

Attendance Policy



ST.GEORGE
BARCELONA



Last reviewed: September 2025

Next review: April 2026

St. George School Attendance Policy

Purpose

The purpose of this Attendance Policy is to establish guidelines for maintaining regular and punctual attendance at St. George School. Regular attendance is crucial for academic success, as it contributes to a positive learning environment and ensures students fully benefit from the educational opportunities provided. To make the expected levels of progress we expect an attendance of 95%.

By adhering to this policy, St. George School aims to foster a culture of regular attendance and punctuality, promoting a conducive environment for learning and academic success.

General Attendance Guidelines

Compulsory Attendance:

- All enrolled students are required to attend classes, school events, and other scheduled activities as outlined in the academic calendar.

Punctuality:

- Students are expected to arrive on time for all classes and school-related activities.
- Tardiness disrupts the learning environment and may lead to academic consequences. Late points are given to students who arrive late to school or to a lesson.

Authorised and Unauthorised Absences:

Immediate Authorisation

- Appointments - doctor/dentist etc. (Preferably with evidence of appointment).
- Late due to traffic accidents or transport incidents.
- Late or absent due to airport issues/stuck in airport/strikes etc.
- Family emergency/bereavement etc.
- Representing national teams/sports/events etc. with evidence.
- Illness for the first 3 days without medical justification.
- Religious days of worship.
- Consulate visits.

Not authorised

- Any illness after 3 days that is not accompanied with medical justification.
- Any absence reported by the student and not confirmed by the parent.
- Any holiday that has not been pre-approved.
- Any student who chooses to leave school for 'home study' or has a 'private study' (y12 and 13 only) without prior authorisation from the SLT.

Authorisation that needs pre-approval

- Pre-approval for absence for additional holiday should be sent to Miss King.

Attendance Records:

Attendance records will be maintained electronically via Isams.

Parental Responsibilities

- Notification of Absences:
 - Parents or guardians are required to notify the school of their child's absence in the morning of the same day or before, explaining the reason for the absence.
 - Notification must be provided every morning that your child remains unwell.
 - If we do not know why your child is not in school, Wilma Perez will telephone you for a reason and to make sure that you are aware that your child is not in school.
 - Notifications should be sent to Wilma at w.perez@stgeorge.es.
 - For pre-approval of absence due to holiday parents must notify Miss King at s.king@stgeorge.es.
 -
- Medical Documentation:
 - For prolonged illnesses or medical conditions lasting more than 3 days, parents are required to provide medical documentation to justify the absence to w.perez@stgeorge.es who will save it securely.

Consequences for Non-Compliance

Classroom Consequences:

- Excessive absences or tardiness may result in academic consequences, including missed assignments, catch up work, or lower grades.

Parental Meeting:

- The school may schedule a meeting with parents to discuss persistent attendance issues and explore solutions.

Disciplinary Action:

- Continued non-compliance with the attendance policy may lead to disciplinary action, including but not limited to detention, probation, or other appropriate measures.

In line with Catalan policy if a student's attendance falls below 85% we are obligated to contact the school inspector and follow the necessary guidance issued by the educational authorities.

Catch Up and Attendance Recovery

- Students are responsible for catching up missed assignments and exams due to absences in their own time.
- Teachers will provide guidelines for catch up work and ensure a reasonable timeframe for completion.

Attendance Recovery:

- Students with excessive absences may be required to attend additional sessions for attendance recovery or repeat the year.