

New Swannington Primary School



Attendance Policy

Approved by Governors: 03/02/26

Issue Date: 03/02/26

Next Review Date	Actual Review Date	Reviewed By	Changes made to Policy	Date & Minute No.	Chair of Governors Signature
18/03/26	03/02/26	GB	None		
03/02/27					

Aims

It is the aim of this policy to improve attendance for all our children and to set out our expectations for parents and carers. At New Swannington Primary School we recognise the link between attendance, well-being, achievement and behaviour. Children who attend regularly achieve better, feel happier and gain confidence.

In order for children to reach their full potential they must be in school and we expect parents to aim for 100% attendance for their children. We are here to support you on that journey, but we must be very clear in our expectations.

The recognised benchmark for achieving a good academic performance is attendance of above 97% and there is clear evidence to support this. Indeed, results have shown that children with no missed sessions in KS2, 83.9% achieve the expected standards at GCSE level compared to 40.2% of children who were persistently absent.

What we expect as a school

- All children to be in school by 8.45am.
- Absences to be reported on the school absence line on 01530 832656 by 8.45am.
- All children should attend school on the days that school is open.
- Medical/dental appointments should be made out school hours where possible.

Establishing a good routine

- Regular bedtimes so children aren't tired in the morning and are up on time.
- Help your children to get into a regular routine by using an alarm set at the same time every day.
- Ensure that children eat breakfast before they leave the house.
- Help your child to become independent by encouraging them to get everything ready the night before.

How we can help

- Please communicate regularly with school if you are finding things difficult. All our staff, including our Family Support Worker/Attendance Officer (Mrs Aileen Smith), ELSA (Mrs Sam Heathcote), and School Counsellor (Mrs Verna Hill) are here to help and support you.
- Wraparound Care is available for Breakfast Club (7.30am until 8.30am) and After School Club (3.15pm until 5.15pm).

Punctuality

- Children should be in school by 8.45am.
- Children arriving after 8.45am will be given an L code, children arriving after 9.00am will be given a U code which is equivalent to an unauthorised absence.

Collecting your child

- If you are running late, please call the school office by 2.30pm at the latest.
- If you are late collecting your child on a regular basis, then the matter will be referred to our Family Support Worker in the first instance.
- If this continues to be an ongoing concern, we will offer a referral to the Children and Family Wellbeing service who may be able to help with practical advice.

Absence Reporting

- Absences should be reported on the school absence line by 8.45am on 01530 832656.
- Any child who is not in school and the absence has not been reported by parents, all parents will be contacted.
- If we have no response by 9.15am we will record the absence as unauthorised absence and a member of staff will make a home visit in line with our Child Protection Policy.
- Where a child is repeatedly late or absent, parents/carers will be contacted and will be asked to attend a meeting to discuss the reasons for absences with our Attendance Officer.

Illness/Medical Appointments

- If it is necessary to book an appointment in school time, where possible, your child should be in school before the appointment and be returned to school after to minimise the amount of time your child is out of school.
- We may ask for evidence of appointments so if possible please provide appointment letter from the GP/hospital/dentist.
- In addition to the above, if a child is repeatedly absent due to illness, the school may request medical evidence to authorise further absences, this can be an appointment letter, copy of a prescription, GP appointment card etc.

Holidays in Term Time

- Parents have no entitlement to take their child on a holiday during term time. All requests for absence during term time must be made in advance and will be considered on an individual basis.
- In the first instance, parents/carers must email the Headteacher, Judy Ramsell, on office@new-swann.leics.sch.uk with relevant details.
- Parents/carers will be then asked to attend a meeting with our Attendance Officer to discuss the nature of the absence.
- We will then confirm the outcome of this meeting in writing.
- We have an obligation to review all requests and, should the absence still take place, the appropriate action may result in a fine.
- New Swannington Primary School regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non attendances (however short or infrequent) are treated seriously.
- It remains the policy of the school to only sanction nonattendance during term time in exceptional circumstances. If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £160 per parent per child (discounted to £80 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution.