SWANBOURNE HOUSE

THE Stowe GROUP

ATTENDANCE POLICY
Version 1

Contributors: Deputy Head, Operations and Head

Owner: Deputy Head, Pastoral and Head of Lower School

Approved by: Stowe Group Governing Body

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<u>Aim</u>

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 also recognise that punctuality is a positive and commendable aspect of pupil behaviour and teachers/tutors should insist upon good timekeeping.

We fully understand that an admission register must be kept by law and that pupil attendance must be recorded. Aims To comply with The Education (Pupil Registration) Regulations 2006.

<u>Legislation and guidance</u>

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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 2010, 2011, 2013, 2016 amendments)
• The Education (Penalty Notices) (England) (Amendment) Regulations 2013
• School census guidance
• Keeping Children Safe in Education 2024
• Mental health issues affecting a pupil's attendance: guidance for schools

Section 7 of the Education Act 1996 states that "...the parent of every child of compulsory school age shall cause him/her to receive full-time education suitable to his/her age, aptitude and ability and to any special education needs he/she may have, either by regular attendance at school or otherwise..."

Section 444 further states that "... the parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law..."

<u>Roles and responsibilities</u>

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 headteacher 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 (weekly reports sent to Head of Section)
• Monitoring the impact of any implemented attendance strategies

The Deputy Head (Pastoral) responsible for attendance

The Deputy Head (Pastoral) 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

The Deputy Head (Pastoral) responsible for attendance is Katie Markey and can be contacted via
kmarkey@swanbourne.org or on 01296 722 825

Attendance Officers:

The school attendance officers are responsible for:
• Monitoring and analysing attendance data (see section 7)
• Benchmarking attendance data to identify areas of focus for improvement.
• Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Head

• Working with education welfare officers to tackle persistent absence.

The attendance officers are Katie Markey and Matt Phillips and can be contacted via kmarkey@swanbourne.org or on 01296 722 825 and mphillips@swanbourne.org or on 01296 722 821

Tutors and class teachers:

Tutors are responsible for recording attendance each morning, by 8.30am, using the correct codes, and submitting this information to the school office. Lesson 1 and Lesson 5 are compulsory lesson registrations.

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. Transfer calls from parents/carers to the Deputy Head (Pastoral) in order to provide them with more detailed support on attendance.

Parents/carers

Parents/carers are expected to:
• Make sure their child attends school on time – registration end at 8.30am.
• Call 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.
• Provide the school with more than one emergency contact number for their child.
• Ensure that, where possible, appointments for their child are made outside of the school day.

Pupils

Pupils are expected to:
• Attend school every day on time (registration opens between 8.15-8.30am.

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.

Registration procedure

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 the Head's PA. Once approved this will be sent to the office staff (office@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 office@ email inbox once the absence has been noted onto the registers.

All tutors are responsible for Morning Registration, through the Registration Manager in 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 form teacher 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), the teacher should enter that in the register. If the child is not present or marked as a known absence in advance (see above), they should be marked Unauthorised Absence.

• The Receptionist will chase up any Unauthorised Absences marked in the iSAMS registers at 9:00am. The Class teacher is expected to complete a register at the start of lesson 1 to pick up on any misses during tutor time. Once there has been a double check of any lessons where the child may be (form room, music or LAMDA lesson, surgery) this may take the form of a phone call to a parent to check where the child is. 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.

• The Receptionist will write in any known absences into the afternoon registers.
• Afternoon Registration will be taken in the Manor House in 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. Care should be taken to ensure that any children 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 is not able to 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. Lesson 5 teachers need to also complete a register to pick up on any misses at lunch time. As at morning registration, a member of SLT should be informed if there is an unknown absence.

• The Receptionist will produce a sign-out sheet for use by the member of staff on duty at the 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 will be responsible for ensuring that every child has signed out each day; follow-up phone calls to parents may need to be made, 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 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

Reg Code	Presence Reason	Finishing Times
E1	End of School Day (children NOT staying beyond 16.30)	16:30
L	Late arrival – after 8.30am.	
P	Yr 3,4,5 children staying for activity or LCA. Yr 6-8 children for prep.	17:00
PT	Children staying for prep and tea.	17:30 onwards
AT	Year 3-8 children staying for prep, tea, and activities	18:30
PB	Prep/Boarding	Boarding
AB	Activity/Boarding	Boarding
MH	Match (Home)	Match Home
MA	Match (Away)	Match Away
MB	Match (Boarding)	Match Boarding
SB	Saturday Boarding	Saturday Boarding

OTHER CODES

X	**Absent (X01)**	Absent
I	**Illness (I01)**	Absent
M	Medical / Dental Appointments	Absent
V	Educational Visit (parent led/not in school)	Absent
ST	School Trip (present)	Present

New Statutory codes:

J1	Interview for another school	Absent

S	Public Exam	Absent
C2	Adapted timetable	Absent
C	Exceptional circumstances	Absent
T	Parent travelling for occupational purposes	Absent
N	No Reason Yet Provided for Absence	Absent
R	Religious observance	Absent
E	Suspended/Permanently excluded	Absent
Q	Lack of access arrangements	Absent
Y1	Transport provided not available.	Absent
Y2	Widespread disruption to travel	Absent
Y3	School premises being closed	Absent
Y4	Entire school premises being closed	Absent
Y5	Criminal justice detention	Absent
Y6	Unable to attend due to unavoidable cause.	Absent
Y7	Unable to attend in accordance from the public health guidance.	Absent
G	Holiday not granted by the school	Absent
N	Not yet established	Absent
O	Absence in unknown circumstances	Absent
U	Late after register is closed	Absent
-	Unknown-No Reason Given for Absence	Absent

A	Authorised Absence	Absent
H	Family Holiday (Approved)	Absent
P	Sporting Activity (Approved)	Absent
B	Attending other educational activity (taster days)	Absent