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15b Attendance Policy

Policies in School	**Part 2**
ISI	Part 3. Welfare Health and Safety – Admissions and attendance
NMS (April 15)	n/a
Author Led	Headteacher
Date of Review	October 2026
Next Review	October 2027
Comment	Annual Review
Website	Yes

Aims of this Policy

The aims of this policy is for The British International School Casablanca to maintain high levels of school attendance and plan the school day and year. This policy has been written with regard to the following:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) Regulations 2016 (Amended)
- The Ministry of Education Morocco (https://www.men.gov.ma/Ar/Pages/Accueil.aspx)

School Attendance

We believe that central to raising standards in education and ensuring all students can fulfil their potential is an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less and this was more than ably demonstrated by the impact of COVID-19 on student performance in 2021 external examinations.

In order to achieve this, we will:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence.
- Expect parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- Expect all students to be punctual to their lessons.

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The Admission and Attendance Registers

The law requires us to have an admission register and an attendance register. All students (regardless of their age) must be placed on both registers.

Contents of Admission Register

The admission register must contain the personal details of every student in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Expected First Day of Attendance

The Administration Team will enter students on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school. For most students the expected first day of attendance is the first day of the school year. If a student fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

Deletions from the Admission Register

A student can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. Any permanent exclusions will be carried out following the procedures outlined in the Admissions and Exclusions Policy.

Deletions due to Unpaid Fees

The school may, additionally, delete a student from its admission register where the fees remain unpaid at the end of the school term. Where fees are unpaid, The British International School Casablanca will, before removing the student, consider whether removing the child would have a significant negative effect on his or her education and whether it can be mitigated.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register will include:

- the original entry
- the amended entry
- the reason for the amendment
- the date on which the amendment was made
- the name and position of the person who made the amendment.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register will be preserved for a period of three years after the date on which the entry was made.

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Contents of Attendance Register

Form teachers must take the attendance register (SchoolBase MIS) at the start of the first session of each school day (08.00 – 08.10am).

They must record whether every student is:

- / - Present
- C - Absent
- L – Late

Office Managers (Junior & Prep) will run the report at 08.30 am, whilst EYFS & Senior School will run the report at 9.30am and follow up any absences by contacting parents to:

- Ascertain the reason
- Identify whether the absence is approved or not
- Ensure the proper safeguarding action is taken if appropriate.
- Update the attendance registers

Parental Responsibility

Parents must make every reasonable adjustment to ensure the school is kept informed of any possible absence by their child. If they have an appointment (e.g. medical) they must notify the school at least 24 hours in advance.

Absence and Attendance Codes

The codes established in the UK enables us to record and monitor attendance and absence in a consistent way which complies with the ISI regulations. They are also used for collecting statistics through the SchoolBase MIS.

Registration is open for 10 minutes at the beginning of each session.

If a student is not present, and the form teacher KNOWS the reason, the following codes should be used (authorised absence). These codes may also be added to the O code for unauthorised absence if the person taking the register was not aware of the student's whereabouts;

Code	Reason	Note
C	Consent given for absence	Only exceptional circumstances warrant an authorised leave of absence. Each application will be considered individually, taking into account the specific facts and circumstances and relevant background context behind the request.
E	Excluded with no alternative provision made	
H	Family Holiday authorised by the Headteacher	The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at her discretion
I	Illness (not medical or dental appointments)	Parents should notify school on the first day the child is unable to attend due to illness. Absences due to illness will be authorised unless we have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, we will request parents to provide medical evidence to support illness. We will record the absence as unauthorised if not satisfied of the authenticity of the illness but will advise parents of our intention. We will not request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
M	Medical or dental appointments	We encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.
S	Study leave	Study leave will be used sparingly and only granted to students during public examinations. Provision will still be made available for those student who want to continue to come into school to revise.

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If a student is not present, and the form teacher does NOT KNOW the reason, the following codes should be used (unauthorised absence);

Code	Reason	Note
O	Absent from school without authorization	If a student is not present during registration this mark with be entered, additional codes may be added to the register if a valid reason is discovered.
G	Holiday not authorised or in excess of the period determined by the Headteacher.	If a leave of absence is not authorised for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. Retrospective approval will not be given. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
U	Arrived in school after registration closed	This code maybe entered within the **O** code for unauthorised absence

Setting School Term Dates and Holidays

The British International School Casablanca operates for 38 weeks. Term dates are set by the Senior Leadership Term and every effort is made to incorporate the school holiday dates set by the UK Local Education Authorities, in order that we coincide with the public examination dates. Staff INSET days are included in the 38 weeks.

The School Day and Year

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The school year is divided into three terms, the Autumn Term (September to December), the Spring Term (January to March, or very occasionally April) and the Summer Term (April to July). Each term has a half term break – one week each.

The school day for Year 1 to Year 11 begins at 8.00 am and ends at 4.00 pm – students in the 6th Form may arrive at 09.00am if they don't have a lesson Period 1. Students in EYFS have a shorter day, finishing at 2.00pm with paid activities thereafter.

Part-time Attendance

All students of compulsory school age are expected to attend school for a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a student's individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package.

Absenteeism

Absenteeism is when a student fails to attend at least 90% of school academic year. If it is felt that at stage during the year that student is falling behind in their studies due to poor attendance, parents will be called in to explain the circumstances as to why they are not attending school.

This also includes consistent/persistent lateness to school.

Monitoring Attendance

Attendance figures are monitored on a regular basis by the SLT, with attendance figures being provided once a term to the Governing Body for their information. Furthermore, school reports (both half-termly and full) will provide the student's attendance and so ensure parents are explicitly aware of their child's attendance during the academic year.

Steps for tackling poor attendance

- Establish when a pattern of poor attendance / punctuality occurs.
- Liaise with parents to provide in-school support.
- Weekly reviews of attendance / punctuality which is then fed-back to parents.
- Consider part-time attendance to improve student performance - in exceptional circumstances there may be the need to consider a temporary part-time timetable to improve student attendance. This includes those students who have diagnosed medical conditions which prevents full-time attendance.

Sanctions

If a student falls below the 90% attendance rate specified by the school the following sanctions can be enforced:

- Y10 – Y13 Withdrawal from public examinations
- EYFS – Y9 Re-sit the entire academic year

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Finally, given the move to the Junior School, Prep School and Senior School model, this policy was first reviewed in December 2025 to ensure this policy is workable and then reviewed again for 2026 – 2027 academic year.