



A Parents' Guide to  
**Attendance and Punctuality**  
at Swanmore Church of England  
Primary School

# Parents' Guide to Attendance and Punctuality

At Swanmore CE (A) Primary School, we are keen for children to achieve in all areas of their lives and for this to happen we know that children need to be in school and on time.

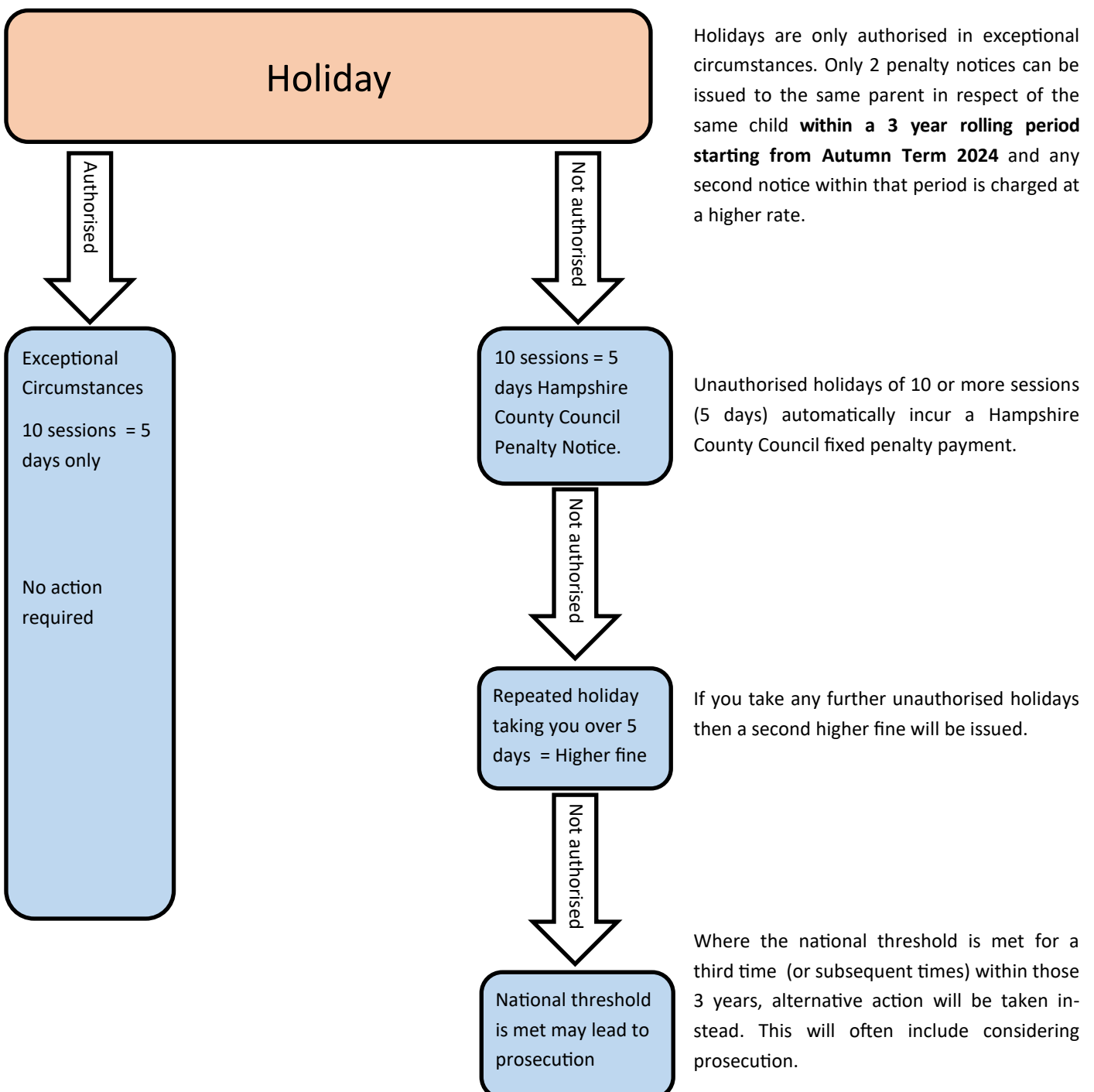
Our whole school target for attendance is 96.5% for academic year 2024/2025.

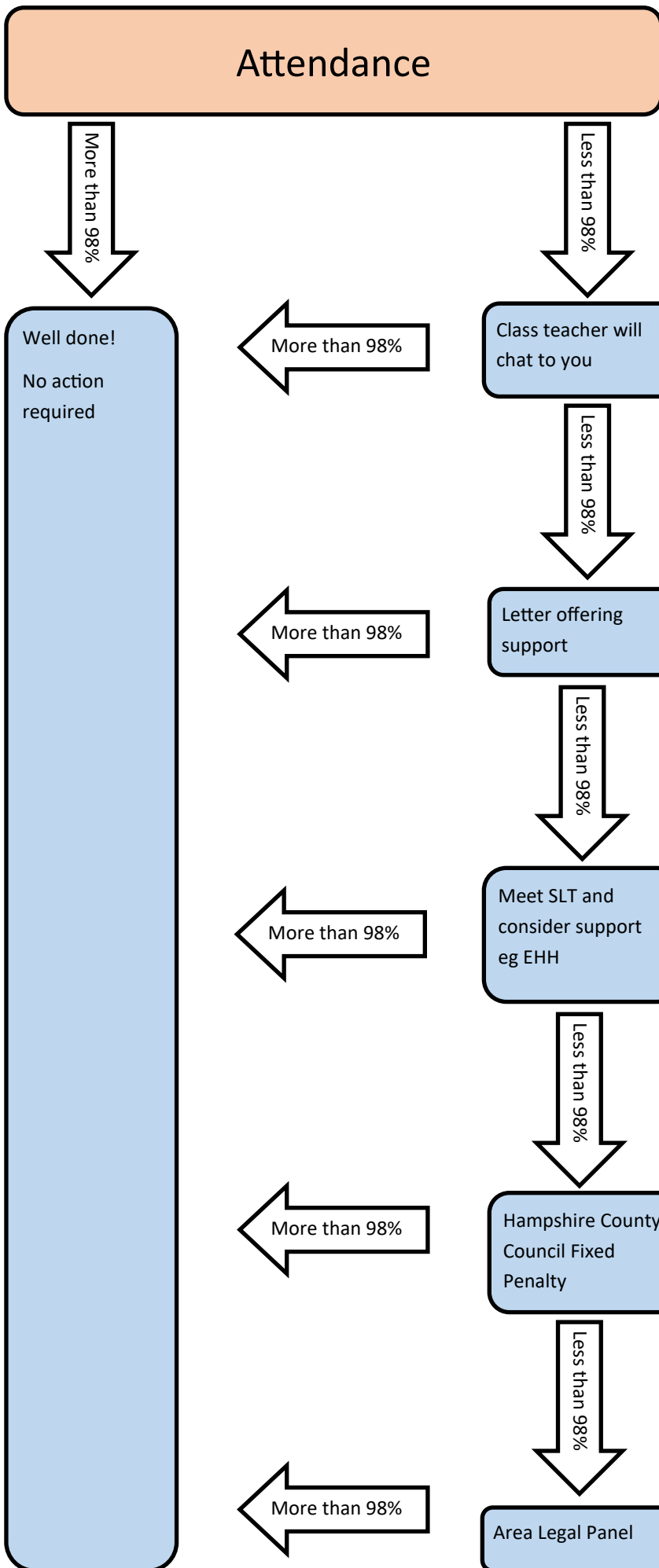
Following advice from Hampshire, we will adopt the following steps in an effort to support those families where attendance and punctuality is an issue.

Parents should be aware that if the school has to enforce a Hampshire fixed penalty notice then the school does not receive the money from these penalties: all monies go to Hampshire County Council. The school has adopted this approach, please refer to the updated Hampshire County Council Code of Conduct 19 August 2024. A copy of this document is available on the school website or from the school office.

Tanya Clay, Attendance and Punctuality Leader

September 2024





When a child is absent and we do not know why, we will phone you to ensure that they are safe. If we do not hear from any of the 3 named family contacts for three consecutive days, we will visit the home to see that the child is safe. Should there not be any contact at that point, we will call the police for their assistance in ensuring the child and family are safe. This is in line with county child protection advice.

When there appears to be a pattern of absence e.g. specific days of the week every week, child's class teacher will speak with you to see if there is anything we can do to support.

If your child's attendance falls below 98% then a letter will be sent home via the class teacher who will also speak with you to see if there is anything we can do to support. (Letter 1 sent)

If attendance stays below 98% then you will be invited into school to meet a member of the senior leadership team. Together we can consider ways in which we can offer support e.g. the support of the Early Help Hub. Early Help Hub is a meeting of different agencies that can offer support to barriers for attendance. (Letter 2 sent)

If support is declined, all further absences will then be classed as unauthorised. When the threshold for unauthorised absence is met (10 sessions or 5 days), a letter stating that a Fixed Penalty Notice will be issued. (Letter 3 sent)

If there is still no improvement in attendance then in accordance with County guidelines the school will send a referral to the Area Legal Panel (ALP) will be made.

We hope that early intervention and positive engagement with families will mean that we don't need to reach these final steps.

Should attendance fall below 90%, this is then classed as 'Persistent Absenteeism' (PA). Should this happen, Hampshire County Council ALG will be involved and further penalties will be issued.

# Punctuality

On time

After 9.05am

Being at school on time is critical to start the school day in the most positive way. Children engage in learning activities from the moment they walk into school and regularly missing these opportunities impacts on progress. If your child arrives at school after the register has been closed at 9:05 they will be recorded as late.

Well done!  
No action required

On time

3 lates = class teacher will chat to you

If a child is late three times then your child's class teacher will speak with you to see if there is anything we can do to support you being on time.

After 9.05am

On time

5 lates = letter and support offer

If your child is late five times then a formal letter of support will be sent home via the class teacher (letter 1 sent).

After 9.05am

On time

10 lates = HCC fine

If support is declined, and your child is late for ten unauthorised sessions then a Hampshire County Council fixed penalty notice will be issued. These sessions do not need to be consecutive.