



British School
Quito
an Orbital Education School

All our policies are developed to ensure our values are at the centre of all we do, as we work in the best interests of our pupils to ensure the best outcomes for them. All policies can be updated out with the set review cycle if advice, guidance, or new learning require it.

Excellence
Excelencia

Respect
Respeto

Responsibility
Responsabilidad

Integrity
Integridad

Compassion
Compasión

We live and learn together:

1. with **respect** and **care** for each other
2. with a **happy** and **welcoming** attitude to everyone
3. with an **active** and **determined** approach to our ambition

Attendance Policy

Adopted: Monday, 01 September 2025

Review cycle: 2 Year review cycle.

Next review: Monday, 02 August 2027

Policy Lead: Principal.

Published: Policy SharePoint: BSQ Website:



Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in [Article 168 of the Regulations to the LOEI](#), attendance at school is mandatory. We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

UK information that informs BSQ practice

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- The [Equality Act 2010](#)

It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Roles and responsibilities

The board

The board is represented by the Regional Head of Schools and is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
 - Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
 - keeping them informed regarding specific pupils, where appropriate
- Holding the principal to account for the implementation of this policy

The Principal

The Principal is responsible for:

- The implementation of this policy across the school
- Monitoring school-level absence data and reporting it to the board
- Making sure all staff understand their role in supporting pupils to maintain high levels of attendance:

Headteachers

- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Working with the Living Leads, Educational Psychologists and families of pupils with additional needs to develop specific support approaches to secure regular attendance
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local pertinent partners as required
- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers

- Delivering targeted intervention and support to pupils and families

Class Teachers and Form Tutors

Class teachers in primary and form tutors in secondary are responsible for

- recording attendance in the morning on a daily basis, in ISAMS, and submitting this information to school office
- Let school office know if they are aware of the reason why a child is absent.
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School Reception staff

School Reception staff will:

- Take calls from parents/carers [and pupils] about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers [and pupils] to the [head of year/pastoral lead] where appropriate, in order to provide them with more detailed support on attendance
- Call parents to clarify reasons why a child is absent and share through appropriate coding.

Families

Families are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence as soon as possible on the day of the absence and advise when they are expected to return
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting appropriate staff, who can be contacted via email or phone call via reception

Pupils

Pupils are expected to:

- Attend school every day, on time
- Secondary school pupils are expected to attend every timetabled session, on time

Recording attendance

Attendance register

We keep an electronic attendance register and place all pupils on this register.

We take our attendance register at the start of each school day and complete by 8.30. We use the following absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than school
- Absent

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

- The school gates open at 07:40
- Classes start at 08:00 for all pupils
- Nursery ends at 12pm and Reception at 15:15
- Primary ends at 15:15
- Secondary ends at 15.20
- Enrichment ends at 16:15

The register for the first session will be taken at 08:00 and will be kept open until the end of registration at 8:30.

Secondary teachers will take their subject registers at the start of every lesson.

Unplanned absence

The pupil's parent should notify the school of the reason for the absence on the first day of an unplanned absence by 08:00, or as soon as practically possible, by calling school reception staff, who can be contacted via school number.

We will mark absence due to illness as authorized. We may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late will be marked as late, using the appropriate code

Unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- Where appropriate, offer support to the pupil and/or their parents to improve attendance

- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

Reporting to parents

The school will inform parents about their child's attendance and absence levels in line with directed reporting cycles.

Authorised absence

Approval for term-time absence

The appropriate Head of school will grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- International travel with families
- Exceptional circumstances
- Localised civil disruptions
- Family emergencies

Absences from the school site (which are not classified as absences)

The Principal will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Supporting pupils with poor attendance

Our school will make use of the full range of support led by the living lead and educational psychologist to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

9. Attendance monitoring

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level

Attendance data will be shared with the board on a monthly basis.

Analysing attendance

The school will:

- Review attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of data to identify patterns and trends

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Provide regular attendance reports to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with our safeguarding policies and directed Ecuadorian protection procedures
- Provide access to wider support services to remove the barriers to attendance, in conjunction key pertinent partners, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

Links with other policies

- > [Child protection and safeguarding policy](#)
- > Behaviour policy
- > Supporting pupils with medical conditions
- > [Educational visits policy](#)

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Other Authorised Circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Late Bus	

R	Religious observance	Pupil is taking part in a day of religious observance
H	Family Holiday (Agree)	
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
F	Extended Family Holiday (Agree)	
B	Educated off site	
Absent – unable to attend school because of unavoidable cause		
Y	Enforced Closure	
Y1	Normal transport unavailable	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread travel disruption	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Subject to Sentence or Detention	
Y6	Infection or disease	Pupil's travel to or attendance at the school would be prohibited under public health guidance
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
J1	Employment/ Educational interview	

K	Educational Provision Arrangements by LA	
Q	Lack of Access Arrangements by LA	
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
–	Unknown / Other	
O	Unauthorised absence or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
#	School Close to pupils	Whole-school closures that are known and planned in advance, including school holidays
D	Dual Registration	
Z	Pupil note Yet on Roll	