



Attendance Policy inc. Late Collection of Children

September 2025

Date of Review September 2026

Reference to parent/carer throughout this document also includes any person who has parental responsibility or who cares for them.

The term 'Persistent Absence (PA)' applies whenever a child's attendance falls below 90%

The school's attendance target is currently 96% and all children below this figure have their attendance specifically monitored and tracked.

Regular school attendance is vitally important and evidence shows that children's educational attainment and subsequent life chances are significantly impacted by poor school attendance.

98% attendance = 4 school days missed
95% attendance = 10 school days missed (2 weeks)
90% attendance = 20 school days missed (4 weeks)
85% attendance = 30 school days missed (6 weeks)
80% attendance = 38 school days missed (8 weeks)

Five minutes late each day = 3 days missed each year

At Swallownest Primary School, we aim to work closely with parents and carers to ensure that all pupils are in school as much as possible and that absence rates are reduced.

Mr Webb, Head of School is the designated lead person for attendance
Mrs Meg Moakes and Mrs Wendy Bray are the members of staff with responsibility for attendance administration.
Ms Alison Hallewell, DSAT Education Welfare Officer, supports school and families to develop good attendance.

All members of staff can be contacted on 0114 287 2484 or at enquiries@swn.dsat.education .

Statement of Expectations

What the school expects of pupils:

- To attend every day, unless in exceptional circumstances
- To arrive on time, appropriately prepared for the day
- To report to the class teacher

What the school expects of parents/carers

- To fulfil their responsibility by ensuring their children attend school regularly and on time
- To ensure that they contact the school on the first day their child is unable to attend before 9:15am.
- To ensure their child arrives on time and is well prepared for the school day (equipment, uniform, completed homework etc.)
- To contact the class teacher or Head of School in confidence whenever any problem occurs that may keep their child away from school
- To inform the school office and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day. Evidence of an appointment must be given to the school office. If no evidence is given then it will be logged as an unauthorised absence.
- Holidays must be taken in school holiday period only and leave in term time will only be granted in exceptional circumstances.

What parents/carers and pupils can expect of the school

- The encouragement and promotion of good attendance
- Regular, efficient and accurate recording of attendance
- First day contact with parents when a pupil fails to attend school without providing prior notification
- Prompt action on any problems notified
- Close liaison with the Early Help Team to assist and support parents and pupils where needed
- Notification to parents/carers of their child's attendance record throughout the school year and annual reports sent home

Attendance Procedures

Registration Procedure

- School gates are unlocked at 8.35am each morning and children can access school from this time.
- Registration begins each morning at 8.40am for KS1/KS2 and 8:45am for FS2, and in the afternoons at 1.00pm for FS2/KS1/KS2.
- Class teachers should insert a mark at 8.50am prompt for every pupil whether it is a present mark or an absent mark. All marks must be made in accordance with computerised registration systems.
- If KS1/KS2 pupils arrive between 8.55am and 9:25 they will receive a 'L' late mark. If they arrive after 9:25am this will be coded as a 'U' an unauthorised late mark.
- If FS2 pupils arrive between 9.00am and 9:30am they will receive a 'L' late mark. If they arrive after 9:30am this will be coded as a 'U' an unauthorised late mark.

Responding to Lateness

- Pupils arriving after morning or afternoon registration report to the school office.
- Classroom staff will only record present or absent marks and all other entries will be done by the staff in the school office.
- 10 or more U codes within a 10 week rolling period could leave parents liable for a fixed penalty notice (fine.)

The School's Response to Attendance Issues

- The school will record all attendance related incoming messages from parents and notify the class teacher
- The school will contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence
- When a child is absent and no contact is made from parents or carers the school will telephone/text each contact number in order. **Please ensure that we have correct contact details.**
- If no contact can be made or in the event of continued absence, members of staff will visit the home address to complete a welfare check. If contact can still not be made, we will contact the police and Social Care as the child is effectively missing.
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified through the Rotherham LA procedures.

Authorised and Unauthorised Absence

All absences will be unauthorised after 2 days without sufficient medical evidence or correspondence that absence from school is absolutely necessary.

If children are still too ill to attend school after 48 hours, we expect that medical advice will have been sought and subsequently evidenced either through a text message appointment notification or appointment card.

Please refer to <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> to check if your child should remain off school or contact the school office for advice. Any absences that contradict this advice may be unauthorised.

Leave of Absence (including holidays in term time)

The law states that parents do not have the right to take their child out of school for term time holidays. The Trust will not authorise holidays in term time, and we will refer any cases of unauthorised holiday absence that meet Local Authority thresholds for the issuing of a Fixed Penalty Notice.

Under new DfE Guidance, Local Authorities will only issue two fixed penalty notices in a rolling 3 year period. Fixed penalty notices are issued per parent, per child for any leave of absence of 5 days or more.

Offence 1 – FPN of £160 per parent/per child This FPN will be reduced to £80 per parent/per child if paid within 21 days.

Offence 2 – FPN of £160 per parent/per child. No reduction.

Offence 3 – LA will consider prosecution through magistrates' court.

If parents do decide to take their child out of school during term time, the school should be notified by the completion of a

leave of absence request form at least 20 days prior to the date of absence. Leave of absence request forms must be collected in person from the school office.

Where a leave of absence request is deemed to be due to very exceptional circumstances, the Head of School will consult with the Trust EWO on a case-by-case basis to ascertain whether the FPN can be waived or an 'authorised absence' code used as per new coding guidance.

Families requesting leave of absence for the purposes of Religious Observance should speak to the Head of School for guidance.

If a child is reported as ill but there is reasonable belief/evidence that the family are on holiday, the school has the right to apply for a Fixed Penalty Notice to be issued. The LA will then assess the validity of the request.

The school's response to attendance issues/following the attendance pathway

The school will identify and monitor pupils whose attendance gives cause for concern.

The Trust target for the academic year 2025-26 is 96%.

Pupils falling below 96% will be deemed to be of concern. The attendance leads in school will review the attendance data, and make initial contact with the parent/carer to express their concerns and offer early support, such as Early Help assessment. At this stage schools may send their first 'light touch' letter and monitor at 3-4 week intervals, sending letters 2 and 3 if there is no improvement. The Trust EWO may also make contact with parents at this stage for an informal discussion.

If attendance continues to fall to below 90%, as defined by the DfE a child will be deemed to be 'Persistently Absent' (PA). Absence at this level is likely to cause considerable damage to a child's educational prospects and the school will need parent/carer's fullest support and co-operation to address this. If not taken up already, Early Help support will be offered again. Parents will be invited to an attendance review panel in school with the Head of School/Attendance Lead and Trust EWO. There will be regular 3-4 weekly reviews of attendance. A Notice to Improve letter may be sent to parents.

If there is no improvement and school-based support has failed to have an impact, the school may decide to follow the Rotherham Attendance Pathway, sending notification of referral to Local Authority and requesting the issue of a Fixed Penalty Notice.

A support plan will be created for the family, and further professional help accessed if not already in place. Regular review meetings will be held in school to monitor progress.

Children whose attendance continues to fall to below 50% are deemed to be Severely Absent (SA) and will need a specific targeted plan. This will be created in liaison with support from the Local Authority Inclusion and Attendance lead.

Parents should be reminded that failure to comply with the above interventions could eventually lead to the issuing of Fixed Penalty Notices, or prosecution in court. The Local Authority will contact parents regarding the issuing of fines or any other legal action.

All absences will be assessed against current DfE guidance;

When a child receives 10 unauthorised absences in any rolling 10 week period, the school must consider the next steps. This could include unauthorised absence (O codes), unauthorised lateness (U codes), unauthorised term time leave (G codes) or a combination of these codes.

Legal sanctions

Offence 1 – FPN of £160 per parent/per child This FPN will be reduced to £80 per parent/per child if paid within 21 days.

Offence 2 – FPN of £160 per parent/per child. No reduction.

Offence 3 – LA will consider prosecution through magistrates' court.

Families who fail to engage with support may be referred to the Local Authority School Attendance Panel, who will review the case and decide on next steps.

Attendance Roles & Responsibilities

The senior member of staff with responsibility for attendance is the Head of School, however the following responsibilities may be delegated:

- Produce and distribute Attendance information for parents/carers

- Set and monitor targets for improving attendance within the school, including improving attendance within the DEP
- Evaluate targets through the senior management of the school
- Support all staff in their work related to attendance
- Collate attendance data for the DfE, LA and Governors
- Identify individual pupils with known punctuality/attendance problems and ensuring these pupils are monitored closely
- Refer pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school
- Liaising with other partner agencies and services towards improving and developing strategies to raise levels of attendance

Class teachers

This is an important role within the school and requires the class teacher to:

- Complete registers accurately and promptly – by 9am and at 1pm.
- Have regular discussions with pupils about the importance of regular attendance and punctuality
- Liaise with SLT and administration staff regarding any queries surrounding absence, e.g. safeguarding concerns, odd reasons etc.

School Administration & Attendance Officer

Is responsible for:

- Contacting parents/carers on the first day of absence when pupils are absent without notification
- Ensuring that we have at least 2 contact numbers for each child held on our School Information Management System
- Communicating the reason for absence to the relevant member of staff
- Completing the statistical returns for the LA & DfE as requested
- Monitor individuals, as well as whole class attendance, in line with the school's procedures
- Identify trends in the attendance of individual pupils and respond appropriately
- Liaising with the Head of School and Early Help, where appropriate
- Inform the Head of School of any concerning issues regarding attendance
- Sending out letters as agreed in the school policy

The Head of School

Is responsible for:

- Overseeing the letters sent to parents and carers
- Arranging meetings with parents and carers where appropriate
- Ensuring that attendance is reported to parents and carers through the End of Year Report.
- Reporting attendance information to the Local School Board/Trust
- Ensuring staff are aware of and meet their responsibilities
- Complete welfare checks if necessary

The DSAT EWO

Is responsible for:

- Making regular visits to the school, and supporting in the monitoring of attendance data.
- Challenging the school in their response to attendance issues.
- Contacting parents of pupils whose attendance is giving cause for concern, to offer support and advice.
- Attending meetings with parents in school
- Supporting families to improve their child's attendance, through advice and the brokering of support from outside agencies.
- Advising the school in the use of legislation and statutory guidance.
- Supporting the school when cases are taken to the Local Authority.
- Complete welfare checks if necessary

Early collection of children

- Children are expected to remain in school for the full day. Where there are exceptional circumstances, a child

needs to be collected early, the school will require evidence of an appointment.

Late collection of a child policy - end of school day or after school activity procedures.

In the first instance, after ten minutes the person in charge should accompany the pupil to the school office, telephone the parent/carer and establish what has happened, the time the pupil is to be collected and name of person collecting the pupil.

If, after twenty minutes, contact has not been made then the Head of School or senior member of staff should telephone the other contact numbers and follow the above procedure. If, at this stage, a named contact is not found then the pupil should be taken to After School Club if possible or supported in a classroom. This will provide a safe and stimulating environment for the pupil and hopefully reduce the stress levels the child may be experiencing.

If by 5.15 p.m. contact has not been established then the Head of School or senior member of staff should contact social care and the police. Telephone numbers of both are displayed in the school and can be found at the end of this policy. The incident will be logged on CPOMS.

The Head of School or senior member of staff will stay with the child until suitable arrangements are in place.

Multi Agency Safeguarding Hub (MASH) Tel. 01709 336080

Non- emergency Police contact Tel. 101

Code	Meaning	Type
/ \	Present at the school / morning \ afternoon	Present Mark
B	Attending any other approved educational activity - Alternative Provision not arranged through the approved framework	Present Mark
C	Authorised Circumstance (see next page for breakdown)	Authorised Absence
D	Dual registered at another school - Attending an Inclusion Centre - Attending Alternative Provision at another school site - Hospital education - Education at a secure / residential site - Off-site direction / managed move	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority - Home Tutoring - Approved Framework for Alternative Provision - Blended Learning	Present Mark
L	Late arrival before the registers have closed	Present Mark
M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

Appendix 1 – Attendance Codes (updated August 2024 – DfE)

Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence