



## Swanmore C.E. (Aided) Primary School

September 2025

### **Parents' Guide to Attendance**

At Swanmore C.E. (Aided) 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.

Our whole school target for attendance is 96.5% for this academic year.

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

#### **Attendance**

1. When a child is absent and we do not know why, we will phone you to ensure they are safe. Where we do not hear from any of the 3 contacts for families within 48 hours of us calling them in relation to absence, we will visit the home to see 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.
2. When there appears to be a pattern of absence, an adult from your class will speak with you to see if there is anything we can do to support.
3. We will track attendance weekly. Should your child's attendance fall below 98% we will write to you to alert you to this, so that it can be improved. Your teacher will speak with you to see if there is anything school can do to support you.
4. Should this repeat you will be invited into school to meet me, so we can, together, understand what support can be offered and we will offer the support of the Early Help Hub. A meeting of different agencies that can offer support to barriers for attendance. Should this support be declined, all further absences will become unauthorised from that point and if there is no improvement a Fixed Penalty Notice will be issued.
5. If there is still no improvement the school will send a warning letter stating that when the threshold for unauthorised absence is met and a referral to the Area Legal Panel (ALP) will be made.

We hope we will never reach this point, however, should attendance fall below 90%, this is then classed as 'Persistent Absenteeism' (PA). Should this happen, a further penalty notice will be issued.

## **Punctuality**

We will also track lateness. This means that should your child arrive at school after the register has been taken at 9.00am, they will be recorded as late. Where there is a pattern we will look to support families if there are issues.

1. Should your child be late (after 9.05) 3 times, your class teacher will speak with you to see if there is anything school can do to support you being on time
2. Should lateness reach 5 sessions we will write to you, offering support
3. If your child is persistently late (10 registrations) after the register is closed after 9.05am a family will be fined
4. If a child is consistently late before the register closes (before 9.05am) and we have met you to explain; further times will be unauthorised and then 10 sessions late will trigger a Fixed Penalty Notice to be issued

Unauthorised holidays of 10 or more sessions (5 days) automatically incur a Fixed Penalty Notice. Please refer to the updated Code of Conduct issued 19<sup>th</sup> August 2024. This can be found on the school website or from the school office.

We do not wish to issue Fixed Penalty Notices, money from the penalty payments do not come to the school, they go to County.

John Paterson  
Headteacher