

# Attendance and Punctuality Policy

**Policy Owner:** The British School of Almeria

**Policy Area:** General Procedures/Safeguarding

**Reviewed:** June 2025

**Next Review:** June 2026

## RATIONALE AND GUIDANCE

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.

## 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

## INFORMATION

### ISAMS

The system used to manage attendance and punctuality at THE BRITISH SCHOOL OF ALMERIA is ISAMS. Pupil attendance and punctuality is recorded electronically, at the start and the end of the school day, 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 address any concerns with our parents.

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

## 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 or any of our policies, please do not hesitate to contact us.

## SAFE ARRIVAL AND DEPARTURE PROCEDURES

### 1. DROP OFF AND COLLECTION

#### A. SCHOOL DROP OFF :

BSA pupils should be dropped off and collected from school at the following times and locations:

#### **EYFS : 08:45-09:00**

Parents must accompany their children to the EYFS building where staff will be waiting to greet the pupils.

#### **PRIMARY 08:50 - 09:00**

##### **Year 1 a Year 3**

Pupils must wait within the area outside the main entrance to the school, in their corresponding line. They must be supervised at all times either by a responsible adult or by a member of staff from the school. They enter school at 09:00 with their class teacher.

##### **Year 4 a Year 6**

Pupils access the school via the primary entrance (next to the sports pitches). There will be two members of staff supervising their entrance, one outside the primary gate and a second in the primary patio. No primary pupil should be outside the school building unsupervised.

#### **SECONDARY Y7 - Y11 08:50- 09:00**

Secondary pupils can enter school via the secondary/garage entrance, There will be two members of staff supervising their entrance. One outside the secondary gate and a second on the secondary patio. There will be no vehicle access to the car park from 08:45 - 09:00.

#### **SECONDARY KS5 Y12 and Y13 08:50 - 09:00**

KS5 students may enter the building via the main entrance and go directly to their common room. They must arrive at their form room before 09:00.

### **BREAKFAST CLUB/LATE ARRIVALS**

All pupils attending breakfast club and those who arrive late to school should enter via the main reception. All late arrivals must ensure that they sign in at the reception before making their way to class.

## SCHOOL TRANSPORT

Pupils arriving on school transport will be supervised and taken to their allocated location by their bus monitor.

- **Please note that after all entrance gates are closed, school must be accessed via the metallic gate to the right-hand side of the main entrance. As an additional security measure, the large central gate will now remain closed during the school day.**

### **B. COLLECTION FROM SCHOOL:**

Pupils may be collected from school at the following times and locations:

#### **EYFS : 15:45-16:00**

Parents must collect their children from the EYFS building where teaching staff will be waiting.

#### **PRIMARY: 16:00**

Y1 -Y3 pupils will leave school via the main entrance (right-hand side door)

Y4-Y6 pupils will leave school via the primary gate

All primary pupils will wait with their teacher, to be collected from the area marked by the blue cones outside the school.

#### **SECONDARY Y7 - Y11: 16:00**

Secondary pupils will leave school via the secondary gate. There will be no vehicle access to the car park from 16:00 - 16:15. They are permitted to travel home alone.

#### **SECONDARY KS5 Y12 and Y13: 16:00**

KS5 students may leave the building via the main entrance.

- **LATE COLLECTION:** All pupils whose parents arrive after 4pm must be collected from reception
- **AUTHORISATION:** In the event that a pupil needs to be collected by an adult, other than their parent, parents must provide a written authorisation and a copy of the DNI/ID of the person due to collect their child, to reception staff, the same morning.

## SCHOOL TRANSPORT

EYFS and primary pupils will be collected by the bus monitor and leave from the school dining room.

Secondary pupils will leave via their normal exits and make their own way to the bus

## 2. RECORDING OF ARRIVALS/DEPARTURES

- All pupils will be registered by their form tutor/class teacher at **09:00** and **15:50** each day. A record is kept in iSAMS
- Pupils who arrive late to school, must sign in at reception, using the signing-in book.
- Pupils who need to leave before the end of the school day, even when accompanied by parents, must always sign out, via the signing out book.
- KS5 pupils **who have written, signed permission from their parents** may leave the school premises during the lunch break. Each individual student must sign out via the signing in book and sign in when he/she returns..

Failure to follow the above procedures will result in this privilege being revoked.

## 3. MANAGEMENT OF UNAUTHORISED ABSENCES

- If your child is unable to attend school. Please contact the school office **and** your child's teacher/form tutor to provide the reason for your child's absence **before the start of the school day**.
- If no reason has been provided for your child's absence **by 09:30, parents will receive an automated email notification** from iSAMS to inform you that your child is not at school. On receipt of this email notification, **you are required to contact the school directly to provide a reason for their absence**.
- **Class teachers/Tutors must ensure that all absences for their pupils have been justified. An attendance report will be run once per week to flag up**
- If a child uses school transport and cannot attend school, **please contact their bus monitor directly, before their scheduled pick up time**.
- If a pupil does not arrive at the pick up point at the allocated time, **The bus monitor will contact their families to request a reason for their absence**. This information will then be passed on to the school receptionist and teacher/form tutor of the child.

#### 4. PARENTAL RESPONSIBILITY

- Please note that it is the parents responsibility to ensure that their child arrives at school on time each day. This applies to pupils of all ages, from EYFS to KS5

#### 5. HOME-SCHOOL CONTACT

- The school maintains an open communication with parents regarding any issues pertaining to attendance and punctuality.
- The school will advise of any changes to arrival/departure procedures and will be available to support families whose children are not able to attend school/arrive at the allocated time, due to specific personal circumstances.

### ATTENDANCE AND PUNCTUALITY

Good attendance has an enormously positive impact 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 the best opportunity 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

Late arrival to school has a negative impact not only on the learning of the pupil but also that of the rest of his classmates as any interruptions are detrimental to the creation of a calm, positive learning environment.

For this reason, it is essential that all pupils always arrive at school on time.

### **MONITORING; ATTENDANCE AND PUNCTUALITY THRESHOLDS AND INTERVENTION**

- Pupil attendance and punctuality will be monitored on a weekly basis by the class teacher/form tutor and the Key Stage Lead using attendance data recorded in iSAMS.
- Pupil attendance/punctuality which falls below the expected levels will trigger the following interventions:

#### **1. FORM TUTOR/CLASS TEACHER**

The form teacher/class teacher will contact parents to address issues and offer support in the following situations:

##### **Tier 1**

- Unresolved unauthorised absences (No communication on day of absence)
- 2 or late arrivals per week
- Attendance falls beneath 95%

#### **2. KEY STAGE LEAD (PASTORAL TEAM)**

The Key Stage Lead/Class teacher will request an attendance meeting with the parents to address issues and offer support in the following situations.

##### **Tier 2**

- Lack of response from Tier 1 intervention
- Persistent lateness during a month
- Attendance falls below 90% (authorised or unauthorised)

#### **3. HEAD OF PRIMARY/SECONDARY**

The Head of Primary/Secondary will contact parents to address issues and implement a support programme in the following situations

### **Tier 3**

- Lack of significant improvement following Tier 1 and 2 interventions
- Persistent lateness during a school term
- Attendance falls below 85%
- Long-term illness/Truancy/School refusal

### **4. HEAD OF SCHOOL/DSL**

In the event that the above interventions do not result in a significant improvement in attendance and punctuality. The Head of School/DSL will request a meeting with the pupil's family to evaluate and discuss existing and potential new support programmes and external support. This information will be passed to external agencies by the Headteacher/DSL in the following circumstances.

- Attendance falls below 80%
- Absences linked to welfare/safeguarding concerns

Please note that in all cases, the school will support in any way the can in order to promote and facilitate the regular attendance of all pupils

## **PUPIL AND PARENTAL SUPPORT**

### **1. SCHOOL BASED SUPPORT**

In order to promote improved attendance and punctuality of all pupils, the school will create a specific type or programme of support, based on each pupil's specific needs. Some initiatives already used to boost school attendance include:

- SEMH support based on the results of well-being evaluation
- Nurturing lunchtime programmes
- Daily/weekly check ins
- Individual mentoring by the Pastoral team
- Flexibilisation of study and break-time arrangements

### **2. EXTERNAL SUPPORT**

In cases of significant absence where school-based support alone is not sufficient, the school will help the families by requesting the support of external agencies e.g.) Social Services

## ABSENCE PROCEDURE

### **a) GENERAL ABSENCES**

As mentioned previously, 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 950 338860 or email [i.maldonado@britishschoolalmeria.com](mailto:i.maldonado@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 STAFF**

#### **Headteacher**

Ms. Gillian Greaves [g.greaves@britishschoolalmeria.com](mailto:g.greaves@britishschoolalmeria.com)

#### **Reception**

María Isabel Maldonado Archilla [i.maldonado@britishschoolalmeria.com](mailto:i.maldonado@britishschoolalmeria.com)

Carol Richardson [c.richardson@britishschoolalmeria.com](mailto:c.richardson@britishschoolalmeria.com)

#### **Admissions and Marketing**

Ana Belen Naveros Sola [a.naveros@britishschoolalmeria.com](mailto:a.naveros@britishschoolalmeria.com)

#### **Administration**

Mario Saez Saez [m.saez@britishschoolalmeria.com](mailto:m.saez@britishschoolalmeria.com)

Victoria Cunningham [v.cunningham@britishschoolalmeria.com](mailto:v.cunningham@britishschoolalmeria.com)

#### **IT support**

Nicolas Escudero Vaca [n.escudero@britishschoolalmeria.com](mailto:n.escudero@britishschoolalmeria.com)

#### **Shop**

María Isabel Maldonado Archilla [uniforms@britishschoolalmeria.com](mailto:uniforms@britishschoolalmeria.com)

### **EYFS AND PRIMARY TEACHERS**

FS1	Jane Phillips	<a href="mailto:j.phillips@britishschoolalmeria.com">j.phillips@britishschoolalmeria.com</a>
FS1	Paula Sánchez	<a href="mailto:p.sanchez@britishschoolalmeria.com">p.sanchez@britishschoolalmeria.com</a>
FS2	Clare McKenzie	<a href="mailto:cl.mckenzie@britishschoolalmeria.com">cl.mckenzie@britishschoolalmeria.com</a>
FS2	Andrea Sánchez	<a href="mailto:a.sanchez@britishschoolalmeria.com">a.sanchez@britishschoolalmeria.com</a>
Y1	Chloe Cullen	<a href="mailto:c.cullen@britishschoolalmeria.com">c.cullen@britishschoolalmeria.com</a>
Y2	Lucy Randall	<a href="mailto:lrandall@britishschoolalmeria.com">lrandall@britishschoolalmeria.com</a>
INF SPANISH	Veronica Montoya Exposito	<a href="mailto:v.montoya@britishschoolalmeria.com">v.montoya@britishschoolalmeria.com</a>
Y3	Marcin Karcz	<a href="mailto:m.karcz@britishschoolalmeria.com">m.karcz@britishschoolalmeria.com</a>
Y4/KS2	Hazel Darrer	<a href="mailto:h.darrer@britishschoolalmeria.com">h.darrer@britishschoolalmeria.com</a>
Y5	Grace Gerrard	<a href="mailto:g.gerrard@britishschoolalmeria.com">g.gerrard@britishschoolalmeria.com</a>
Y6	Francesca Chuter	<a href="mailto:f.chuter@britishschoolalmeria.com">f.chuter@britishschoolalmeria.com</a>
SPANISH	Amaya Martinez Guerrero	<a href="mailto:a.martinez@britishschoolalmeria.com">a.martinez@britishschoolalmeria.com</a>
SPANISH	Cristina Murcia Parra	<a href="mailto:c.murcia@britishschoolalmeria.com">c.murcia@britishschoolalmeria.com</a>
EAL	Jane Gray	<a href="mailto:j.gray@britishschoolalmeria.com">j.gray@britishschoolalmeria.com</a>
PE/SUPPORT	Lazaro Carrasco	<a href="mailto:lcarrasco@britishschoolalmeria.com">lcarrasco@britishschoolalmeria.com</a>
EYFS/KS1	Amanda Molyneux	<a href="mailto:a.molyneux@britishschoolalmeria.com">a.molyneux@britishschoolalmeria.com</a>
Head of Primary	Angela Hawtone	<a href="mailto:a.hawtone@britishschoolalmeria.com">a.hawtone@britishschoolalmeria.com</a>

## Secondary and Sixth Form

Head of Secondary	Su Boyd	s.boyd@britishschoolalmeria.com
Academic achievement	Cristina Montoya	c.montoya@britishschoolalmeria.com
KS4/KS5 Lead/Head of Science	Elena Maccioni	e.maccioni@britishschoolalmeria.com
KS3 Lead/ French	Marie Clément	m.clement@britishschoolalmeria.com
Head of English	Bethan Jones	b.jones@britishschoolalmeria.com
ILOS Coordinator / Biology	Emma Wisbey	e.wisbey@britishschoolalmeria.com
Exams Officer/ German	Brigitte Vennekamp	b.vennekamp@britishschoolalmeria.com
Secretaria Tecnica/ Lengua y Literatura	Isabel Benito	i.benito@britishschoolalmeria.com
Facilities Manager /Health and Safety Coordinator	Maria del Mar Terriza Garcia	m.terriza@britishschoolalmeria.com
Maths	Gabriella Vacca	g.vacca@britishschoolalmeria.com
Maths	Edivaldo Da Costa	e.dacosta@britishschoolalmeria.com
Art	Virginia Ruiz	v.ruiz@britishschoolalmeria.com
Science	Gemma Mugford	g.mugford@britishschoolalmeria.com
French	Marie Clément	m.clement@britishschoolalmeria.com
Ciencias Sociales	Juan Francisco Gimenez	j.gimenez@britishschoolalmeria.com

Geography	Ceri Chuter	c.chuter@britishschoolalmeria.com
History	Matthew Smith	m.smith@britishschoolalmeria.com
<hr/>		
English / Media / PE	Shaun Park	s.park@britishschoolalmeria.com
English	David Wisbey	d.wisbey@britishschoolalmeria.com
English (EAL)	Justin Mutter	j.mutter@britishschoolalmeria.com
Music	Francisco Martinez Barón	f.martinez@britishschoolalmeria.com
ICT	Diane Di Marzo	d.dimarzo@britishschoolalmeria.com
Future Pathways/PCE	Elena Morales Tortosa	e.morales@britishschoolalmeria.com
Sociales	Juan Francisco Gimenez Berbel	j.gimenez@britishschoolalmeria.com
PCE	Ana Belen Lopez Frias	a.lopezfrias@britishschoolalmeria.com

If your child is absent from school, you will receive an automatic message via iSAMS.

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. If your child needs to leave school before the end of

the day on a regular basis, please ensure that he/she only does so **during a recognised break in lessons.**

### **C) FAMILY HOLIDAYS AND 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](mailto:g.greaves@britishschoolalmeria.com)

Please note that in cases where absences are completely 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.

### **D. 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 ISAMS. 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 and benefit from all aspects of school life, it is essential that their punctuality is excellent.

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

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 950 338860 or email at [i.maldonado@britishschoolalmeria.com](mailto:i.maldonado@britishschoolalmeria.com)

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

### **E. 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%.

**Policy created by:** Gillian Greaves

**Reviewed by:** Gillian Greaves

**Date:** June 2025

**To be Reviewed:** June 2026