



KING'S COLLEGE SCHOOL
MURCIA

Attendance and Registration Policy

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. King's College Murcia fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are frequently absent from school often develop significant gaps in their learning, which can impact their progress and ability to meet age-related learning expectations.

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy, we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 98% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents and staff so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

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We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Procedures

Our school will undertake the following measures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality

All staff should be aware that they must raise any attendance or punctuality concerns to their Head of Key Stage.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities that individuals have.

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Class Teacher

Class teachers and form tutors are responsible for:

Recording

- Taking the register and using the appropriate codes on ISAMS.
- Only authorising absences when a written confirmation and reason have been provided by a parent or guardian. Otherwise, these must be recorded as 'O'.

Monitoring

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers.
- Informing the Head of Key Stage in an email where there are concerns about attendance and lateness.
- Discussing subject specific absence issues and actions with Heads of Department as well.
- Providing background information to Heads of Key Stage to support concerns raised.
- Monitoring developments once actions have been taken to correct attendance concerns.

Communication

- Emphasising with their class the importance of good attendance and promptness.
- Form tutors following up absences with immediate requests from parents/guardians for explanations so that ISAMS registers can be updated with correct symbols.
- Discussing attendance issues at consultation evenings where necessary.
- Checking any correspondence they have received from parents / other members of staff before taking a register which may explain an absence or late attendance.
- Relaying any information that they have received about the absence of a pupil to Reception and the pupil's form tutor as soon as possible.
- Class teachers informing Reception immediately if a child who is registered as being in school is absent from a lesson.
- Form tutors informing the school nurse if a child has been absent ill for more than 3 days and you haven't received a medical certificate. The nurse will then request the medical certificate to justify the absence
- Forwarding to the school nurse on the same day any medical certificates received.

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Head of Section / Head of Key Stage

The Head of Section is responsible for ensuring the Head of Key Stage is carrying out the following duties in coordination with the form tutors and class teachers:

- Overall monitoring of school attendance/lateness by analysing ISAMS attendance reports looking for trends and patterns in pupils attendance.
- Contacting families where concerns are raised or identified about absence including arranging meetings to discuss attendance/lateness issues.
- Monitoring and reviewing individual attendance/lateness where concerns have been raised.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence/lateness.
- Coordinating with staff to provide feedback on any new concerns staff may have and reviewing and recording actions at section meetings.
- Contact the DSL with any attendance concerns that may involve safeguarding or Child Protection issues. DSL may advise for this then to be added to MyConcern. Providing background information and actions already taken to try and resolve concern (*emails home, meetings with parents etc.*)

Administrative Staff

Administrative staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home.

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office and form tutor on morning of absence by email before 9.00.
- Informing the school in advance of any medical appointments in school time.
- Making requests for authorised absence in term time, only if absolutely necessary.

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- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
- Providing school with medical certificates for any absences over 3 days for illness.

Registration

Each class teacher has the responsibility for keeping an accurate record of attendance. Any absent pupil must be recorded at the beginning of the morning session. The attendance register must be completed by the class teacher by 9.20am (*whole school*).

Lateness

Once the registers are closed, any pupil who arrives will be marked as late in the attendance record. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil. **Late is considered after 9.20, as pupils should have enough time to be ready for the first lesson.**

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.20am will have the lateness recorded as a medical absence at Reception.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve. Pupils can also miss messages, assemblies and discussions in form time which are typically delivered from 9:10 onwards.

Where there have been persistent incidents of lateness, parents/carers will receive a letter from a member of SLT advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

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Absences

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences in form time or in lessons are recorded on the ISAMS registers and it is therefore, important that we receive accurate information from parents with reasons for the child's absence. When a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware of why the child is absent and we will contact the parent to check the reasons for the child's absence.

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

If a child is absent from school for more than 3 days ill, then the parents must provide the school with a medical report to justify that their child can not attend school and for how long provisionally. A child is expected to come to school otherwise. If a parent wishes to have their child online learning because of a medical vulnerability for a member at home due to Covid, for example, then they must present the school with an up-to-date corresponding medical report from a doctor for that family member to justify the absence of the pupil. A child is expected to come to school otherwise.

If a parent or guardian wishes for a child to be an online learner for more than a short term period (*a few days*) then this must be discussed with the school first and appropriate paperwork (*e.g. medical reports*) provided to explain and justify the reason before permission is given. The child will be expected to attend school until the school agrees that the online learning is an acceptable and justified alternative, unless there is an emergency situation where the pupil is unable to come in.

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IN SCHOOL PROCEDURES FOR UNEXPLAINED ABSENCE EACH DAY

The receptionist in charge of reviewing attendance has the following responsibilities each day:

9:30-10:30

1. Print off the Absence list from iSAMS
2. Use the paper absent list to record which contact has been made about absence that day
3. Investigate the absence of the youngest pupils at 9.30 and work upwards to Year 13 by 10.30 at the latest.
4. Phone the parent / guardian contact number on record (iSAMS) by 10.30 to find out the reason for the absence of their child/ren (including online pupils) and request written confirmation in an email.
5. If no response is made from a phone call, an email is sent to all parental contacts requesting confirmation of the reason for absence.
6. Update any registration symbols on iSAMS following any contact with the parent / guardian or email received, so that the register does not have any unexplained absences.
7. Pass information to the pupil's teachers about what day or /and time the pupil is expected in so that the school knows when the pupil is expected back.

IF NO CONTACT WITH THE PARENTS CAN BE MADE:

Inform the Deputy Head directly by email after 10.30 of any absences that remain unexplained and he will follow this up. DSL should be copied into the email in case there are safeguarding issues related to the pupil that may need their involvement.

FURTHER ACTION TO CONFIRM THE UNEXPLAINED ABSENCE

The Deputy Head should use any of the following measures to verify the reason for unexplained absence as quickly as possible:

1. Check in person the classroom in case the pupil has just arrived
2. Speak directly with tutor/teacher to check emails again for contact from parents/guardians
3. Ask brothers/sisters and friends if they are aware of reasons for absence
4. Continued phoning of ALL contact numbers available
5. Phone known parents of friends
6. Visit house

If information suggests that the child's absence may be a safeguarding issue, then the Headteacher, Deputy Head or DSL will consult with each other and the police may be called if necessary.



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ACTIONS TO IMPROVE THE REGISTRATION PROCESS

- Admissions to ensure all pupils have emergency contact details in iSAMS.
- Reception staff to inform Deputy Head of any registration errors or lack of completion, so this can be addressed with the staff involved.

Addressing Attendance Concerns

The school expects attendance of at least 98%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. It is the responsibility of parents to ensure their child attends school regularly and punctually and therefore, where there are concerns regarding attendance, parents are always informed of our concerns. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school, with the aim to improve attendance.

Created and Reviewed by:	Policy Category:
Dawn Akyurek / Rhiannon Williams / Ewen McIntyre February 2025	Safeguarding
Approved by:	Reviewed by:
Elena Benito - Inspired CEO of Spain 17th November 2025	Dawn Akyurek / Roksana Heller October 2025
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Annex A

Letter to Parents Explaining Expectations of School Policy

Dear Parents

As our Attendance and Registration Policy states, we look to achieve a minimum of 98% attendance for all children at King's College School Murcia during the year at every stage of their education. It is important that attendance is uninterrupted as much as possible so that the pupils reach their potential, unhindered by any unnecessary absence. Punctuality is very important every day as well and pupils should be in their tutor rooms every morning by 9.10, ready to start the day. Sufficient academic progress and attainment can not be guaranteed if attendance is poor.

We will be monitoring attendance very carefully and will work with any families and pupils on any issues that are preventing good attendance. We would always encourage parents to contact us first if they feel that attendance may become or has become difficult for any reason, so that we can look at how to support you and resolve any issues.

If your son/daughter is absent one day for any reason, then you need to contact both the school Reception desk and the form tutor explaining how long you expect the absence to be for and the reason for the absence. Please also attach any documents that help to justify the absence. For longer absences beyond a few days, please contact the headteacher to request permission.

If your son or daughter is absent for more than three days because of illness, then you must send a medical certificate from the doctor to our school nurse to justify the prolonged absence from school. Please also contact our school nurse by email to explain any regular or extensive absence from school because of illness, with the relevant medical certificates, so that these absences can be justified and discussed. We understand that pupils can have chronic health issues, for example, but circumstances need to be discussed with us so that absences are understood.

murcia.nurse@kings.education

Finally, pupils may only be picked up early once parents have received permission from the school. Parents should not come to school to pick up their son / daughter early if they have been contacted by their children to do so. If it is because of illness, then the school nurse will contact you personally and only she can give permission for a pupil to leave early. For any other reasons, a member of our Senior Leadership Team must give permission first and then you will be contacted to confirm that your son/daughter may be picked up early. We recommend that you request any early leaving in advance so that it can be confirmed in time.

We appreciate your continued support with high attendance, as we know that you understand it is the basis for allowing your son/daughter to progress well and reach their potential at school.

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Annex B

Procedure in school for pupils leaving early

- Secondary pupils need to have a leaving slip signed by their form tutor in the morning to be able to leave early, once the form tutor has received written confirmation from the parent. Forms tutors to inform pupil's teachers for that day in email.
- Primary (*HBe to decide how Primary pupils should reach Reception - slip, staff member, picked up etc.*). Form tutor to advise pupil's teachers for that day in email.
- All pupils need to wait at Reception and can only leave once a parent/guardian (*or adult authorised by a parent/guardian*) comes up to Reception to collect them - all year groups.
- The receptionist monitors that the signing out book is filled in thoroughly with a) reason b) date and c) time and d) who picked them up.
- Pupils may leave early if the Reception staff have received a phone call or email later in the day from a parent/guardian and the child hasn't had time to collect a leaving slip. The adult collecting them must still fill in the Early Leaving Book.
- If a pupil appears on a watchlist that Reception staff are provided with, then they must contact a member of SLT before letting the pupil leave.
- The school nurse permits pupils to leave early because of illness/physical ailments, but SLT must be made aware first if the pupil appears on the watchlist provided to Reception staff.
- The Early Leaving Book will be reviewed at least once a week by members of SLT and a meeting held with parents/guardians to review cases where pupils are leaving early more frequently than is perhaps acceptable.
- Pupils names are added to the watchlist following review meetings with parents regarding early leaving, so that Reception staff have up-to-date lists to refer to each week.
- If the Reception staff have any doubt about whether a pupil may leave or not, they must contact a member of the SLT before letting the pupil leave.
- If a member of the reception staff needs to leave, it is their responsibility to make sure the person replacing them is aware of their role regarding pupils leaving early.
- If the reception staff member is ill and not in school, for example, then it is the responsibility of SLT to explain to the replacement staff member their role regarding pupils leaving early.

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