Attendance Policy

Effective from: August 2025
Last reviewed: August 2026
Next review due: August 2027

KING'S COLLEGE SCHOOL
PANAMA

Contents

Policy Statement

Scope

Details

1. Expectations
2. Parent Contact Details
3. Daily registration
4. Signing out during the school day
5. Absence – notifying the school
6. Recording of Absence
7. Authorised Absence
8. Unauthorised Absence
9. If a child goes missing during the school day
10. Persistent Absence
11. Lateness
12. Procedures to be followed by Staff when a student is not collected on time

Roles and Responsibilities

Compliance and Monitoring

Appendix 1 - Authorised absence coding
Appendix 2 - Unauthorised absence coding
Appendix 3 - Absence correspondence with parents / guardians
Appendix 4 - Correspondence for concerning absence
Appendix 5 - Correspondence for persistent absence, letter 1
Appendix 6 - Correspondence for persistent absence, letter 2
Appendix 7 - Correspondence for persistent lateness

Policy Statement

At King's College School Panama, we believe that excellent attendance and punctuality are fundamental to academic achievement, wellbeing and personal development. Every school day matters. Regular attendance enables students to make sustained academic progress, develop secure friendships, build confidence and resilience, and benefit fully from the academic, sporting and co-curricular opportunities provided by the School.

We therefore expect all students to strive for 100% attendance and punctuality, with attendance of at least 95% regarded as the expected standard wherever reasonably possible. Parents and guardians are responsible for ensuring that their child attends school regularly and arrives on time each day, in accordance with applicable Panamanian law and the conditions of enrolment at the School. The School works in close partnership with families to secure strong attendance and will intervene where attendance or punctuality falls below expected standards.

The impact of absence becomes increasingly significant as pupils progress through the School. In examination years and the Sixth Form, even relatively small reductions in attendance can result in substantial loss of curriculum time and may materially affect academic outcomes. Attendance in Years 10–13 is therefore monitored particularly closely.

Registers are taken twice daily for all students, at the start of the morning session and at the start of the afternoon session. Admission and attendance registers are official School records and are maintained in accordance with Panamanian law and British Schools Overseas requirements. They are subject to inspection by authorised bodies. The School will follow the procedures set out in this policy where attendance or punctuality falls below expected standards. This policy is published and available to all parents and guardians.

As a British School Overseas, King's College School Panama is required to meet the expectations of the Ministry of Education of Panama (MEDUCA) and the Standards for British Schools Overseas. Attendance data and registers will be made available for inspection by authorised bodies and shared where required in line with regulatory obligations.

Attendance is also a safeguarding priority. Where safeguarding concerns already exist, or where a student's attendance raises concerns about their safety or welfare, the School will act without delay. If a student fails to attend as expected, leaves the site without permission or cannot be located during the school day, the School will contact parents or guardians promptly. Where necessary, and in line with Panamanian safeguarding procedures, the School may involve MEDUCA, SENNIAF or the police to ensure the student's safety.

Scope

This policy applies to all sections of King's College School Panama, including Early Years, Primary and Secondary. It applies to all students on roll, all teaching and support staff, all members of the Senior Leadership Team and all parents or guardians.

The policy covers attendance during the full school day, including morning and afternoon registration sessions, lesson time, enrichment activities delivered within the school day and any supervised off site educational provision.

It applies to attendance on the school premises and to approved educational activities where students are registered as present but are engaged in supervised learning away from the school site.

All members of the school community are expected to comply with this policy.

Details

1. Expectations

- Parents or guardians are responsible for ensuring that their child attends school regularly and arrives on time each day. Regular attendance and punctuality are essential to academic progress, wellbeing and safeguarding.
- The School expects pupils to maintain attendance of at least 95% wherever reasonably possible. Attendance between 90% and 94.9% will normally trigger enhanced monitoring and may lead to early intervention, even where individual absences have been authorised.
- The school day begins at 08:00 and finishes at 15:15. The school site opens at 07:45. Students are expected to arrive in sufficient time to be in their registration room or classroom ready for the start of the school day. All students are expected to attend every timetabled lesson punctually unless an authorised absence has been agreed.

2. Parent Contact Details

- Parents or guardians must ensure that the school holds accurate and up to date contact information at all times. Any change of address, telephone number or emergency contact details must be notified to the school in writing without delay.
- For safeguarding purposes, the school requires at least two named adult contacts for every student. These contacts must be individuals who can assume responsibility for the child in the event of illness, emergency or absence where a parent or guardian is not immediately contactable.
- Where a parent or guardian delegates care of their child to another responsible adult, the school must be informed in advance in writing using the official school form. The notification must clearly state the name of the responsible adult and the duration of the arrangement.

3. Daily Registration

- The school registers students twice daily, at the start of the morning session and at the start of the afternoon session. This ensures accurate monitoring of attendance and supports the school's duty of care.
- The morning register is taken between 08:00 and 08:10. The afternoon register is taken at 13:15. All students must be present in their designated registration room or classroom at these times.
- Registers are completed electronically using iSAMS and are an official record of attendance. Accurate completion of registers is a professional responsibility of staff.
- Registration serves both an educational and safeguarding function. It confirms which students are present on site and enables the school to respond promptly where a student is absent or unaccounted for.

4. Signing out during the school day

- Parents or guardians should make every effort to arrange medical, dental or other appointments outside of school hours. Where this is not possible, parents or guardians must notify the school in advance by emailing kcsp.reception@kings.education and informing the class teacher or form tutor no later than the 09:10 on which the appointment occurs.
- Students may only leave the school site during the school day with prior parental permission and with the authorisation of the school. Before leaving, students must sign out at Reception using the official Signing In and Out system. The record must clearly state the time of departure, destination and reason for leaving, for example illness, medical appointment or approved study leave.

- The signing in and out system forms part of the school's safeguarding procedures and must be completed accurately. Reception staff and Section Leaders will monitor this system regularly to ensure it is functioning effectively and that no student leaves the site without proper authorisation.
- Students in Years 12 and 13 may be granted permission to sign out independently where written parental consent has been provided and the school is satisfied that the student can do so responsibly. This is a privilege, not a right. The school may withdraw this privilege at any time where there are concerns regarding attendance, punctuality, academic progress, conduct or the student's health, safety or welfare.
- All students must sign back in at Reception immediately upon returning to the school site. Failure to follow signing in and out procedures will be treated as a breach of school expectations and may result in further action.

5. Absence - Notifying the School

- **First Day of Absence Notification** - If a student is unable to attend school due to illness or other unavoidable circumstances, parents or guardians must inform the school on the first day of absence before 08:30. Notification should be made by email to kcsp.reception@kings.education and directly to the class teacher or form tutor. Providing timely notification enables the school to fulfil its safeguarding responsibilities and ensure that every student is accounted for.
- **Consecutive Days of Absence** - Where a student is absent for more than one day, parents or guardians must inform the school on each subsequent day of absence unless a fixed return date has already been agreed. This ensures that the school remains assured of the student's welfare and whereabouts. If no notification is received, the absence will be recorded as unexplained and the procedures outlined in this policy will be followed.
- **Extended Absence** - In cases of extended absence due to illness or exceptional circumstances, the school will liaise with parents or guardians to determine appropriate academic support. Where appropriate and in line with the school's Hybrid Learning Policy, access to online provision may be arranged. Extended absence may require medical evidence or formal documentation, particularly where absence exceeds five consecutive school days.
- **Emergency or Exceptional Circumstances** - The school recognises that there may be exceptional circumstances, such as bereavement or significant family events, where attendance may not be appropriate. Parents or guardians should inform the school as soon as possible so that appropriate support can be offered. Each case will be considered individually.
- **Absence During Formal Assessments** - Where a student is absent from a scheduled internal assessment or cycle test, medical evidence may be required in order for the absence to be authorised. In cases of unauthorised absence from formal assessments, the procedures set out in the school's Assessment Policy will apply.

6. Recording of Absence

- All absences are recorded in the school's electronic management system and are classified as either authorised or unauthorised.
- An absence will be recorded as authorised only where the school is satisfied that the reason provided is valid and supported by appropriate evidence where required. Parents or guardians cannot authorise absence; this decision rests solely with the school.
- Where no explanation is received, the absence will initially be recorded as unexplained. If a satisfactory explanation is not provided within 48 hours, the absence will be recorded as unauthorised. An unexplained absence is also a safeguarding concern until the School is satisfied as to the pupil's whereabouts and welfare. Attendance coding must never delay first-day safeguarding action.
- Attendance codes are applied in line with this policy and the appendices. Accurate coding is essential to ensure that registers remain a reliable safeguarding record and a true reflection of attendance patterns.

7. Authorised Absence

Parents or guardians cannot authorise absence. The decision to authorise an absence rests solely with the school. An absence will be recorded as authorised where:

- Approval has been granted in advance by the school
- A satisfactory explanation is provided within 48 hours of the absence and is accepted by the school
- Appropriate supporting evidence is provided where required.

If no explanation is received within 48 hours, the absence will be recorded as unauthorised.

Monitoring and Follow Up

Attendance will be monitored proactively rather than solely in response to persistent absence.

- **95% and above:** Expected attendance standard. Normal monitoring continues.
- **90–94.9%:** Attendance concern. The Class Teacher or Form Tutor will review the pattern of absence, contact parents where appropriate and identify any barriers to attendance.
- **Below 90%:** Persistent absence. Parents will normally be invited to a formal attendance review meeting and an Attendance Support Plan will be agreed.
- **Below 80%:** Serious attendance concern. The case will be escalated to the Head of Section and Head of Pastoral and will be subject to senior review.
- **Below 50%:** Severe absence. The pupil will be treated as a priority for intensive support and safeguarding assessment, with external-agency involvement considered where appropriate.

The School may intervene earlier at any attendance level where there are safeguarding concerns, a rapidly declining pattern, repeated short-term absence, frequent lateness or absence affecting examinations or academic progress.

Extended Illness
In cases of extended absence due to illness, parents or guardians must keep the school informed of the student's health and anticipated return date. Medical evidence may be requested where absence exceeds five consecutive school days. Academic support will be arranged where appropriate in line with the school's Hybrid Learning Policy.
Absence may be authorised for the following reasons, subject to the discretion of the school and, where required, the provision of appropriate evidence:

- Illness, where the school is satisfied that the student is unfit to attend
- Medical or dental appointments that cannot reasonably be arranged outside school hours
- Religious observance in accordance with the family's faith
- Approved educational visits or curriculum related trips
- Study leave granted by the school during examination periods
- Approved work experience placements
- Fixed term exclusion in accordance with the Behaviour Policy
- Family bereavement or other significant compassionate circumstances
- Approved involvement in a public performance or national representation
- Off site examinations approved by the school
- Approved competitive sporting events representing the school or at national level.

Requests for absence for special or exceptional occasions will be considered on an individual basis. Approval is not automatic and will take into account the student's attendance record, academic progress and the potential impact on learning.

The school will authorise absence sparingly. Even where reasons are valid, excessive authorised absence may be treated as a cause for concern and monitored accordingly.

Lateness

A student who arrives after the register has closed but before 09:00 will be recorded as late. Where a satisfactory explanation is provided, the lateness may be authorised. Examples of acceptable reasons may include:

- An accident or significant traffic incident on the journey to school
- A confirmed vehicle breakdown
- A family emergency
- A medical emergency

Frequent lateness, even where individual incidents are authorised, will be monitored. Persistent lateness will be treated as a concern and addressed in line with this policy.

Excessive Authorised Absence

Excessive authorised absence may be as detrimental to a student's progress and wellbeing as unauthorised absence. The school will therefore authorise absence cautiously and only after careful consideration.

Where a student has a pattern of irregular attendance, further requests for absence may be declined even where the reason would ordinarily be considered valid. Attendance patterns will be reviewed holistically and in the best interests of the student's education and welfare.

Approved Educational Activity

Students who are registered off site, dual registered or engaged in supervised educational activity away from the school premises will not be recorded as absent, provided that the activity:

- Is educational in nature
- Has been formally approved by the school
- Is supervised by a responsible adult

In such cases, students will be recorded using the appropriate attendance code to reflect that they are engaged in approved educational activity. Accurate recording ensures that the school maintains a clear record of which students are physically present on site at any given time for safeguarding purposes.

Disputes

Where the school has reasonable grounds to question the authenticity or adequacy of an explanation for absence, the absence will be recorded as unauthorised pending further clarification. The decision to authorise or not authorise an absence rests with the school and will be based on professional judgement and available evidence.

Parents or guardians may request a review of the decision by contacting the Head of Section. Any additional evidence provided will be considered promptly and fairly.

If the matter cannot be resolved through discussion, parents or guardians may refer the issue to the school's formal Complaints Policy and procedure.

All attendance decisions and subsequent correspondence will be recorded to ensure transparency and consistency.

For attendance coding guidance relating to authorised absence, see Appendix 1.

8. Unauthorised Absence

An unauthorised absence is recorded where no explanation has been provided within the required timeframe or where the explanation given is not accepted by the school as valid.

Absence will not be authorised in the following circumstances:

- No explanation is provided by the parent or guardian within 48 hours

- The explanation offered is considered unsatisfactory or inappropriate, for example shopping or remaining at home without valid reason
- Family holidays taken without prior approval or in excess of the period agreed by the school
- Arrival after 09:00 without a satisfactory explanation
- Signing out of school without parental permission or school authorisation
- Requests for special occasions that have been formally declined.

Responding to Unauthorised Absence
The school's first responsibility is to ensure the safety and welfare of every student. Once the morning register has closed, Reception will identify any student recorded as "N" or unexplained and initiate first day absence procedures.

Parents or guardians will be contacted without delay to confirm the student's whereabouts. Where contact cannot be established, further attempts will be made using all available contact details.

Where there are known safeguarding concerns, or where absence gives rise to concern about a student's safety, the matter will be escalated immediately to the Designated Safeguarding Lead. In such cases, the school may contact MEDUCA, SENNIAF or the police in line with safeguarding procedures.

Where a student who normally travels by school bus does not arrive at the collection point, the bus driver or chaperone will notify Reception immediately so that welfare checks can begin.

Parents and guardians may monitor attendance through the iSAMS or IGSP Parent Portal. However, notification via the portal does not replace the requirement to inform the school directly of the reason for absence.

If a parent removes a student from school without authorisation, the Head of School will arrange a meeting with the parent or guardian to investigate the circumstances and determine appropriate next steps.

In cases where there are concerns regarding potential parental abduction or removal from school, including during family law proceedings, parents or guardians must ensure that the school holds copies of any relevant court orders. The school will act in accordance with local law and safeguarding guidance.

Where attendance falls below statutory requirements, the school will comply with all relevant Panamanian regulations in notifying MEDUCA or other appropriate authorities.

For coding relating to unauthorised absence, see Appendix 2.

9. If a Child Goes Missing During the School Day

If a student is unaccounted for at any point during the school day, this will be treated as a safeguarding matter. Immediate action will be taken in accordance with the school's Missing Child Policy.

Staff must notify Reception and the relevant Section Leader without delay. The Designated Safeguarding Lead will be informed immediately and will oversee the response.

A systematic search of the school site will be initiated promptly. Parents or guardians will be contacted as soon as it is established that a student cannot be located. Where necessary, and in line with safeguarding procedures, MEDUCA, SENNIAF or the police will be informed without delay.

All actions taken will be recorded in accordance with safeguarding procedures.

10. Persistent Absence

Under Panamanian law, basic education is compulsory from pre-school through Grade 9. Parents or guardians of children within this age range have a legal duty to ensure regular attendance at the school where their child is enrolled. Failure to ensure regular attendance may constitute a breach of duty under the Organic Law of Education.

For the purposes of this policy, the School adopts recognised British attendance benchmarks. A pupil is considered persistently absent where they miss 10% or more of possible school sessions, equivalent to attendance below 90%. A pupil is considered severely absent where they miss 50% or more of possible sessions.

These thresholds are used by King's as attendance and safeguarding benchmarks and do not replace applicable Panamanian statutory requirements.

The School does not wait until a pupil reaches the persistent absence threshold before intervening. Attendance below 95%, or any concerning pattern of absence, may trigger early support, enhanced monitoring or a formal attendance review.

Where attendance continues to decline, falls significantly below expected standards or concerns remain unresolved, the matter will be escalated in accordance with this policy. This may include referral to MEDUCA or other appropriate authorities where required under Panamanian regulations.

Safeguarding Considerations

Attendance concerns are always considered through a safeguarding lens. Patterns of absence may indicate wider welfare concerns, including neglect, emotional distress, exploitation or other vulnerabilities.

Where safeguarding concerns are identified, they will be managed in accordance with the Safeguarding and Child Protection Policy. Where appropriate, concerns may be shared with MEDUCA, SENNIAF, the police or other relevant authorities in line with Panamanian safeguarding procedures.

Examination Years and Sixth Form

Attendance in Years 10–13 is monitored particularly closely because absence results in direct loss of examination-course teaching and independent study support.

Where attendance falls below 95%, the School may review:

- academic progress;
- predicted and current attainment;
- missed assessments or coursework;
- subject-specific absence;
- punctuality;
- wellbeing or safeguarding concerns; and
- suitability for any privileges associated with Sixth Form independence.

Attendance concerns may lead to an Attendance Support Plan and enhanced academic monitoring.

11. Lateness

Parents or guardians must ensure that students arrive at school in time to be present for registration at 08:00. Punctuality is essential to ensure that students do not miss important instructions, pastoral check ins or learning at the start of the school day.

Students arriving between 08:10 and 09:00 will be recorded as late. All late arrivals must report to Reception and sign in using the official Signing In and Out system.

Where a satisfactory explanation is provided, the lateness may be recorded as authorised. Where no satisfactory explanation is provided, or where arrival is after 09:00, the absence will be recorded as unauthorised for the morning session.

Frequent lateness, even where individual incidents are authorised, will be monitored as it may indicate wider attendance or safeguarding concerns.

Responding to Persistent Lateness
Persistent lateness is defined as punctuality below 90% over a monitoring period, typically a half term or term.

Tutors will monitor patterns of lateness and will contact parents or guardians where lateness occurs for three consecutive days or five days within a half term.

Where punctuality falls below 90%, parents or guardians will be invited to attend a meeting to agree an action plan.

Where punctuality falls below 80%, this will be treated as a serious concern and escalated to the Head of Section. Further intervention will be determined in line with this policy.

For correspondence relating to persistent lateness, see Appendix 6.

12. Procedure to be Followed When a Student Is Not Collected on Time

Parents or guardians must inform the school as soon as possible if they anticipate being late in collecting their child.
If a student is not collected at the end of the school day and no prior notification has been received, the following procedures will apply:

- The student will remain under supervision in a safe and appropriate location
- Reception will attempt to contact the parent or guardian using all available contact numbers
- If contact cannot be made, additional authorised emergency contacts will be called

If a student has not been collected within 30 minutes of the end of the school day and the school has been unable to make contact with a responsible adult, the matter will be escalated to the Designated Safeguarding Lead.

Where there are concerns for the student's welfare or where no responsible adult can be contacted within a reasonable period of time, the school may contact SENNIAF or the police in line with safeguarding procedures.

All actions taken will be recorded.

The school will inform parents/guardians/carers of procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for. This information must also contain any financial implication of such delay.

Roles and Responsibilities

The Head of School has overall responsibility for the implementation, oversight and effectiveness of this policy. The Head of School will ensure that attendance is prioritised across the school and that appropriate systems are in place to monitor and respond to concerns. The Head of School will inform the Regional CEO of any significant challenges relating to the implementation of this policy.

The Regional CEO is responsible for approving updates to this policy in line with Inspired governance procedures.

Heads of Section are responsible for the day to day operational oversight of attendance within their phase. They will monitor attendance data, lead attendance review meetings and ensure that appropriate interventions are implemented.

The Head of Pastoral and the Designated Safeguarding Lead are responsible for ensuring that attendance concerns are considered within a safeguarding framework and that appropriate referrals are made where necessary.

Tutors and class teachers are responsible for:

- Accurate and timely completion of registers
- Monitoring patterns of absence and lateness
- Communicating concerns to parents or guardians in the first instance
- Escalating concerns in line with this policy

Reception staff are responsible for maintaining the integrity of the attendance register, initiating first day absence procedures and ensuring that signing in and out procedures are followed correctly.

Parents and guardians are responsible for ensuring regular attendance, providing timely explanations for absence and complying with this policy.

COMPLIANCE AND MONITORING

This policy is reviewed annually, or sooner if required, in response to changes in legislation, regulatory guidance, safeguarding practice or operational need.

Attendance data is monitored regularly by Section Leaders and reviewed termly by the Senior Leadership Team to evaluate effectiveness and identify trends.

The impact of this policy is evaluated through attendance patterns, safeguarding oversight and compliance with BSO and Panamanian regulatory requirements.

Any significant amendments to this policy must be approved in line with Inspired governance procedures.

Appendix 1 - Authorised absence coding

Attendance is recorded electronically in iSAMS using the School's approved attendance coding framework.

An absence may be recorded as authorised where the School is satisfied that there is a valid reason for absence and, where appropriate, suitable supporting evidence has been provided.

Examples may include:

- illness;
- medical or dental appointments that cannot reasonably be arranged outside School hours;
- religious observance;
- bereavement or significant compassionate circumstances;
- approved educational visits or activities;
- approved sporting representation;
- approved work experience;
- approved study leave or examination-related absence;
- authorised off-site educational provision; and
- other exceptional circumstances approved by the School.

The appropriate iSAMS code will be selected by authorised staff in accordance with the School's current attendance coding framework.

Parents and guardians cannot authorise absence. The decision to authorise an absence rests with the School.

Where there is uncertainty about the correct code, staff should seek guidance from Reception, the relevant Head of Section or another designated attendance lead before completing or amending the register.

Appendix 2 - Unauthorised absence coding

An absence will be recorded as unauthorised where:

- no satisfactory explanation has been provided within the required timeframe;
- the reason given is not accepted by the School;
- a family holiday or other absence has been taken without prior approval;
- a student leaves the School site without appropriate authorisation;
- a request for absence has been declined; or
- the School otherwise determines that the absence should not be authorised.

Where the reason for absence is not yet known, the student will initially be recorded using the appropriate unexplained-absence code in iSAMS.

Unexplained absence must be followed up promptly in accordance with the School's first-day absence and safeguarding procedures. Once the reason for absence has been established, the attendance record will be updated to reflect the appropriate authorised or unauthorised code.

Attendance coding must support, and must never delay, safeguarding action where a student's whereabouts or welfare are uncertain.

The School will maintain and periodically review its operational attendance coding framework to ensure that codes used in iSAMS remain accurate, appropriate and consistent with Panamanian requirements, Inspired Education guidance and recognised British attendance practice.

Appendix 3- Absence correspondence with parents / guardians

- Day 1. Once the morning register has closed, Tutors / Advisors need to select the send parent notifications button, to inform parents / guardians and this automatically sends a note to all parents / guardians whose child(ren) have a "N" on the register.
- Outline the absent reporting guidelines.
- Request parents / guardians to inform school of reason for absence.
- Parents and guardians are reminded that if the school has concerns for a student's safety, we will immediately contact the police and/or child protection services.
- Where there are safeguarding concerns, or concerns for the safety of a pupil, the school will notify the Designated Safeguarding Lead and contact parents or guardians immediately once the absence is noted.
- Day 2 and subsequent days. School will phone parents / guardians / other named contacts to establish whereabouts of the pupil.
- If unable to speak to parents / guardians / named contact – SMS / email parents / guardians asking them to contact school urgently.
- Remind parents / guardians that if there are any concerns for the student's safety then school will call police and / or child protection services.
- The School Designated Safeguarding Lead, Mrs Zoe Pett, will review all unauthorised absences from the second day of absence.

Appendix 4 - Correspondence for concerning absence

This correspondence should normally be sent where a student's attendance falls below 95%, or where there is a concerning pattern of absence even if overall attendance remains above this level.

Dear Parent / Guardian,

I am writing to draw your attention to [Student Name]'s current attendance, which stands at [XX]%.

At King's College School Panama, we expect students to maintain attendance of at least 95% wherever reasonably possible. This is because regular attendance is closely connected to academic progress, continuity of learning, wellbeing and full participation in School life.

At this stage, our concern is to understand the pattern of absence early and to work with you to ensure that [Student Name] is able to attend as regularly as possible.

Please continue to ensure that all absences are reported promptly and that medical or other appointments are arranged outside the School day wherever this can reasonably be achieved.

If there are any circumstances affecting [Student Name]'s attendance that you feel the School should be aware of, please contact [Class Teacher / Form Tutor / Head of Section]. We would be very happy to discuss these with you and consider whether any support may be helpful.

We will continue to monitor attendance over the coming weeks and hope to see a clear improvement towards the School's expected standard.

Yours sincerely,

[Name]
[Role]

Appendix 5 - Correspondence for persistent absence, letter 1

This correspondence should normally be sent where a student's attendance falls below 90%.

Dear Parent / Guardian,

I am writing because [Student Name]'s attendance has now fallen to [XX]%.

At King's College School Panama, attendance below 90% is considered persistent absence. At this level, the amount of missed learning becomes significant and can have a clear impact on academic progress, continuity of learning, wellbeing and engagement with School life.

We are therefore concerned that [Student Name]'s current attendance now requires formal review and support.

We would like to invite you to an attendance review meeting with [Name / Role] on [Date / Time]. The purpose of this meeting is to understand the reasons for the absence, identify any barriers to regular attendance and agree the most appropriate steps to support improvement.

Where appropriate, an Attendance Support Plan will be agreed, setting out clear expectations, actions and a review period.

If there are medical, pastoral, family or other circumstances affecting attendance, please ensure that these are shared with us so that they can be properly considered.

We will continue to monitor [Student Name]'s attendance closely. Where attendance does not improve, or where concerns arise regarding welfare or safeguarding, the matter may be escalated in accordance with the Attendance Policy and Safeguarding and Child Protection Policy.

We very much hope that, working together, we can support [Student Name] in returning to a stronger and more consistent pattern of attendance.

Yours sincerely,

[Name]
[Role]

Appendix 6- Correspondence for persistent absence, letter 2

This correspondence should normally be sent where a student's attendance falls below 80%, or where attendance remains at a seriously concerning level despite previous intervention.

Dear Parent / Guardian,

I am writing because [Student Name]'s attendance has now fallen to [XX]%, which is a serious concern.

At this level, [Student Name] has missed a substantial amount of School and the impact on learning, academic progress and engagement is likely to be significant. The School must also consider whether there are wider pastoral, welfare or safeguarding factors contributing to the pattern of absence.

We have previously raised concerns regarding attendance and sought to work with you to support improvement. As attendance remains significantly below the School's expected standard, the matter now requires senior review.

You are therefore asked to attend a formal attendance review meeting with [Head of Section / Head of Pastoral / other senior leader] on [Date / Time].

The meeting will review the reasons for the continued absence, the support and intervention already provided, the impact on [Student Name]'s education and wellbeing, and the further action now required. Where appropriate, an Attendance Support Plan will be revised or strengthened, with clear expectations, responsibilities and a defined review period.

If there are medical, family, pastoral or other circumstances affecting attendance, it is important that these are shared fully with the School so that they can be properly considered.

We will continue to monitor attendance closely. If attendance does not improve, or if there are concerns regarding [Student Name]'s welfare or safety, the School may take further action in accordance with the Attendance Policy, the Safeguarding and Child Protection Policy, applicable Panamanian requirements and the conditions of enrolment. Where necessary, this may include referral to MEDUCA, SENNIAF or another appropriate authority.

Our priority remains to support [Student Name] in returning to a consistent pattern of attendance and to ensure that they are able to benefit fully from their education at King's.

Yours sincerely,

[Name]
[Role]

Appendix 7 - Correspondence for persistent lateness

This correspondence should normally be sent where a student's punctuality falls below 90%, or where there is a repeated pattern of lateness that is affecting learning or causing wider concern.

Dear Parent / Guardian,

I am writing because [Student Name]'s punctuality has become a concern.

Students are expected to arrive at School in sufficient time to be ready for registration at 08:00. Regular lateness results in missed learning and pastoral time, disrupts a positive start to the school day and, where persistent, can have a cumulative impact on academic progress and engagement.

[Student Name]'s punctuality is currently [XX]%.

We would therefore like to invite you to a punctuality review meeting with [Name / Role] on [Date / Time]. The purpose of the meeting is to understand the reasons for the pattern of lateness, identify any barriers to punctual arrival and agree the steps needed to secure improvement.

Please review the arrangements in place for [Student Name]'s journey to School and ensure that they arrive on site with sufficient time to be in their registration room or classroom before the start of the school day.

If there are particular family, transport, medical or other circumstances contributing to the pattern of lateness, please ensure that these are shared with us so that they can be properly considered.

We will continue to monitor [Student Name]'s punctuality closely. Where there is insufficient improvement, the matter may be escalated in accordance with the Attendance Policy.

We hope that, working together, we can support [Student Name] in establishing a consistently punctual start to each School day.

Yours sincerely,

[Name]
[Role]