Baleares International College, Mallorca

A MEMBER OF ARISTON EDUCATION

Attendance Policy 2026

Approved by:	Alison Colwell, Principal	**Last reviewed on:**	September 2026
Date:	September 2026	**Next review due by:**	September 2027

This policy applies to Baleares International College at both sites, Sa Porrassa and Sant Agustí, unless a section says otherwise.

Contents

Contents 1
1. Rationale 2
2. Aims 2
3. Legal framework 2
4. Definitions 3
5. Roles and responsibilities 3
6. The school day and punctuality 4
7. Reporting absence 4
8. Unexplained absence 4
9. Absence in term time 5
10. Promoting and recognising good attendance 5
11. Supporting students with low attendance 5
12. When attendance does not improve 5
13. Monitoring and review 5
14. Related policies 5

1. Rationale

At Baleares International College, improving attendance is everyone's business. Good attendance starts with school being somewhere students want to be: a calm, orderly, safe and supportive place where they are keen and ready to learn. We work in partnership with students and families to remove barriers to attendance by building strong, trusting relationships and putting the right support in place.

Regular and punctual attendance is essential. Students need to be in school, on time, for every day and every lesson if they are to make the most of their education. A student whose attendance is 90% misses the equivalent of half a day every week, and, across Years 7 to 9, the equivalent of a whole term of learning. Students who arrive late miss important information, the start of learning and time with their friends.

Attendance is also a safeguarding matter. Absence, persistent lateness and sudden changes in attendance can be signs that a child needs help or protection, and are handled with the Child Protection and Safeguarding Policy.

The school commits to:

- building strong relationships with families to understand and remove barriers to attendance;
- a whole-school culture that promotes and recognises high attendance;
- a clear policy that staff, students and parents understand;
- accurate admission and attendance registers, with effective daily follow-up of absence;
- regularly analysing attendance data to identify students or groups who need support, and acting on it;
- supporting students whose attendance is affected by physical or mental ill health, special educational needs or disability.

2. Aims

- Every student fulfils their potential, unhindered by avoidable absence or lateness.
- Good attendance and punctuality are recognised and valued, from Early Years through Sixth Form.
- Students learn to take responsibility for their own attendance and punctuality.
- Absence is followed up promptly, and concerns are identified early.

3. Legal framework

- Schooling is compulsory in Spain for children aged 6 to 16 under Ley Orgánica 2/2006 de Educación (LOE), as amended by Ley Orgánica 3/2020 (LOMLOE). Parents and guardians have a legal duty to ensure that their child attends school regularly.
- In the Balearic Islands, persistent unjustified absence (absentisme escolar) is managed under the protocol of the Conselleria d'Educació i Universitats, which involves the school, municipal social services and, where needed, the Fiscalía.
- Serious and persistent failure by parents to ensure their child's schooling can amount to an offence of abandonment of family duties under Article 226 of the Código Penal.
- Absence and attendance records are personal data and are processed under the GDPR and Ley Orgánica 3/2018 (LOPDGDD).

4. Definitions

- **Authorised absence:** absence for a reason the school has accepted, for example illness, a medical appointment that cannot be arranged outside school hours, or exceptional circumstances agreed in advance by the Principal.
- **Unauthorised absence:** absence the school has not accepted, even if the parent supports it. This includes holidays in term time that the Principal has not authorised.
- **Persistent absence:** attendance below 90% over any half term or longer. Attendance below 95% is a cause for concern and is monitored.
- **Child missing education:** a student who stops attending and whom the school cannot contact or account for.

5. Roles and responsibilities

Parents and guardians

- Ensure their child attends regularly and arrives on time.
- Tell the school before 08.45 on each day of absence, by email or phone, giving the reason and expected length of the absence.
- Ask the Principal, in writing and in advance, for permission for any planned absence in term time.
- Provide a medical note or appointment confirmation for medical absence of more than three days.

Principal

- Holds overall responsibility for attendance and decides whether an absence is authorised.
- Is the only person who can authorise extended leave or absence for holidays in term time.
- Reports attendance to the Regional Head of Schools, on behalf of Ariston Education, in the Principal's monthly report.

Attendance officer and reception

- At Sa Porrassa, attendance is managed by the attendance officer (Robert Persson) with reception. At Sant Agustí, it is managed by reception.
- Check and respond to parents' absence messages, and record the correct attendance code and reason on iSAMS, including late arrivals.
- Check that every register is complete and follow up any gaps.
- Follow the procedure for unexplained absence in section 8.

Designated Safeguarding Leads

- The DSLs (Stuart Cadman and Fiona Von Waberer at Sa Porrassa; Mel Eccleshall at Sant Agustí) act as attendance champions. They lead the school's attendance strategy, review attendance data weekly with the safeguarding team, and lead interventions for persistent absence and serious concerns.
- Attendance is a standing item at the weekly safeguarding meeting.

Heads of House, tutors and class teachers

- At Sa Porrassa, Heads of House (overseen by the Pastoral Leader, Ruby Wilson) monitor attendance and lateness in their House and work with students and parents through meetings, targets or attendance agreements.
- Tutors (Secondary) and class teachers (Primary and Early Years) take accurate registers, follow up late slips and absence with reception, and speak to students and families early when attendance or punctuality slips.

All staff

- Take registers accurately and promptly, in every lesson at Sa Porrassa Secondary.
- Report immediately any student who is marked present but is missing, or who is absent from a lesson without explanation, to reception and the member of SLT on call.
- Promote the importance of good attendance.

6. The school day and punctuality

- At Sa Porrassa, students may arrive from 08.30. Registration is at 08.45 and lessons begin at 09.05. At Sant Agustí, children are collected by their teachers at the start of the school day at 08.45.
- Students who arrive after registration must report to reception, where their arrival time is recorded on iSAMS and they receive a late slip (Sa Porrassa) or late card (Sant Agustí) to give to their tutor or class teacher.
- At Sa Porrassa, secondary students who are late without a valid reason attend a breaktime detention, run by the Pastoral Leader and Heads of House. Persistent lateness is reviewed by the pastoral team and may lead to a meeting with parents, targets or an attendance agreement.
- At Sant Agustí, the class teacher follows up repeated lateness with the family, with the support of the Vice Principal.

7. Reporting absence

- **Sa Porrassa:** email absence@balearesint.net or phone reception before 08.45, giving the student's name, class or tutor group and the reason.
- **Sant Agustí:** email reception.san@balearesint.net or phone reception before 08.45, giving the child's name, class and the reason.
- Medical absences of more than three days must be supported by a medical note or appointment confirmation.

8. Unexplained absence

1. If no reason has been received by 09.30, once registers have been checked, the school contacts the parents by email through iSAMS and, where needed, by phone.
2. This is repeated each day for the first three consecutive days of unexplained absence.
3. If there has been no contact after three days, the safeguarding team is informed and makes further attempts to contact the family and any emergency contacts.

4. If there is still no contact after five school days, or sooner if there is any concern for the child's safety, the DSL treats the student as a child missing education and makes a referral under the Balearic absentisme escolar protocol and the Child Protection and Safeguarding Policy.

Where there is any immediate concern for a child's safety, staff contact the DSL straight away and, if necessary, 112 or the police.

9. Absence in term time

Families are asked not to take holidays in term time. The Principal will only authorise absence in exceptional circumstances. Requests must be made in writing, in advance. Absence that has not been authorised is recorded as unauthorised. Students are responsible for catching up on work they have missed, with their teachers' support.

10. Promoting and recognising good attendance

- Attendance is discussed in assemblies, tutor time and reports home.
- At Sa Porrassa, good attendance is recognised through the House system, including the Attendance Excellence recognition in iSAMS, awarded on the basis of the attendance data.
- Parents receive their child's attendance in reports and at parent meetings.

11. Supporting students with low attendance

When a student's attendance falls below 95%, their tutor or class teacher speaks to the student and family. When it falls below 90%, or there is a pattern of absence, the school invites parents to a meeting with the Head of House (Sa Porrassa) or the Vice Principal (Sant Agustí), and the DSL where appropriate, to agree a support plan. Support may include a phased return, adjustments for health needs, work with the SEND team, or referral to external services. The plan is reviewed until attendance improves.

12. When attendance does not improve

Where persistent unjustified absence continues despite support, the school refers the case under the Balearic absentisme escolar protocol. This may lead to intervention by municipal social services or the Conselleria d'Educació i Universitats and, in serious cases, the Fiscalía.

13. Monitoring and review

The DSLs monitor attendance weekly and report to the Principal. The Principal reports termly trends to the Regional Head of Schools. This policy is reviewed every year, or sooner if Spanish or Balearic law changes.

14. Related policies

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Terms and conditions for parents