that last beyond 3 days.
2. Where attendance continues to fall to 90% following the first contact, a meeting is requested with the Key Stage Leader, and will be formalised through a **pastoral**

**support plan** which is created to improve attendance. Justifications may be requested from a doctor for ongoing illnesses.

3. Attendance which falls to less than 90% means a meeting is organised with the Academic Head of section to review the previous support plan, discuss reasons for the continued absence and agree new goals. A formal concern letter is sent to summarise the meeting and ongoing review of the new support plan is carried out.
4. Attendance which falls below 85% means a further meeting is requested with the Deputy Head of Learning and Innovation, a formal attendance concern is raised and next steps outlined.
5. Attendance which is below 80% means a safeguarding meeting is arranged with the Assistant Head of School responsible for Safety and Wellbeing and next steps outlined.

Ongoing attendance which falls 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.

## 6.0 Consequences of Less Than **80% Attendance** to School:

- 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.