

Swan School Policy – Attendance and Punctuality

Aims:	<ul style="list-style-type: none"> ● To ensure that all students attend the Swan School every day in order to achieve more than they ever believed possible. ● For all students to achieve 97% attendance or above ● To work with parents and students to encourage excellent attendance and to establish good patterns of attendance where there are difficulties ● To establish good working relationships with parents/carers so that students value coming to school
Targets/ Outcomes	<ul style="list-style-type: none"> ● All students achieve 97%+ attendance to school ● All absences are evidenced and go through the application process
Definitions	<ul style="list-style-type: none"> ● Attendance refers to the frequency that students attend school. The minimum expectation is that students achieve an attendance percentage of at least 97%. ● Punctuality refers to students arriving at school on time so that they do not miss out on learning. School starts at 9.10am every day.
Roles and Responsibilities:	
Students will:	<ul style="list-style-type: none"> ● Attend school on time, every day and report any concerns to a member of staff ● Speak to reception when late or to give in notes explaining reasons for absence
Parents will:	<ul style="list-style-type: none"> ● Work with the Swan School to encourage excellent attendance and punctuality, avoiding holidays and appointments during term time ● Contact the Swan School to explain absences and any concerns students might have. This should happen no later than 9am. ● Use the relevant parental request forms to request absence, in exceptional circumstances, from school.
All staff will:	<ul style="list-style-type: none"> ● Promote the importance of good attendance and punctuality for educational outcomes ● Expect students to attend the Swan School every day ● Complete registers in the first 10 minutes of every lesson ● Will track absences from lessons and provide work to the student so that they can catch up due to the absence ● Log late to school detentions or late to lesson detentions to uphold a high expectation ● Raise any issues/concerns with Tutors, Head of House and staff responsible for attendance ● Track and monitor attendance over time and provide appropriate support when a students attendance falls below 95%, as directed by the attendance/pastoral teams.
Admin staff will	<ul style="list-style-type: none"> ● Record students who are late and add this to Bromcom and log an automatic lunchtime detention ● Bromcom will then inform parents of detentions ● Contact Parent and Carers if students need to go home and record this in the appropriate place ● Record information from parents/carers who contact the Swan School about a student's attendance ● School administrators to check all registers for lesson 1 and 4 have been taken and to contact parents if students are recorded absent. Check absence line and code any absences ● Provide statistics on attendance for AHT weekly ● Liaise with pastoral support worker about contacting parents when we have attendance concerns.
Tutors will:	<ul style="list-style-type: none"> ● Work to create a cohesive group and a positive ethos and thus encourage students who will want to attend daily ● Monitor % attendance of their tutor group and have conversations with children about absence when directed ● Communicate with staff responsible for attendance so they are fully informed about tutees
Subject Leaders will:	<ul style="list-style-type: none"> ● Ensure staff inform tutors or those responsible for attendance if they notice a pattern in a student's absences ● Monitor classroom practice to ensure that high quality curriculum and teaching and learning encourages students to attend
Heads of House/ Pastoral leaders will:	<ul style="list-style-type: none"> ● Lead and implement the Attendance policy for their House ● Manage the tutor team providing support strategies for tutors and parents ● Monitor the attendance statistics of tutor groups and individuals who have attendance concerns ● Liaise with the AHT to ensure all students are supported to achieve 97%+
Pastoral Support Champions will:	<ul style="list-style-type: none"> ● Alert staff where learning is being affected by poor attendance or punctuality ● Work to coordinate support for students if poor experiences at the school is having an effect on student attendance and punctuality ● Meet with parents who have children with attendance below expectations ● Support the attendance officer daily to chase any unexplained absences ● Liaise with relevant external agencies
SLT will:	<ul style="list-style-type: none"> ● Embed a school culture where excellent attendance and punctuality are the norm and actively promoted. ● Monitor student attendance and discuss attendance regularly as part of SLT meetings. ● Ensure that all staff are aware of how to complete registers and the importance of doing so. ● Recognise the link between attendance and safeguarding, ensuring a joined up approach. ● Assign a member of SLT to take leadership of attendance who will: <ul style="list-style-type: none"> ○ Meet once a week with the pastoral support worker to discuss specific students and appropriate actions ○ Meet the parents of students who are close to or falling below 90% ○ Issue Penalty Notice Warnings and Fines for non-attendance in conjunction with the County Attendance team guidelines (see below) ○ We will complete non attendance referrals to the county attendance team for persistent absences ○ Send out the blanket warning letter for holidays every year.
The County Attendance Team	<p>Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the County Attendance Team at the Local Authority. At the school's request, they may issue a Penalty Notice per parent/carer, per child (currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a</p>

	<p>summons to Court will be issued for each unpaid Penalty Notice for prosecutions in the Magistrates Court. This can result in a criminal record and a fine of up to £2,500, a Community Order, Parenting Order or ultimately a custodial sentence). The legislation is the Education Act 1996 sec. 444(1) and 444(1A).</p> <p>Parents that have previously been issued with Penalty Notices for their children's unauthorised absences, in the event of further unauthorised absences may receive summonses to Court.</p> <p>"If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."</p> <p>Alternatively, parents or children may wish to contact the County Attendance Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01865 323513 attendance@oxfordshire.gov.uk</p>
Other Docs:	Application for Student Absence , Application to Miss Extended Day

Monitoring Date:	Monitored By:	Full Review Due:	Review By: