

# COGNITA

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## **Admissions, Attendance and Children Missing from Education Policy**

(Including Attendance Guidance for  
Parents)

**September 2022**

**Spain**

# TEMS

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## Policy Statement

The school maintains its Admissions and Attendance Registers in accordance with BSO Standards, as amended from time to time. The school adheres to BSO Standards when dealing with Children Missing from Education. The school will work in a collaborative way with external agencies, in accordance with the principles of Working Together to Safeguard Children.

## Purpose

The purpose of this policy is to outline the approach taken to:

- Recording information at the point a pupil is admitted to the school;
- Recording attendance information on a daily basis;
- Recording information at the point a pupil leaves the school; and
- Managing a situation when a pupil is deemed missing from education.

## Content

- 1 Admissions
- 2 Attendance
- 3 Children Missing from Education

## 1 Admission of Pupils

- 1.1 For each pupil, the Admissions Register must contain:
- Name in full;
  - Sex;
  - Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility) – Note: parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Where a parent notifies the school that a pupil will live at another address, in addition or instead; the new address, the full name of the parent with whom the pupil will normally live with in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information;
  - At least two emergency contact numbers for pupils with two or more parents, i.e. one per parent or at least two emergency contact numbers for children with single parents (where possible)
  - Day, month and year of birth;
  - Day, month and year of admission or re-admission to the school;
  - Name and address of the school last attended, if any; and
  - The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information (a new requirement from September 2016).
- 1.2 The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.
- 1.3 Local legislation does not require the school to inform their local authority (where the school is situated) when a pupil's name is going to be deleted from the Admissions Register. However, under certain circumstances that is at non-standard transitions, the school will make every effort to obtain confirmation in writing from the new school that a child is registered.
- . In summary, these are:
- When the child has been taken out of school to be home educated;
  - When the family has apparently moved away;
  - When the child has been certified as medically unfit to attend;
  - When the child is in custody for more than four months; and
  - When the child has been permanently excluded.

## 2 Attendance

### 2.1 Introduction

It is important that staff, parents and pupils are familiar with this policy. Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Missing learning time leaves children vulnerable to falling behind and it is well known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the school, parents and the child, beginning from the Early Years.

### 2.2 The legal framework

- Legislation specifies the legal responsibility of parent/carer(s) of statutory school age children to ensure they attend school. All children, regardless of their circumstances, are entitled to an efficient full-time education which is suitable for their age, ability, aptitude and any special educational needs; either by regular school attendance or home education.
- The same law requires the school to have an Admissions Register and an Attendance Register, and to place all children on both registers. Failure to do so is an offence.

### 2.3 Link between attendance and achievement

There is clear evidence of a link between poor attendance at school and low levels of achievement, as well as a strong link between truancy and antisocial behaviour.

### 2.4 Parent/carer(s) responsibilities

- Encourage regular and punctual attendance, being fully aware of their legal responsibilities.
- Ensure that the child in their care arrives punctually, prepared for learning.
- Provide clear reasons for any absence which ensures the school can code the absence properly and accurately.
- Contact the school on the first day of the child's absence as early as possible and preferably before the start of the school day.
- Avoid making arrangements to remove children from school during term time.
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence, including any safeguarding matter.

### 2.5 School responsibilities

- Promote good attendance and reduce absence, including persistent absence (deemed as attendance below 90%).
- Work to ensure every pupil has good attendance so he/she can access the education he/she is entitled to.
- Act early to address patterns of absence.
- Encourage parents to ensure their child attends all learning opportunities regularly and punctually.
- Keep accurate and efficient records of attendance and registration at school, including attendance at all after school and before school activities.

We achieve this in the following ways:

- Teachers must take a register at least once in the morning
- Mark all children not present by the designated time, taking account of absence notes;
- Follow up un-notified first day absence with a telephone call to the parent/carer(s) by 11 am unless a satisfactory response to the email message has been received.

- Monitor attendance and lateness and implement strategies for promoting improved awareness of attendance such as year groups or vulnerable children, as required, including the use of formal letters home;
- Report on patterns of attendance at Governance Meetings to safeguard and promote the welfare of pupils;
- Specifically monitor any persistent absence (individual attendance below 90%);
- Proper use of the school codes to record and monitor attendance and absence in a consistent way, including preservation of the entries on both the Admissions and Attendance Registers for a period of three years after it was made;
- Only the Headteacher or a member of staff acting on their behalf can authorise absence;
- Close discussion with the Child Protection Coordinator (CPC) to identify children causing concern, including interviewing children and parents regarding any unsatisfactory attendance;
- Close liaison with the Child Protection Coordinator (CPC) where there are concerns of children being missing from education – see Section 3 of this document;
- Implementing any agreed improvement strategies, such as referral to the local authority attendance services and/or children’s social care in accordance with the Safeguarding and Child Protection Policy and Procedures; and
- Provide parent/carer(s) with the timings of the school day and the calendar via the school website and any other usual method such as the school newsletter, in advance.

## 2.6 Good attendance

Our school considers good attendance to be that above 96%.

## 2.7 Late arrival

It is essential that, if a pupil arrives late, they should sign in at the school office so our systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times.

## 2.8 Leaving school early during the day

- Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent/carer or they have signed permission in their school planner from a parent /carer checked carefully; or to attend a school visit, an off-site scheduled lesson, or a sporting fixture. All absences are logged on SIMS by receptionists signing pupils out.
- “Bachillerato” students (Y.12 and Y.13) may leave school during breaks if their parents have signed the authorization at the beginning of the school year.
- If a student has to leave school during the day due to illness or a parent is required to pick them up for a medical appointment, they are required to sign out at the School Reception. When there are known medical appointments, parents must notify the school in advance in writing.
- The hours scheduled to collect children during the school day are: 10.30 am, 1.40 pm and 4.00 pm.

## 2.9 Requests for absence from parent/carer(s)

- Schools, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance directly to the Headmistress. The Headmistress is only able to authorise leave of absence where exceptional circumstances relate to the application. Authorised leave is unlikely to be granted for the purpose of a family holiday.
- We ask that parents make contact with the school when a child is going to be absent for ill health reasons in order that the school can keep records updated and, importantly, so that the school can be kept informed of their progress to full health and anticipated return

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date. If necessary, the school may ask for medical evidence of any illness. We expect any absence for illness to be evidenced by a note from the parent/carer(s) as soon as possible.

- Absences of secondary and bachillerato students will not be allowed during the exam week unless they bring a medical certificate.
- An absence is classified as unauthorised if a child is away from school without the permission of the Headmistress in advance.

#### 2.10 Persistent absentees

Persistent absentees are pupils with attendance below 90%. The school will contact the parent/carer(s) if their child's attendance approaches this threshold. If attendance does not improve, the school will contact the local authority in accordance with local authority procedures.

#### 2.11 Maintaining records and reporting to the authorities

The school's Attendance Register, kept by means of a computer, is backed up in the form of an electronic copy at least once a month.

#### 2.12 Monitoring and review arrangements

Attendance rates are reported regularly to the Cognita Board. Proprietorial Governors report on pupil attendance, as well as any patterns or trends of persistent absence from school. Representatives of the Proprietor scrutinise Admissions and Attendance Registers for compliance and safeguarding purposes.

### 3 Children Missing from Education

#### 3.1 Introduction

- 'Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.'
- Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

#### 3.2 Statutory guidance

The school will, as best practice, consider the guidance 'Children Missing from Education'.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

#### 3.3 School requirements

- Schools must enter pupils on the Admissions Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
- Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admissions Register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

#### 3.4 Safeguarding

- The school has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained absences.
- Where there are safeguarding concerns about any child, the school will always follow its Safeguarding and Child Protection Policy, which includes reporting to the local authority.

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## Annex – Attendance Guidance for Parents

**Note – this section is intended to be used by schools to share with parents in whatever form is most appropriate.**

### Introduction

Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Missing learning time leaves children vulnerable to falling behind and it is well-known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the school, parents and the child, beginning from the early years.

### The legal framework

Legislation in Spain specifies the legal responsibility of parent/carer(s) of statutory school age children to ensure they attend school.

The school is required to have an Admissions Register and an Attendance Register, and to place all children on both registers.

### Link between attendance and achievement

There is clear evidence of a link between poor attendance at school and low levels of achievement:

- Of pupils who miss more than 50% of school, only 3% manage to achieve five A\* to Cs including English and Maths;
- Of pupils who miss between 10% and 20% of school, only 35% manage to achieve five A\* to C GCSEs including English and Maths; and
- Of pupils who miss less than 5% of school, 73% achieve five A\* to Cs including English and Maths.

### Parent/carer(s) responsibilities

- Encourage regular and punctual attendance, being fully aware of their legal responsibilities.
- Ensure that the child in their care arrives punctually, prepared for learning.
- Provide clear reasons for any absence which ensures the school can code the absence properly and accurately.
- Contact the school on the first day of the child's absence as early as possible and preferably before the start of the school day.
- Avoid making arrangements to remove children from school during term time.
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence, including any safeguarding matter.

### School responsibilities

- Promote good attendance and reduce absence.
- Work to ensure every pupil has good attendance so he/she can access the education he/she is entitled to.
- Act early to address patterns of absence.
- Encourage parents to ensure their child attends all learning opportunities regularly and punctually.
- Keep accurate and efficient records of attendance and registration at school, including attendance at all after school and before school activities.



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### **Late arrival**

It is essential that, if a pupil arrives late, they sign in at the school office so that our systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times.

### **Leaving school early during the day**

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent/carer or they have signed permission in their school planner from a parent /carer; or to attend a school visit, an off-site scheduled lesson, or a sporting fixture.

“Bachillerato” students (Y.12 and Y.13) may leave school during breaks if their parents have signed the authorization at the beginning of the school year.

If a student has to leave school during the day due to illness or a parent is required to pick them up for a medical appointment, they are required to sign out at the School Reception. When there are known medical appointments, parents must notify the school in advance in writing.

The hours scheduled to collect children during the school day are: 10.30 am, 1.40 pm and 4.00 pm.

### **Requests for absence from parent/carer(s)**

Schools, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance directly to the Headmistress. The Headmistress is only able to authorise leave of absence where exceptional circumstances relate to the application. Authorised leave is unlikely to be granted for the purpose of a family holiday.

We ask that parents make contact with the school when a child is going to be absent for ill health reasons in order that the school can keep records updated and, importantly, so that the school can be kept informed of their progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness. We expect any absence for illness to be evidenced by a note from the parent/carer(s) as soon as possible.

In no case, absences of secondary and bachillerato students will be allowed during the exam week unless they bring a medical certificate. Also, in case of examination, students must come to school from the first hour of the day . It is forbidden for them to stay at home studying and come only to the examination.

An absence is classified as unauthorised if a child is away from school without the permission of the Headmistress in advance.

### **Good attendance**

Our school considers good attendance to be above 96%. The school will contact the parent/carer(s) if there are attendance concerns. If attendance does not improve, the school will contact the local authority in accordance with local authority procedures.

<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education Europe
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<b>Compliance</b>	
Compliance with	Keeping Children Safe in Education, as amended BSO Standards

  

<b>Audience</b>	
Audience	Headteachers, school staff, parents

  

<b>Document application</b>	
England	No
Wales	No
Spain	Yes
Switzerland	No
Italy	No

  

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<b>Related documentation</b>	
Related documentation	Safeguarding and Child Protection Policy