

ATTENDANCE POLICY

GSPC British School | 9, rue Abdeslame Amir, quartier Plateau Extension (Riviera), Casablanca, Morocco

Policy owner	Principal / Head of Student Services	Applies to	EYFS, Primary and Secondary
Ratified	6 July 2026	Next review	July 2027
Status	Whole-school policy	Version	1.1
Approval	Principals and Owner & CEO	Framework	British standards / Moroccan context

GSPC EXPECTATION Every pupil is accounted for every school day. Attendance is checked daily, absence reasons are verified and recorded, and concerns are followed up promptly.

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1. Purpose and principles

Regular attendance supports safeguarding, wellbeing, academic progress and belonging. GSPC expects pupils to attend every day the school is open unless there is a valid reason for absence. The school works with pupils and families to understand barriers, intervene early and maintain accurate records.

This policy is informed by British standards and current British attendance good practice, adapted appropriately for GSPC British School and applied alongside Moroccan law and local regulatory requirements. Absence is called and followed up daily to support early intervention and support.

2. Responsibilities

2.1 School

- Teachers complete registers accurately and promptly within the timeframes stated by the Principals of each section.
- The Head of Student Services / Dean monitors attendance daily, records follow-up and contacts families daily.
- The relevant Principal oversees attendance practice and escalation as shared by the Head of Student Services / Dean.
- The DSL/DDSL is informed where absence may indicate a safeguarding concern.

2.2 Parents / carers and pupils

- Parents/carers notify the school as early as possible when a pupil will be absent and provide the reason.
- Medical evidence should be supplied where available or requested – this can be done via reception or G-EcolePlus.
- Pupils arrive on time, attend all required lessons and follow sign-in/sign-out procedures.
- Families work with the school where attendance or punctuality becomes a concern.

3. Registration, absence and first-day response

- Registers are completed and must reflect the pupil's actual attendance status.
- Where a pupil is absent, the school checks the reason and makes contact with the parent/carer where clarification or confirmation is required.
- Attendance calls are made daily as appropriate. The reason for absence, contact attempts, evidence received and follow-up notes are recorded and updated.
- An unexplained absence remains a concern until the pupil's whereabouts and reason for absence are satisfactorily established.
- Late arrival and early departure are recorded so that the school can account for pupils throughout the day.

4. Authorised and unauthorised absence

The school decides whether an absence is authorised after considering the reason and any supporting information. Authorisation is not automatic simply because a parent has notified the school.

- Authorised absence (O): an absence accepted by the school, for example verified illness, essential medical care or another exceptional reason approved by the school.
- Unauthorised absence (X): an unexplained absence, an absence for which the reason is not accepted, or an absence not approved by the school.
- I = illness without a medical note; M = medical absence with accepted medical evidence.
- C = compassionate leave
- ST = approved School Trip / school-directed activity; SL = Study Leave formally approved by the Principal.

5. Punctuality

Punctuality is part of attendance. Pupils arriving late must follow the school sign-in process and the reason for lateness should be recorded. Repeated lateness is monitored in the same way as absence and may lead to parent contact, a meeting or a support plan.

From time to time late may be due to the fault of the school – where a school transport has not been able to complete the morning routes within the expected time. In such cases a child will not be marked as late when the fault is that of the school transportation.

6. Monitoring and intervention thresholds

Attendance position	GSPC response	Purpose
Above 94%	Routine monitoring	Maintain strong attendance and address emerging patterns.
94% or below	Early-warning flag	Head of Student Services reviews reasons, patterns and support needs; parent contact/meeting may follow.
90% or below	Enhanced review	Targeted support and closer monitoring are expected where a pupil is missing a significant proportion of sessions.
50% or below	Urgent / severe concern	Senior leadership and safeguarding review; intensive support and external advice/referral considered where appropriate.

NOTE: Percentages are used alongside professional judgement. The school considers the context of absence, including medical, SEND, pastoral, family and safeguarding factors, rather than relying on percentage alone.

7. Attendance follow-up flow

1 Register P / A	2 Check Reason	3 Contact Parent	4 Update Code + note	5 Review % + pattern	6 Intervene 94% / 90%	7 Escalate DSL if risk
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8. Safeguarding and children missing education

Attendance is a safeguarding issue. Unexpected, unexplained, repeated or prolonged absence may indicate a welfare or safeguarding concern. Staff must not wait for the attendance percentage to fall before sharing a concern with the DSL/DDSL.

- Where contact cannot be established, information is inconsistent, or the absence is otherwise concerning, the Head of Student Services escalates promptly to the DSL/DDSL.
- The school considers known vulnerabilities, SEND, medical needs, child-on-child concerns, family circumstances and previous safeguarding information when deciding next steps.
- Where a pupil appears to be missing from education or the school cannot establish their whereabouts, senior leaders will take proportionate action in line with safeguarding procedures and relevant Moroccan requirements.

9. Support and escalation

The first response to attendance difficulty is to understand the barrier and agree practical support. Depending on need, this may include a parent meeting, attendance target, pastoral/SEND support, counselling, medical liaison or a written attendance plan. Where support is not effective, not engaged with, or safeguarding risk increases, the matter is escalated to the Principal and/or DSL and external advice or referral is considered as appropriate.

10. GSPC attendance register codes

Code	Meaning	Code	Meaning
P	Present	A	Absent
O	Authorised absence	X	Unauthorised absence
I	Ill - no medical note	M	Medical - note provided
ST	School Trip	SL	Study Leave
L	Late to school	C	Compassionate leave

11. Records, reporting and review

- Attendance records, reasons, evidence, calls and actions are kept accurately and updated through the approved school system, including G-EcolePlus where applicable.
- The Head of Student Services produces attendance updates for leadership and identifies pupils requiring intervention.

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- Patterns are reviewed by year group and pupil, with attention to repeated absence, lateness and vulnerable pupils.
 - The relevant Principal reviews the effectiveness of attendance procedures and this policy at least annually or sooner if guidance or school practice changes.

Reference framework: current British attendance and safeguarding standards and guidance, applied as good-practice references alongside Moroccan law, local requirements and GSPC procedures.

12.Document control and current leadership

Established	Next review	Principal - Secondary	Principal - Primary & EYFS	Owner & CEO
August 2026	July 2027	Hannah Cashel	Jihane El Antri	Hicham Lazrak