



**Swainswick Primary School**  
Head of School: Jay Hall  
Executive Headteacher: Naomi Boyce  
Chair of the Governors: Jess Price & Paula Malone

At Swainswick Church School, our aim is for all pupils to enjoy learning, achieve success, and reach their full potential. Our Attendance Policy reflects this commitment, emphasising that consistent attendance and punctuality have a positive impact on students' motivation and academic achievement. The full policy can be accessed on our website: [Swainswick Attendance Policy](#)

Any instance of absence or lateness disrupts a child's educational experience, and regular absences can significantly hinder their learning. The Department for Education (DfE) classifies a student as a 'persistent absentee' if they miss 10% or more of school throughout the academic year, regardless of the reason.

We are committed to working as a team with families to fully support pupil's learning. We will always encourage open communication about this. If personal issues are affecting or could potentially affect a child's attendance and their learning, please do reach out to the school. Parents are also able to request attendance records from the school office to better understand their child's attendance data.

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### **What does the school do to support families with attendance issues and address low attendance?**

We are legally obliged to regularly monitor attendance and punctuality each half term to identify any issues.

- If a child's attendance falls below 95%, parents will receive a text alert.

### **Stage 1: If your child's attendance drops below 90% or there is persistent lateness**

1. The school will review attendance and lateness data on a termly basis.
2. If a child's attendance drops below 90%, or there is consistent lateness, the school will send a text message to the family.

3. If the child's attendance and punctuality improves to above 90%, no further action will be taken.

**Stage 2: If attendance or punctuality does not improve after Stage 1**

4. The school will continue to review attendance on a termly basis.
5. If the child's attendance remains below 90% after Stage 1, the school will send a formal letter.
6. The letter will outline the need for an attendance meeting where an action plan will be created to help improve the situation.
7. Parents or carers are required to respond to the letter within 10 school days.

**Stage 3: If the action plan is unsuccessful or there is no response within 10 school days**

8. The school will share the attendance issue, along with all relevant documentation, to the Executive Headteacher.
9. The Executive Headteacher will review the case and, in consultation with the Trust and Local Authority, may refer the matter to the Child Missing Education Officer. At this stage, penalties or legal actions, including prosecution, may be considered (as outlined in section 7 of the attendance policy).



**What can every child expect to help them attend well?**

1. A sense of belonging to their school, with strong relationships with key trusted adults and peers
2. A whole school no blame culture, moving forward together to promote the benefits of good school attendance
3. A teacher who listens, understands, empathises and nurtures
4. A curriculum and unmissable learning that inspires and engages
5. A safe space to share worries and feelings
6. Routines and support that is consistent and reliable for the child
7. Personalised, reasonable adjustments to remove barriers to help with coming into school



**What can every parent/carer expect to help their child attend well?**

1. Leaders and staff who take time to listen and understand the barriers to good school attendance
2. Leaders and staff who seek first to understand and support families to help their child attend well
3. Trust policies and practice that are fair, consistent, and transparent
4. Clear communication with regular reviews about what is working and what is not working
5. Partnership working with external agencies, office staff, support staff, teachers and leaders