



Absenteeism Policy

How do we ensure the safety and well-being of our students and teachers at school? Measures related to school absenteeism

Creation: January 2022
4th Revision: July 2025

1.- PREVENTION PROGRAM SCHOOL ABSENTEEISM

It is the lack of student attendance at the educational center, without a justified reason, and during the period of compulsory schooling.

School absenteeism is an infrequent phenomenon in our school environment, but it is necessary to prevent it and establish a program that defines a process through which responses to the problem can be facilitated in order to guarantee the continuity of compulsory schooling. It is a very complex phenomenon, educational in nature but also social, which can have serious repercussions such as a possible delay in student learning, possible school failure, and dropping out of education, with the serious consequences that this may entail.

It is important to consider that these facts can have implications for the professional future of these children and adolescents, since they may lack fundamental knowledge and the necessary experiences and references to be able to develop an adequate personal, social, and professional life.

Absenteeism is an intentional response of the student who rejects the school system, "the manifestation of a symptom of detachment of groups of young people from a curricular system that they do not perceive as close or useful for them" (Elliot).

Alongside the educational problem, school absenteeism also constitutes a social problem, which may materialize as the consequence of a negative and unstructured social or family context, in which case this phenomenon would only aggravate the child's situation of risk, or as the very origin of situations of risk and social exclusion.

Therefore, we may encounter two possible scenarios: on the one hand, absenteeism by the student's own will, and on the other hand, absenteeism due to the parents' neglect of their inherent responsibilities.

The Department of Education and Youth, the General Directorate of Childhood, Families and Birth of the Community of Madrid, and the Municipal Councils have a Program based on a framework of inter-institutional collaboration.

Objectives

Ensure the regular attendance of all students in their schooling at the school.

Involve and support the families of absentee students.

Coordinate, when necessary, with entities dedicated to child care, unifying intervention criteria.

Legal Framework

The right to education is one of the basic human rights recognized in Article 27 of the Constitution and subsequently developed by the Organic Law regulating the Right to Education. The fundamental regulations in this matter include:

- Spanish Constitution, Article 27, which establishes the right to education for all Spaniards.
- Spanish Constitution 1978.
- Organic Law 8/1985, of July 3, Regulating the Right to Education (LODE).
Organic Law 1/1996, of January 15, on the Legal Protection of Minors, partially amending the Civil Code and the Civil Procedure Act.
- Royal Decree 82/1996, of January 26, approving the Organic Regulations of Infant Education Schools and Primary Education Schools.
- Royal Decree 83/1996, of January 26, approving the Organic Regulations of Secondary Education Institutes.
- Law 4/2023, of March 22, on the Rights, Guarantees, and Comprehensive Protection of Children and Adolescents of the Community of Madrid.
- Law 12/2022, of December 21, on Social Services of the Community of Madrid.
Order 2316/1999, of October 15, of the Minister of Education, regulating the functioning of educational compensation measures.

School Actions for the Prevention of Absenteeism

Attendance is taken every day at the beginning of the day and in high school every hour.

Absences and delays of students and their justification are communicated and recorded in our school platform.

It is the responsibility of the school to decide which reasons are justified and which are not, assessing each case. Only medical absences accompanied by a medical note can be justified.

Unjustified absences in a subject may result in the loss of the right to the quarterly exam.

- **Administration** (first record) checks daily the reason for the absence/delay through a phone call to parents/legal guardians if not previously communicated.
- **Tutors:** Receive daily reasons for absences.
Call families when several unjustified absences occur (from 4 days of unjustified absences in the same month – a medical note is required).
Summon the family via phone call or written communications (second record in PSP).
Later inform the stage coordinator of the call and review absences the following month.
- **Stage Coordinator**
Third summons to the family (third record).
After being informed of the phone call to the family, follow-up is carried out the following month to see if it is necessary to summon from coordination.

Summons:

- When for two consecutive months the student exceeds 25% of unjustified absences (4 school days per month).
- When there are **7 days of unjustified** absences in one month.

Families must be notified of all actions taken and of the opening of the individual school absenteeism report, which will stress that they are breaking the law.

Completion of the Individual School Absenteeism Report

Completed if the student of compulsory school age (6–16 years) has, for two consecutive months, 25% or more unjustified absences in each month.

The Guidance Department intervenes to establish guidelines with the family.

The principal supervises the entire process of opening the Individual School Absenteeism Report ([Anexo 2 Informe Individual](#))

DSL: sends the duly completed report to the Education Department of the Municipal Board of the Moncloa-Aravaca District.

Actions of the School Absenteeism Prevention and Control Program:

1. Consultation of the census.
2. Coordination with the District Board.
3. Family interventions: School absenteeism educators carry out home visits or summons to gather information and inform families of the existing legal consequences.
Home visits / family interviews / interviews with minors / support / summons / telephone follow-ups.
Coordination with other district resources such as Social Services, Tutor Agents, Associations, etc.
4. Meeting with the Head of the Education Department once interventions have been exhausted without positive results, or when the transition from primary to secondary education is not carried out.
5. The case is studied in the School Absenteeism Commission, in which all members of the different related departments are represented: Educational Inspection Service, Educational and Psychopedagogical Guidance Team, Social Services, the Education Department of the Municipal Board, the School Absenteeism educator, principals, tutor agents, and other professionals working with the minor and/or the family.

Measures that may be adopted:

Preparation of reports for:

- Schooling Support Service for changes of educational center.
- Referral to the Juvenile Prosecutor's Office.
- Initiation of sanction proceedings.

Special situations or cases

For minors not enrolled at the beginning of the school year, the instruction of the Ministry of Education of January 27, 2014, must be followed, which states that the school is obliged to send to the District Education Section the Individual Absenteeism Report of those minors who, as of October 31, have not joined classes.

Minors at risk: Social Services must also be notified, preparing a report for those minors in a situation of risk to their health or social conflict.

2.- ANNEXES

ANNEX 1 [Tabla porcentaje absentismo](#)

ANNEX 2 [ANEXO 2 Informe individual de absentismo del centro escolar.pdf](#)

