



# Attendance Policy

Baleares International College, Sa Porrassa

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## BIC Attendance Policy 2025-26

### 1. Rationale

At Baleares International College, we see improving attendance as everyone's business.

Good attendance begins with school being somewhere students want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all students are keen and ready to learn. BIC works in partnership with students and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

BIC recognises that we have a continuing responsibility to proactively manage and improve attendance across our school community. Attendance is the essential foundation to positive outcomes for all students including their safeguarding and welfare and is seen as everyone's responsibility in school. BIC consistently promotes the benefits of good attendance at school, sets high expectations for every student, and communicates those expectations clearly and consistently to students and parents.

At BIC we strive to promote an ethos and culture where each student feels valued and secure, which encourages good attendance. Regular and punctual attendance at school is crucial: students need to be in school and on time for the maximum number of days and hours if they are to take full advantage of the educational opportunities available to them. Children who are persistently late or absent soon fall behind with their learning. Students who are late miss a significant amount of information and social learning, as well as the introduction to the day's curricular activities.

A student whose attendance is only 90% each year will, for instance, miss the equivalent of a whole term of learning over their time in Key Stage 3 (from Year 7 to Year 9), which clearly impacts on their progress and their ability to meet learning expectations. Whilst it is the parents/guardians who have the responsibility for ensuring their child's regular and punctual attendance, the staff at BIC are committed to work together with them to ensure that all students are encouraged and supported to develop good attendance habits.

At BIC we commit to:

- Building strong relationships and working jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Developing and maintaining a whole school culture that promotes the benefits of high attendance.
- Having a clear school attendance policy which all staff, pupils and parents understand.
- Accurately completing admission and attendance registers and having effective day to day processes in place to follow-up absence.



Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place. • Being particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

## 2. Aims

This policy sets out the expectations and procedures to promote and ensure excellent attendance for all students. It makes clear the framework of responsibilities and processes so that all staff, students and parents/guardians are fully aware of the actions necessary to ensure attendance meets this level.

### We aim to:

Ensure that all students realise their potential, unhindered by unnecessary absence or lateness.

Create an ethos in which good attendance and punctuality are recognised and valued.

Raise awareness of the importance of uninterrupted attendance from Primary through Sixth Form.

We maintain good attendance and punctuality through:

- Monitoring attendance rigorously and implementing supportive interventions where necessary.
- Raising awareness among all stakeholders.
- Helping students develop responsibility for their own attendance.
- Providing a positive and supportive school environment.

This policy should be read alongside:

- BIC Behaviour and Safeguarding Policies
- BIC Terms & Conditions

## 3. Legal Framework in Spain

In Spain, school attendance is compulsory for all children between the ages of 6 and 16, as per the Ley Orgánica 2/2006, de Educación (LOE) and the LOMLOE (2020). Parents/guardians have a legal duty to ensure their children attend school regularly. Repeated unjustified absences may result in intervention from Social Services or educational authorities. In extreme cases, non-compliance can lead to fines or criminal prosecution under Article 226 of the Spanish Penal Code.



## Definitions

*Authorised Absence:* When the school **has accepted a legitimate reason** provided by a parent/guardian (e.g. medical appointment with confirmation).

*Unauthorised Absence:* Absence **without the school's permission**, even if the parent/guardian supports it.

## 5. Roles and Responsibilities

### Parents/Carers:

Are legally responsible for ensuring their child attends school regularly and punctually.

Must inform the school of any absence by contacting the school before 8:45am on the day of absence, stating the reason and expected duration.

Must seek the permission of the Principal if planning for a student to be absent.

### Principal:

Holds ultimate responsibility for attendance decisions and may determine if absences are authorised or not.

### Attendance Officer (RPE):

Checks and responds to parental communications regarding absence.

Assigns the correct attendance code on iSAMS and records any additional information including students who are late.

Checks to ensure all registers are complete and follows up any anomalies.

If no contact is received, by 9:30am (after registers have been verified), an email will be sent via iSAMS requesting information on the student's absence.

This process will be repeated daily for the first 3 consecutive days of unexplained absence.

If no contact has been established after 3 days, the safeguarding team will be notified and will make further attempts to contact parents.

If there is still no contact after 5 days, the case will be referred to the *Conselleria* as a Child Missing in Education (CME) concern.



## **The Safeguarding Team:**

All attendance data is monitored weekly by the safeguarding team, with urgent issues addressed immediately. Attendance is a standing agenda item at weekly safeguarding meetings.

The team liaises closely with the pastoral team. Patterns of absence or lateness may result in meetings with parents, or referral to external authorities if no improvement occurs.

The DSLs also act as the school's Attendance Champion and as such they:

- o Lead on attendance policy and strategy.
- o Regularly review attendance data.
- o Lead on interventions for students with poor attendance.
- o Report to the Board/Regional Head of Schools and senior leadership on attendance trends and actions through their line manager, the Principal's Monthly Report and if necessary, raised at meetings with the Regional Head of School.

## **Heads of House:**

Monitor patterns of attendance and lateness of students in their House.

Work proactively with students and parents to address attendance concerns through meetings, target setting, or formal attendance contracts.

## **All Staff:**

Complete registers accurately and promptly.

Report any register discrepancies or concerns immediately to the attendance officer, the receptionist and the safeguarding team for safeguarding purposes.

Promote the benefits of regular attendance as a method of raising academic achievement.

Staff must immediately report any discrepancies in the register (e.g. student marked present earlier but absent later in the day) for prompt investigation.

## **6. Punctuality Procedures:**

The school day starts at 8:45am. Students arriving after 8:45am must report to reception.

Students will be issued with a late slip, recording the student's name and time of arrival, and the attendance officer or the receptionist will update iSAMS accordingly.



late slip will be handed to the student's tutor who will monitor repeated lateness. Secondary students will attend a breaktime detention in U6.

The pastoral team will review persistent lateness and implement interventions, including meetings with parents, target setting, or attendance contracts.

## 7. Notification of Absence:

Parents must contact the school before 8:45am on the first day of absence by phone or email.

Parents must send an email with the student's name, class, and reason for absence to the absence email. ([absence@balearesint.net](mailto:absence@balearesint.net)). Alternatively, they should inform the reception by phone.

Medical absences of more than 3 days must be confirmed with a note or appointment confirmation.

## 8. Extended Absences:

Only the Principal can authorise extended leave or term-time holidays.

Unauthorised term-time holidays will be recorded accordingly.

## 9. Promoting Good Attendance:

The school and all staff promote positive attendance through assemblies, rewards, parental engagement, and highlighting the importance of regular attendance in academic and personal success.

## 10. Legal Consequences for Non-Attendance (Spain)

If poor attendance persists without justification:

- The case may be reported to the *Conselleria*.
- Families may face administrative penalties.

In serious cases of negligence, the public prosecutor may initiate legal proceedings under Article 226 of the Spanish Penal Code, which can result in fines or custodial sentences.

All members of the BIC community must collaborate to promote a culture of regular attendance and punctuality. Failure to comply with this policy may result in school-level consequences and, under Spanish law, legal intervention by appropriate authorities. This policy is reviewed every two years or when changes in Spanish legislation necessitate an update.