Thames British School Madrid

Attendance Policy

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1. Policy Title

Attendance Policy

2. Purpose of the Policy

Thames British School's attendance policy aims to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular school attendance is key to steady pupil progress and enjoyment of learning, and for this reason, the school is dedicated to ensuring its attendance policy is adhered to as much as possible. Thames British School takes a whole-school approach to maintaining excellent attendance. It is the joint responsibility of parents, pupils and all staff members to ensure that children attend school as they should. The school works with families to ensure that any problems or circumstances that may lead to poor attendance are given the right attention and appropriate support. This document is supported by our policies on safeguarding, bullying, behaviour and inclusive learning.

3. Scope

This policy applies to all staff, pupils, parents, and carers at Thames British School.

4. Guiding Statements Alignment

- **Mission Alignment:** Promotes steady pupil progress and enjoyment of learning as part of holistic education.
- **Vision Alignment:** Encourages collaboration between the school and families for student success.
- **Values Reflected:**
    - **Integrity:** Ensuring accurate reporting and transparent procedures for attendance.
    - **Collaboration:** Involving staff, students, and parents in attendance improvement efforts.
    - **Curiosity:** Supporting students to remain engaged and curious through consistent attendance.
    - **Resilience:** Supporting students to overcome barriers to attendance and reintegrate following absences.

- **Authorised absence:** Absence approved by the school for valid reasons.
- **Unauthorised absence:** Absence not approved due to insufficient justification.
- **Persistent lateness:** Frequent arrival after registration time.

6. Policy Statement

Regular attendance is essential for student success. Thames British School enforces clear roles and responsibilities for staff, families, and students to ensure attendance is monitored, reported, and addressed effectively. The policy incorporates national and local legislation regarding compulsory attendance.

7. Procedures / Implementation

Roles and Responsibilities

Extended Senior Leadership Team (ESLT):

- Oversee and monitor school-wide attendance.
- Review policies annually.
- Nominate senior leadership responsible for attendance
- Ensure compliance with legislation and communication of guidelines.
- Analyse and report attendance data.
- Refer cases to local authorities when necessary.

School Leadership Team:

- Promote good attendance among students and parents.
- Oversee teaching and learning quality that supports attendance.
- Coordinate with the governing body for policy reviews.
- Train staff on legislation and guidelines.
- Report regularly to the Head of School and governors.
- Engage multi-agency support where needed.
- Document interventions to support attendance improvement.
- Support reintegration after long-term absence.

Teachers and Support Staff:

- Promote attendance within the classroom.
- Record daily attendance accurately.
- Follow reporting procedures.
- Contribute to interventions and strategy meetings.
- Collaborate with external agencies as necessary.

Parents and Carers:

- Encourage punctual and consistent attendance.
- Follow procedures for reporting absences.
- Avoid unnecessary absences during term time.
- Notify the school of any circumstances affecting attendance.

Pupils:

- Be aware of attendance expectations.
- Communicate with staff regarding difficulties impacting attendance.
- Follow procedures for reporting lateness and absences.

Categories of Absence and Reporting Procedures

- Absences require satisfactory explanations.
- Parents report absences via email on the first day, with follow-up if prolonged.
- Medical evidence may be requested for an extended illness.
- Medical appointments should be scheduled outside school hours where possible.
- Exceptional leave requests must be submitted in writing to the Headteacher at least 4 weeks in advance.
- Religious observance requires advance written notification.
- Study leave is not granted for exam preparation.
- Late arrivals are recorded daily, with persistent lateness addressed through disciplinary procedures.

School Actions

- Unauthorised or unexplained absences are followed up by the class teacher/tutor.
- Pastoral Deputy involvement where patterns emerge.
- Support is provided for reintegration after absences.
- Disciplinary action may be taken for truancy.
- The target is no more than 5 days of absence per term or 7 days in two consecutive terms.

8. Monitoring and Evaluation

- Attendance data is reviewed regularly by ESLT and reported termly.
- The policy is reviewed annually (next review: January 2025).

9. Related Documents

- Safeguarding Policy
- Behaviour Policy
- Bullying Policy
- Inclusive Learning Policy

- **Creation Date:** January 2024
- **Author:** Lea Gabbitas
- **Reviewer:** Alex Martinez
- **Next Review Due:** January 2025
- **Next Review Due:** September 2026