



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
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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' (July 2026).

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* (DfE, July 2026). It is underpinned by the following legislation and guidance, which set out the legal powers and duties relating to 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
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- School Census Guidance
- Working Together to Safeguard Children 2026
- Children Missing Education: Statutory Guidance for Local Authorities and Schools
- Education (Information about Individual Pupils) (England) Regulations 2013, as amended
- 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.

Safeguarding

Regular school attendance is a key safeguarding and protective factor. It enables children and young people to access education, build positive relationships with trusted adults and peers, and remain visible to professionals who can identify, assess and respond to concerns. Unexplained, prolonged, repeated or sudden changes in attendance patterns may be an indicator that a child is experiencing safeguarding or welfare concerns. Attendance concerns must not be considered solely as an attendance or disciplinary matter. Staff must remain professionally curious and alert to the possibility that absence may indicate neglect, abuse, exploitation, mental or physical health needs, family difficulties, or other circumstances affecting a child's safety, welfare or wellbeing. Any safeguarding concerns arising from a pupil's attendance, including concerns relating to children who are known to, or receiving support from, children's social care services, must be reported to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with the school's safeguarding procedures. The school will work with parents/carers and relevant agencies, sharing information appropriately and in accordance with safeguarding and information-sharing requirements, where this is necessary to help, support and protect the child.

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 local authority attendance/education welfare service to tackle persistent absence, or to support pupils of compulsory school age who have been recorded as ill for 15 consecutive days for medical reasons – physical or mental health.

The Deputy Head (Pastoral) 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 by 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

A child becomes of compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August.

Before a child reaches compulsory school age, parents may agree a part-time attendance arrangement with the School. Where a pupil is not required to attend for an agreed session, this will be recorded using code X. Once a pupil reaches compulsory school age, they are expected to attend full time unless an agreed temporary part-time timetable or another authorised arrangement is in place.

Monitoring & Interventions

- Attendance data will be monitored regularly by Pastoral Leaders and led by the Deputy Head Pastoral
- Persistent, severe, prolonged, repeated or unexplained absence, and significant changes in attendance patterns, will be considered as potential indicators of safeguarding or welfare concerns. Staff must exercise professional curiosity and refer concerns promptly to the DSL or deputy in accordance with the Child Protection and Safeguarding Policy.
- The School will use attendance below 95% as an internal early-monitoring indicator. This is not a statutory threshold; it will prompt consideration of the pupil's individual attendance pattern, any barriers to attendance, vulnerability and safeguarding information, and whether supportive contact with the family is appropriate. Concerns may arise at any level of attendance.
- Persistent Absence (PA) (10% or more sessions missed) will trigger early intervention
- Severe Absence (SA) (50% or more sessions missed) will prompt an immediate review of safeguarding and welfare information, alongside consideration of the individual circumstances and evidence supporting the absence.

Legal Interventions

Under Section 444 of the Education Act 1996, a parent may commit an offence if a child of compulsory school age who is a registered pupil at the School fails to attend regularly and the absence is not authorised by the School or otherwise permitted by law. In cases of persistent or serious unauthorised absence, the School may seek advice from or refer the matter to the relevant local authority, which may consider legal action, including prosecution, where appropriate.

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 2026, 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.

The start of lesson 1 register is the statutory morning registration. The class teacher must complete the lesson 1 register within 15 minutes of the start of the lesson (or the Morning Register at Manor House), recording each pupil as present or absent. The morning register will remain open for 15 minutes. Pupils arriving before the register closes will be recorded as late using code **L**. Pupils arriving after the register has closed will be recorded using code **U**, unless another more appropriate attendance or absence code applies.

Where a pupil is recorded absent and the reason is not known when the register closes, the receptionist will enter code **N** (reason for absence not yet established) in iSAMS. They will make prompt checks of relevant locations, including the form room, music or LAMDA lesson and surgery,

and contact parents/carers to establish the pupil's whereabouts and reason for absence. The register will then be amended to the appropriate code as soon as the reason is known.

If a pupil's whereabouts cannot be established by 9.45am, or sooner where circumstances give rise to concern, the matter must be escalated immediately to the DSL or Deputy DSL and an appropriate senior leader as a potential safeguarding concern. The Missing Child Policy will be followed where appropriate.

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

Saturday Registers

On Saturdays a register will be produced by the Head of Boarding based on the pupils who have boarded on Friday night. This register will list what each pupil is doing and be handed to the resident member of staff who comes on duty at 8.00am.

The resident member of staff will sign pupils out at 8.30am and 10.00am from Pupil Reception. Staff running a club on a Saturday morning should take their register via SOCS.

Registration Codes

Swanbourne House Exit Code - entered during Form/Tutor Time (not statutory attendance codes)

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
\	Present at school afternoon
J1	Interview for another school
X	Absent (Non-Statutory school age)
I	Illness (not medical or dental)
M	Medical / Dental Appointments
V	Educational Visit or Trip
L	Late arrival before the register is closed
S	Study Leave
C	Exceptional circumstance
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	Participating in a sporting activity (approved)
B	Approved educational activity
W	Work Experience
D	Dual Registered Attending another school
Z	Pupil Not Yet on the Roll
#	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

REVIEW	
This contract will be reviewed regularly.	
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.	
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.	
	Date
First review	
Second review	

CONTRACT AGREEMENTS		
Consent by parent(s): I/we have agreed to this Attendance Contract and will: 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. I/we also agree to information being shared with other professionals and agencies as required to help us. I/we understand that if my child has any further unauthorised absences from school, a Notice to Improve, Penalty Notice or prosecution may follow. This agreement may be given as part of the evidence.		
	Signatures	Date
Parents		
Child (where age appropriate)		
On behalf of school/governing body		