



Swanbourne House Attendance Policy

Name:	Attendance Policy
Applies to:	Whole School including EYFS
Reference no:	12
Contributors:	Deputy Head Academic and Head
Owner:	Deputy Head Pastoral and Head of Lower School
Approved by:	Stowe Group Governing Body
Date reviewed:	September 2025
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Next review:	September 2026

Introduction

This Attendance Policy sets out the expectations, procedures, and statutory requirements for promoting high levels of attendance and punctuality. Regular attendance is essential to ensure that every pupil has access to the education they are entitled to. This policy reflects the statutory Department for Education guidance 'Working Together to Improve School Attendance' (2024) which became mandatory from September 2025.

Aim

At Swanbourne House School, we are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We fully understand that an admission register must be kept by law and that pupil attendance must be recorded.

Legislation and Guidance

This policy meets the requirements of the statutory guidance Working Together to Improve School Attendance (2024). It is underpinned by the following legislation, which sets out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments (2010, 2011, 2013, 2016)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- School Census Guidance
- Keeping Children Safe in Education (DfE, 2025)
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE)

Parental Duty

Section 7 of the Education Act 1996 places a duty on parents to ensure their child of compulsory school age receives full-time education suitable to their age, ability and aptitude, and to any special educational needs they may have, either by regular attendance at school or otherwise. Section 444 of the same Act states that where a child of compulsory school age, who is registered at a school, fails to attend regularly, the parent is guilty of an offence punishable by law.

Roles and Responsibilities

The Governing Board

The Governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Head to account for the implementation of this policy

The Head/Deputy Head Pastoral

The Head/Deputy Head Pastoral is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Work with pupils, families, and external agencies to remove barriers to attendance

The Deputy Head Pastoral

The Deputy Head Pastoral is the Attendance Officer and is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to school leaders and the Head in SLT and Governors meetings
- Using professional judgement if a child's absence is considered as prolonged
- Working with education welfare officers to tackle persistent absence
- Working with education welfare office and LEA to tackle persistent absence, or to support pupils who, of compulsory school age, who have been recorded as ill for 15 consecutive days for medical reasons – physical or mental health.

Katie Markey and can be contacted via kmarkey@swanbourne.org or on 01296 722 825.

Tutors and/or Class Teachers:

- Promoting the importance of good attendance and punctuality.
- Taking accurate and timely registers. (During morning tutor time, lesson 1, within 15min and the lunch register time)
Flag attendance of their tutees and alert the pastoral leads if there are concerns of low attendance or punctuality
- Support pupils and families to overcome difficulties
- Submitting the information to the school office.

School Office Staff

School office staff will:

- Take calls/emails from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Deputy Head (Pastoral) in order to provide them with more detailed support on attendance
- Follow up on any registrations which are not completed and contact the DSL if the child is not in school and not reported

Parents/Carers

Parents/carers are expected to:

- Make sure their child attends school on time – registration closes at 8.30am
- Call or email the school to report their child's absence before 8.30am on the day of the absence (and each subsequent day of absence) and advise when they are expected to return, if known
- Provide the school with more than one emergency contact number for their child and ensure the data given is up to date
- Ensure that, where possible, appointments for their child are made outside of the school day

School Starting Age

Please note that most children start Reception full-time in September after their fourth birthday, for example, if the child turns 4 in June, they'll usually start school in September that same year. If parents do not think their child is ready to start school in September, they can start later, for example, if the child only turns 4 in August, parents might decide to wait before sending them to school. But they must be in full-time education by the time they reach compulsory school age. They can start part time, part-way through the year in the next school year, in the September after they turn 5.

Children must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If the child's fifth birthday is on one of those dates, then they reach compulsory school age on that date. For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term.

Monitoring & Interventions

- Attendance data will be monitored regularly by Pastoral Leaders and led by the Deputy Head Pastoral
- Pupils with less than 95% attendance will be monitored closely by the Pastoral Team
- Persistent Absence (PA) (10% or more sessions missed) will trigger early intervention
- Severe Absence (SA) (50% or more sessions missed) will be treated as a safeguarding concern, unless there is a clear reason for this absence – medical or sporting event, for example

Legal Interventions

Where support has not improved attendance, and the pupil is of compulsory school age, the following legal interventions may be considered (subject to Local Authority procedures):

- Formal attendance meetings and parenting contracts
- Education Supervision Orders (issued by the local authority through the family court)
- Fixed Penalty Notices – may be issued where a pupil has 10 sessions of unauthorised absence within a 10-school-week period
- Prosecution of parents or carers as a last resort

Communication

- Attendance expectations will be shared with parents annually
- Families will be contacted promptly regarding any concerns

Emergency Contact Information

In line with *Keeping Children Safe in Education* (DfE, 2025), the school will hold details of at least two emergency contacts for each pupil, wherever possible. This is to:

- ensure that the school can always reach a responsible adult in the event of an emergency or welfare concern
- strengthen safeguarding arrangements by providing more than one point of contact if there are concerns about a pupil's safety or wellbeing

Parents and carers are asked to provide two emergency contact numbers on admission. Where only one contact is available, the school will record the reason and continue to encourage parents and carers to provide additional details whenever possible.

Registration Procedures

When there is a request for absence (either regular or one-off) from a parent or guardian, received by a member of staff, this should be sent or forwarded to the Head and/or Head's PA. Once approved this will be sent to the office staff (office@swanbourne.org or absence@swanbourne.org), who will record it on the Out of School function in iSAMS. This will include any requests for regular early departures or late arrivals from school. Form/PTs teachers will then be able to see any data entered in advance when they log on to take the register.

The email notification should only be removed from the inbox once the absence has been noted onto the registers.

All tutors are responsible for Morning Registration, through the Registration Manager on iSAMS. A child should be marked either present (with a departure time / registration code – e.g. E1 for End of School Day 1 (4:30) or absent; the tutor must not leave it blank. If a parent has been in touch to confirm that their child will not be present (due to illness, for example), this should be forwarded to absencemain@swanbourne.org or absencemanor@swanbourne.org the teacher should ONLY enter absent, with no reason. If the child is not present or marked as a known absence in advance (see above), they should be marked absent.

The class teacher must complete a register within 15 min of lesson 1 (or Morning Register at Manor House). This is only a present or absent mark. If a pupil has not been registered at the start of lesson 1 and all areas have been checked by the receptionist (Form room, music or LAMDA lesson, surgery) then a phone call home may happen. If by 9:45am, it is still not possible to establish where the child is, the Deputy Head Pastoral (DSL) or a member of SLT will be informed, who will follow up as a possible safeguarding concern. It may be necessary to invoke the Missing Child Policy.

The receptionist will note any known absences into the afternoon registers.

Afternoon Registration will be taken in the Manor House on iSAMS by Form Teachers or, in the Main House, (on paper) in the Dining Room at lunchtime by the member of staff in charge of that particular sitting (DR1 on the duty rota). Care should be taken to ensure that any child who may be absent from that sitting (for golf, tennis, music lessons, for example), are indeed present in school. As the member of staff on duty cannot follow up any absences, any blanks not already marked on iSAMS will be followed up by the receptionist when the paper information is transferred to iSAMS. However, it is important that the member of staff in charge of DR1 communicates with the receptionist when the register is given back to be inputted onto iSAMS. A member of SLT should be informed if there is an unknown absence. If a child is unaccounted for then the Missing Child Policy would be invoked.

The receptionist will produce a sign-out sheet for use by the member of staff on duty (PR on the duty rota) at Pupil Reception at the end of the day. If a pupil has signed out early from school the receptionist will cross them off on this register before it is taken to pupil reception. The duty team

(PR, followed by ED1 and ED2) will be responsible for ensuring that every child has signed out each day; follow-up phone calls to parents may need to be made by the member of SLT on oversight, if the child is not, for example, boarding, on a trip or late activity

On Saturdays, the registers will be taken on a sign in sheet at Pupil Reception, produced by AK, and signed in by the SLT member on pupil reception. The Gap on duty on Main Reception will transfer the information into iSAMs at 9:00am. As with registers during the week, a child must be marked either present or absent. Once these registers are completed, the duty member of SLT will check. A sign-out sheet will then be produced by the Gap for use at the Pupil Reception at 12:15pm.

Registration Codes

Swanbourne House Exit Code (Entered during Form/Tutor Time)

Reg Code	Presence Reason
E1	End of School Day (children NOT staying beyond 16.30)
P	Yr 3,4,5 children staying for activity or LCA. Yr 6-8 children for prep.
PT	Children staying for prep and tea
AT	Year 3-8 children staying for prep, tea, and activities
PB	Prep/Boarding
AB	Activity/Boarding
MH	Match (Home)
MA	Match (Away)
MB	Match (Boarding)
SB	Saturday Boarding

Statutory Codes (to be entered P1)

/	Present at school morning and/or afternoon
\	Absent from school morning and/or afternoon
J1	Interview for another school
X	Absent (Non-Statutory school age)
I	Illness (I01)
M	Medical / Dental Appointments
V	Educational Visit or Trip
L	Late arrival before the register is closed
S	Study Leave
C2	Adapted timetable (statutory)
C1	Exceptional circumstances - regulated performance or employment outside England – filming a production.
T	Parent travelling for occupational purposes
N	No Reason Yet Provided for Absence
R	Religious observance
E	Suspended/Permanently excluded no alternative provision
Q	Lack of access arrangements
Y1	Transport provided not available
Y2	Widespread disruption to travel
Y3	Part of School premises being closed
Y4	Entire School premises being closed unexpectedly
Y5	Criminal justice detention
Y7	Unable to attend due to unavoidable cause.
Y6	Unable to attend in accordance from the public health guidance
G	Holiday not granted by the school
K	Not at the school site because they are attending educational provision arranged by the local authority (LA)—but not directly by the school.
O	Absence in unknown circumstances
U	Late after register is closed unauthorised
P	Sporting Activity (Approved)
B	Approved educational activity (taster days)
W	Work Experience
D	Dual Registered Attending another School/Setting
Z	Pupil Not Yet on the Role
#	Planned School Closure – Inset, Bank Holiday etc

Appendix A – Contract Agreement Template

ATTENDANCE CONTRACT

An agreement between school and parents

We are going to work together to ensure your child improves their attendance at school with immediate effect.

PUPIL DETAILS	
Name:	DOB: / /
School:	Year Group:
Designated School Contact & contact details:	
Contact number for the parent to inform school if the child is unwell:	

ATTENDANCE	
Last date of school attendance:	
Current attendance % -	
Number of sessions/days missed so far this academic year:	
Number of these absences that have been authorised:	
Number of these absences that have been unauthorised:	

PUNCTUALITY	
Number of sessions your child has been late before registration:	
Number of sessions your child has been late after registration:	
Number of minutes of learning lost:	

FAMILY DETAILS	
Parent/Carer Name:	Parent/Carer Name:
Relationship:	Relationship:
Address:	Address:
Postcode:	Postcode:
Home Phone:	Home Phone:
Mobile:	Mobile:
Email:	Email:
Parental Responsibility? YES / NO	Parental Responsibility? YES / NO

If neither of the named above has parental responsibility, please provide details below:

Parental Responsibility	
Name:	Relationship:
Address:	

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REVIEW	
<p>This contract will be reviewed regularly.</p> <p>If the contract is being adhered to, the school will ensure the child receives recognition of the improvement and will continue to monitor and support.</p> <p>If the contract is not being adhered to, the school will notify the Local Authority, where next steps will be considered, including progression to Legal Interventions.</p>	
	Date
First review	
Second review	

CONTRACT AGREEMENTS		
Consent by parent(s):		
<p>I/we have agreed to this Attendance Contract and will:</p> <ul style="list-style-type: none"> a. work with the school (and Local Authority) as detailed above, to improve my/our child's school attendance, and b. carry out what we have agreed to do. <p>I/we also agree to information being shared with other professionals and agencies as required to help us.</p> <p>I/we understand that if my child has any further unauthorised absences from school, a Notice to Improve, Penalty Notice or prosecution may follow.</p> <p>This agreement may be given as part of the evidence.</p>		
	Signatures	Date
Parents		
Child (where age appropriate)		
On behalf of school/governing body		

