

Primary Attendance Policy

Academic Year 2025-26



Last reviewed: September 2025

Next review: April 2026

1. Introduction

1.1 St George School is committed to providing a full and efficient education to all pupils. For a child to reach their full educational potential, a high level of school attendance is essential. We will consistently work towards a high percentage of attendance for all children.

2. Procedures

2.1 First Day of Absence

It is the parents responsibility to contact their child's class teacher and the secretary (Wilma, w.perez@stgeorge.es) on the first day of absence, outlining the reason for the absence and when they are expected to return.

2.2 Third Day of Absence

On the third day of absence, the class teacher will notify the secretary (Wilma), who will call the parents to request a medical certificate to prove the reason for absence.

2.3 Children of Concern

Absent children, who are highlighted as a red safeguarding concern, should be followed up daily if they are absent. It is the class teacher's responsibility to contact Wilma and the Designated Safeguarding Lead about the absence. Wilma will then contact the parents to enquire about the reason for absence.

3. Attendance Monitoring

Attendance of all children will be monitored on a weekly basis. If a child's attendance is 90% or less, the parents will be contacted.

If a child's attendance continues to be 90% or less, the parents will be asked to attend a meeting with the Headteacher to discuss this further and explore any support available.

4. Appointments

It is the parents responsibility to inform the class teacher and secretary (Wilma, sec.barcelona@stgeorge.es) about any upcoming appointments a child may have. This should be done at the earliest opportunity.

5. Punctuality

To ensure children have a calm, smooth start to the day, it is important that they arrive on time. The main gates are opened at **9:05am** and all children should be in class by **9:15am**. Children who arrive later than **9:15am** should report to the reception desk, where they will receive a late card. This will also be noted on the school register system.

6. Holidays

We strongly encourage parents to not book holidays during term time to ensure the child's education is not interrupted. However, all holiday requests must be directed to Miss King (head.bcn@stgeorge.es).

11. Review

11.1 Current Version: September 2024

11.2 Date of review: September 2025