



THE BRITISH SCHOOL OF
ALMERÍA

ATTENDANCE AND PUNCTUALITY POLICY

OWNER

THE BRITISH SCHOOL OF ALMERIA

TYPE OF PAPER

POLICY

TOPIC AREA

GENERAL PROCEDURES

DATE OF REVIEW

SEPTEMBER 2022

LANGUAGE

ENGLISH

Part of



**International[®]
Schools
Partnership**

A. RATIONALE

At THE BRITISH SCHOOL OF ALMERIA we understand that positive behaviour and good attendance and punctuality are key to maximising the learning potential of pupils at our school.

There is a direct link between the level of our pupils' attendance and the rate of their academic progress. In addition, regular attendance also helps our pupils to become fully integrated into everyday school life and feel a real part of our school community.

It is also vitally important that pupils arrive at school on time in order to be ready and fully prepared for their learning and to promote an organised start to the day for all.

B. AIMS

This attendance and punctuality policy underpins the following principles:

- Promote the safeguarding and general well-being of all our pupils
- Ensure that pupils have full and uninterrupted access to their education
- Establish clear routines which help to create a positive and effective learning environment
- Maximise the learning potential of each and every one of our pupils
- Ensure that pupils develop essential life skills which will help to guarantee their future success

C. INFORMATION

ENGAGE

The system used to manage attendance and punctuality at THE BRITISH SCHOOL OF ALMERIA is Engage. Pupil attendance and punctuality is recorded twice daily, electronically by your child's class teacher/form tutor or subject teacher. This allows us to have accurate data which can be accessed at any time. We can also see reasons for absence and ensure that all absences have been fully authorised.

This information is used to flag up any concerns to our parents.

Information regarding the attendance and punctuality of your child may be accessed via the **Engage Parent Portal**. A **summary** of attendance will also be provided in your child's **school report**, also accessible via the **Engage Parent Platform**

BSA PARENT PLATFORM

This and other policies have also been made available to you on our BSA Parent Platform and our school website. Should you have any further information on this any of our policies, please do not hesitate to contact us.

D. ATTENDANCE

Good attendance has a direct, positive outlook on your child's learning at our school. There is a direct correlation between pupils with a 100% attendance rate and those who excel in their learning and perform at the highest level. Every day missed equates to a loss of learning and although we fully understand that some absences cannot be avoided, it is essential that any absences from school are kept to an absolute minimum so that your child has a good chance of achieving their potential and being able to integrate fully into school life.

Our criteria for judging pupil attendance are based around acceptable standards in UK schools. The categories are listed below:

100% - 98% Excellent

94% - below 98% Good

88% - below 94% Unsatisfactory

Below 88% Poor

Our objective as a school is to have a total school attendance of **more than 95%**. However, all pupils should aim for **excellent** attendance.

Below, we have detailed the impact on learning of missed days during the school year

98% = 3.5 days of learning missed

94% = Over 2 weeks of learning missed

88% = 4 weeks and 1 day of learning missed

Please note that any pupil with an attendance of **less than 80%** must be referred to external agencies.

Absence Procedure

a) General absences

If your child is going to be absent from school, you must contact us either via email or telephone, providing a reason for their absence.

Please contact María Isabel at reception via telephone on 950338860 or email reception@britishschoolalmeria.com

When sending an email, **please put your child's tutor/class teacher in copy**. A full list of email contacts can be found below:

OFFICE

Headteacher	Gillian Greaves	g.greaves@britishschoolalmeria.com
Office	Victoria Cunningham	v.cunningham@britishschoolalmeria.com
Office	Maria Isabel Maldonado	i.maldonado@britishschoolalmeria.com
Admissions	Ana Naveros Sola	a.naveros@britishschoolalmeria.com
IT	Nicolas Escudero Vaca	n.escudero@britishschoolalmeria.com
Head of Admin	Mario Saez Saez	m.saez@britishschoolalmeria.com
Ed Psyc	Adoración Tarifa Rodriguez	a.tarifa@britishschoolalmeria.com
ALN	Delia Caneppele	d.caneppele@britishschoolalmeria.com
CARETAKER	Antonio Lopez Gutierrez	a.lopez@britishschoolalmeria.com

EYFS AND PRIMARY

Head of Primary /Y6	Francesca Chuter	f.chuter@britishschoolalmeria.com
FS1	Jane Phillips	j.phillips@britishschoolalmeria.com
FS1	Nazaret Baeza	n.baeza@britishschoolalmeria.com
FS2	Danousia Brown	d.brown@britishschoolalmeria.com
FS2	Sarah Black	s.black@britishschoolalmeria.com
Y1	Lucy Randall	l.randall@britishschoolalmeria.com
Y1/Y2	Jane Gray	j.gray@britishschoolalmeria.com
INF SPANISH	Veronica Montoya Exposito	v.montoya@britishschoolalmeria.com
Y2/Y3	Lazaro Carrasco	l.carrasco@britishschoolalmeria.com
Y3	Marcin Karcz	m.karcz@britishschoolalmeria.com
Y4	Hazel Darrer	h.darrer@britishschoolalmeria.com
Y5	Grace Gerrard	g.gerrard@britishschoolalmeria.com
Y6	Francesca Chuter	f.chuter@britishschoolalmeria.com
PRIM SPANISH	Amaya Martinez Guerrero	a.martinez@britishschoolalmeria.com
PRIM SPANISH	Cristina Murcia Parra	c.murcia@britishschoolalmeria.com

SECONDARY AND SIXTH FORM

Secondary Leader (Teaching and Learning) Geography	Ceri Chuter	c.chuter@britishschoolalmeria.com
Secondary Leader (Curriculum) Maths	Abigail Kent	a.kent@britishschoolalmeria.com
Secondary Leader (Pastoral) Biology	Emma Wisbey	e.wisbey@britishschoolalmeria.com
KS3 coordinator/ French	Marie Clément	m.clement@britishschoolalmeria.com
KS4 coordinator/ Business	Cristina Montoya	c.montoya@britishschoolalmeria.com
KS5 coordinator/ English and Media Studies	Shaun Park	s.park@britishschoolalmeria.com
Exams Officer/ German	Brigitte Vennekamp	b.vennekamp@britishschoolalmeria.com
Secretaria Tecnica/ Lengua y Literatura	Isabel Benito	i.benito@britishschoolalmeria.com
Health and Safety Coordinator/ Y12 Tutor Physics	Maria del Mar Terriza Garcia	m.terriza@britishschoolalmeria.com
Y7 Tutor/English	David Wisbey	d.wisbey@britishschoolalmeria.com
Y8X Tutor/ICT	Jose Gutiérrez	j.gutierrez@britishschoolalmeria.com
Y8Y Tutor / Science	Olga Punch	o.punch@britishschoolalmeria.com
Y9Y Tutor/ French	Marie Clément	m.clement@britishschoolalmeria.com
Y9X Tutor/Maths	Nichola Sheath	n.sheath@britishschoolalmeria.com
Y10 Tutor/ Chemistry	Elena Maccioni	e.maccioni@britishschoolalmeria.com
Y11X Tutor/ Humanities	Michael Montgomery	m.montgomery@britishschoolalmeria.com
Y11Y Tutor/ Humanities	Matthew Smith	m.smith@britishschoolalmeria.com

SECONDARY AND SIXTH FORM

Y12	María del Mar Terriza	m.terriza@britishschoolalmeria.com
Y13	Caroline Thomas	c.thomas@britishschoolalmeria.com
English	Justin Mutter	j.mutter@britishschoolalmeria.com
Sociales	Juan Francisco Gimenez Berbel	j.gimenez@britishschoolalmeria.com
Music	Francisco Martinez Barón	f.martinez@britishschoolalmeria.com
PCE	Elena Morales Tortosa	e.morales@britishschoolalmeria.com
PCE	Ana Belen Lopez Frias	a.lopezfrias@britishschoolalmeria.com

If we do not receive notification of your child's absence, we will contact you via telephone after 11:00 am.

Please note that unless a reason is provided for your child's absence this will be recorded as **"Unauthorised"**.

b) Appointments during the school day

Please inform us in advance if your child needs to leave the school during the school day in order to attend an appointment during normal school hours. This allows us to inform the relevant class teacher at the start of the day, ensure that your child is ready to leave at the arranged time and minimise disruption to the day's learning.

Where possible, in order to minimise the negative impact on learning, please try to ensure that appointments are made outside school hours.

c) Family holidays or other events

As mentioned above, days of missed learning can have a significant negative effect on your child's progress at school. For this reason, we would ask that all family holidays are taken within the established school holiday periods. If your child needs to participate in a trip or a holiday during term time, please contact the Headteacher to **request advance permission** for your child to be absent from school.

g.greaves@britishschoolalmeria.com

Please note that in cases where absences are unavoidable, our teaching staff will always endeavour fully to support pupils to ensure that the possible impact on learning is minimised and that missed work can be recovered.

E. COVID-RELATED ABSENCES

Please note that your child should **may now** attend school in the following situations:

- Contact with a positive COVID case
- Close contact with a person awaiting a COVID test
- Close contact with a person presenting symptoms of COVID
- Awaiting a COVID test, even when this test is taken as a precautionary measure.

In the cases, above the wearing of a protective mask is recommended

Please note that if your child is absent for COVID reasons, where possible, teachers will continue to provide access to online access to their learning via Google Meet/Google Classroom

F. PUNCTUALITY

It is extremely important that your child arrives at school on time every day. Not only will this ensure that they are ready and prepared to make the most out of their learning but this will also guarantee that disruptions to classes are kept to a minimum thus providing a healthier learning environment for all of our pupils.

Our normal school hours are from 09:00 to 16:00. Your child is considered to be late if he/she arrives after **09:00** and this information will be recorded in Engage. We recommend that your child arrives at school 5-10 minutes before this time.

The start of the day is extremely important for our pupils as it sets the atmosphere for learning for that day. The first part of the day is also used for the following:

- To support the PSHE programme at school
- For pupils to build relationships with their peers and teacher/tutor
- To communicate important information about changes and events at the school
- To review any learning issues which may have arisen
- To review pupil progress and behaviour

For this reason, in order for your child to participate actively in all aspects of school life, it is essential that their punctuality is good.

It is equally important that you are aware of the time that your child arrives at school, especially if they travel to school alone.

Pupils who arrive late to school may be asked to make up lost time during their school breaks. We will contact parents if a pupil is persistently late to classes to try and support you with ensuring that their punctuality improves.

If there is a specific reason why your child will arrive late to school on a particular day, please follow the general absence procedure set out in the previous section.

Please contact María Isabel at reception via telephone on 950338860 or email i.maldonado@britishschoolalmeria.com

When sending an email, **please put your child's tutor/class teacher in copy.**

G. Impact and consequences of Low attendance and Punctuality

As mentioned previously, low attendance and punctuality will have a highly detrimental effect upon your child's learning and can lead to them failing to meet the objectives for their year group. Attendance and punctuality will be taken into account when deciding whether or not a pupil is ready to progress to the next academic year, especially in cases where attendance falls below 90% .

Review of Policy: October 2022

Created by: Gillian Greaves

To be Reviewed: September 2023



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