

Parent/Carer Supporting your child's attendance Handbook



attendance MATTERS

ACET

Academy Timings

All students should start to arrive on site no later than 8.20am.

Period 1 will commence at 8.30am prompt, so we please ask that you support us and your child's learning by ensuring they arrive to school on time.

If your child arrives between 8.30am and 9am they will receive a late mark if they arrive after 9am they will receive a U code.



Period 1	8.30am	9:30am
Period 2	9:30am	10:30am
BREAKTIME	10:30am	10:55am
Movement Time	10:50am	10:55am
Period 3	10:55am	11:55am
Y8/ Y10/ Tutor		
Y7/ Y9/ Y11 LUNCH	11:55am	12:25pm
Y7/ Y9/ Y11 Tutor		
Y8/ Y10/ LUNCH	12:25pm	12:55pm
Movement Time	12:55pm	1:00pm
Period 4	1:00pm	2:00pm
Period 5	2:00pm	3:00pm

U codes



If a student is late beyond 30 minutes after the close of registers, they will be entered as a U code which will classify their AM morning mark as an absence, so their attendance that day will be 50%

Formal learning will finish for the day at 3.00pm and enrichment and extra-curricular activities will take place from 3:00pm.

Compulsory hours provided = 32.5 Hours

When reporting a child's absence, parents/carers must contact the academy confirming the child's name, year group, reason for absence and the date we should expect your child to return.

To report an absence, you can use the **ClassCharts app** or **Call the academy absence line** (see page 4)

Action following absence:

Where parents/carers have contacted the academy to explain their child's absence the Attendance Team may still make contact regarding the child's wellbeing and possible length of absence.

In the event of long-term absence, the academy will adhere to the following procedure:

DAY 1–5 – the academy will continue to liaise with parents/carers regarding absence. It is likely that on day 3, the attendance team will phone home following on from parental contact explaining absence. This is to enquire about the child's wellbeing and their likely return to the academy.

DAY 6 – following 5 days of absence, and a corresponding weekend, the Attendance Team will complete a home visit to complete a safe and well check.

Where parents/carers have not contacted the academy to explain their child's absence the Attendance Team will make contact regarding the child's wellbeing daily.

This contact will be via a phone call in the first instance. Where the academy has been unable to make contact over the phone a safe and well text message will be sent requesting contact from parents/carers.

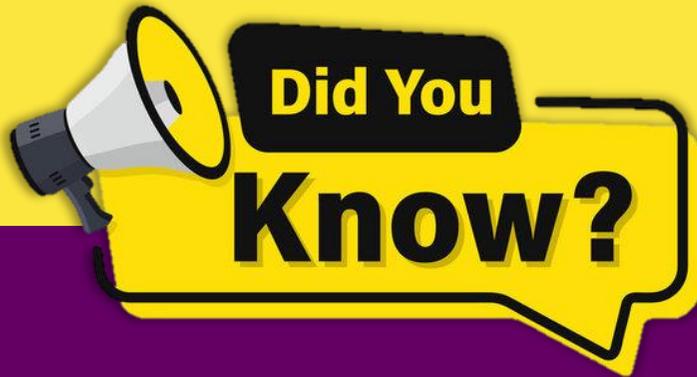
Where no contact has been established with parents and carers, the academy will adhere to the following procedure:

DAY 1 - phone call attempted and, where no contact a safe and well text sent.

DAY 2 - phone call attempted and, where no contact a safe and well text sent.

DAY 3 - phone call attempted and, where no contact a safe and well text sent. If the academy has still not had contact from parents/carers a home visit will be completed to carry out a safe and well check.

Our attendance team will routinely make home visits daily as a core part of their work. This is a very important part of their work to enquire about the wellbeing of students who are unaccounted for and to work with parents/carers to successfully transition the student back to the academy.



If a student has 95% attendance in both Year 10 and 11, they will have **missed 100 lessons**

A GCSE exam board suggests a full GCSE takes **120 hours of classroom delivery to complete**

Roles and Responsibilities

Students

Ensure they attend the academy **every day** on time by 8.20am

Attend **all lessons on time** as per their timetable

Involvement of Parents/Carers

The DFE guidance states that 'where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance of school.'

In line with this guidance the academy expects that all parents/carers will:

Ensure their children attend the academy every day and on time.

Ensure that they contact the academy every day that their child is unable to attend. The academy will not authorise repeated illness without medical evidence (e.g. doctors note, prescription, print screen of NHS app).

Ensure their child arrives on time and is well prepared for the school day [full uniform, equipment, completed homework etc.]

Contact the form tutor, Pastoral Team or the Attendance Team whenever any problem occurs that may keep their child away from the academy.

Inform the Attendance Office and seek authorisation for any forthcoming Leave of Absence requests or appointments (appointments should be arranged outside of the academy day.)

Ensure the continuity of their child's education by **not taking holidays during term time. All holidays will be unauthorised.**

The first point of contact for a student should be their **group tutor**, they also have a pastoral team made up of their **Pastoral Learning Leader** and the **Pastoral Support Manager**. All of these staff will have an overview of the attendance of students within their group and year group

At Swinton Academy, the following are the additional key contacts for parents/carers in relation to attendance.

Attendance Hotline: 01709 570586 OPTION 1

Reception: 01709 570586

Associate Principal: Mrs Chela Wilson

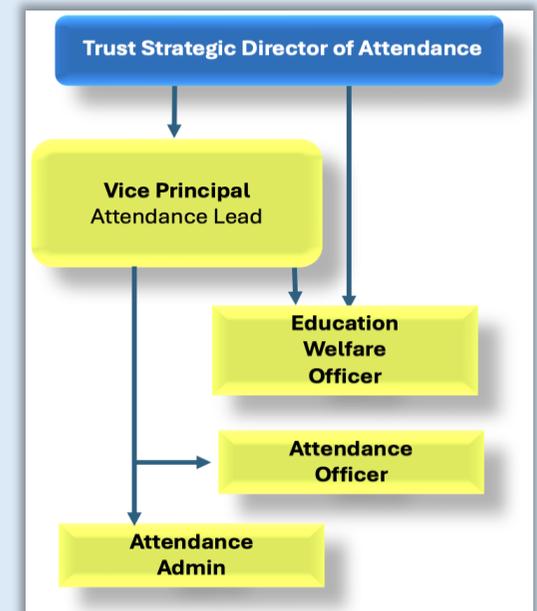
Vice Principal (attendance): Mrs Sarah Beevers

Our attendance team:

Attendance Manager: Mrs Louise Cawkwell

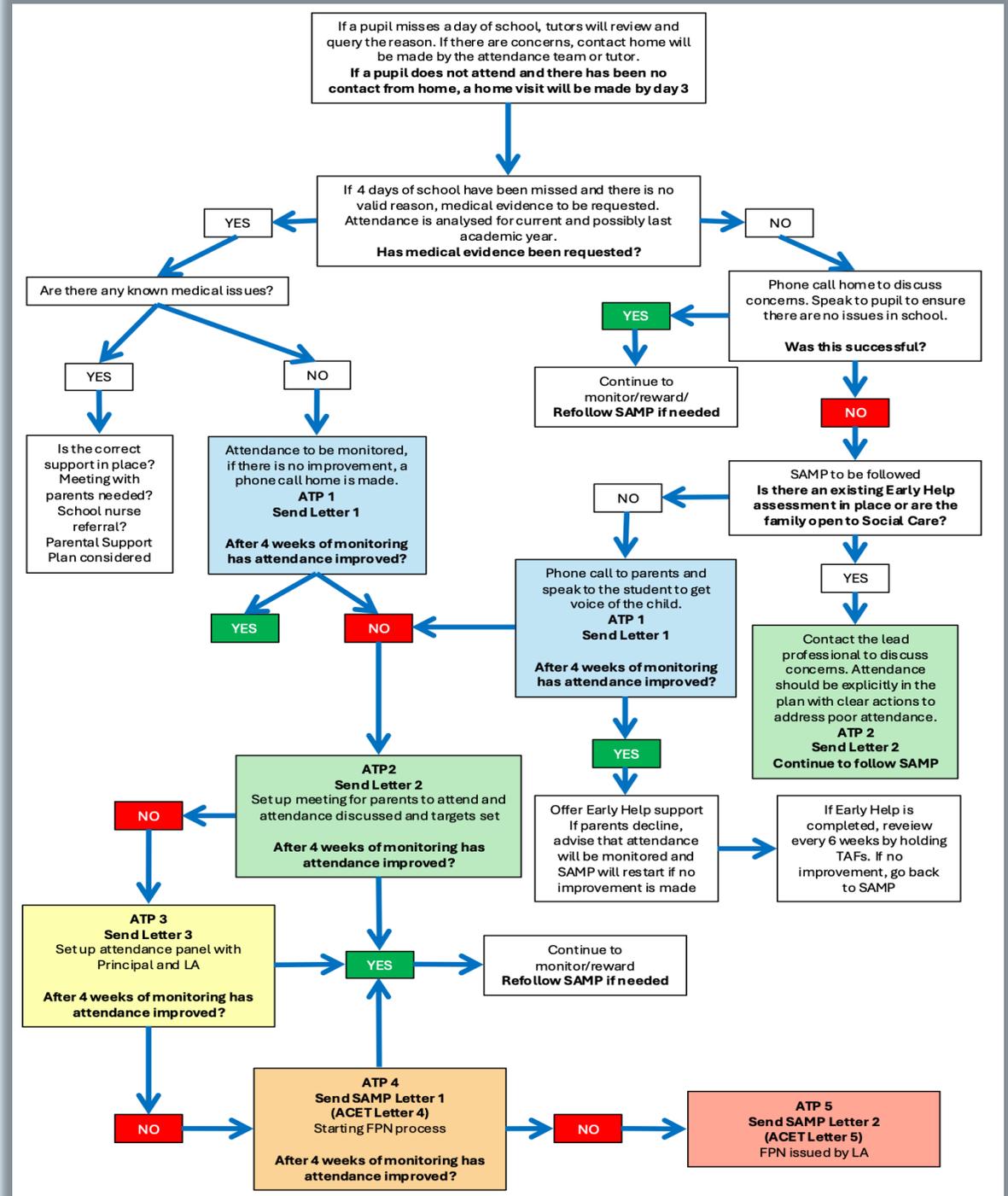
Attendance Officer: Mrs Sally Goddard

Education Welfare Officer: Mrs Rebecca Galloway



ACET Absence Action

The flow chart attached shows how your academy will follow up and support missed attendance. This works in conjunction with local authority guidance on how to take action towards absence. This relates to how parents/carers will be communicated with throughout the process and also how families will be supported by your academy and any outside agencies where required.



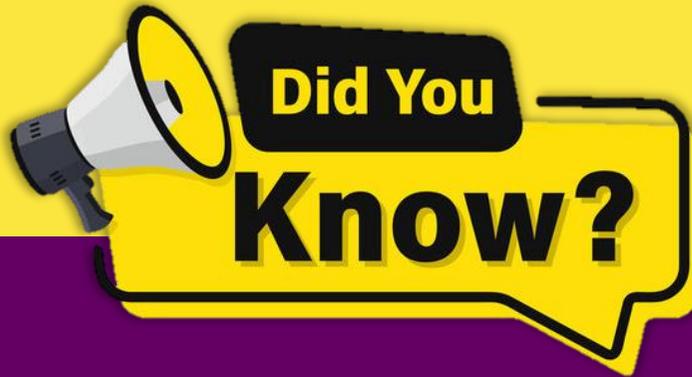
Persistent Absence (PA)

PA is classed as all attendance under 90%

This would be 18+ days of absence from the academy

This equates to a day off every fortnight.

NB: If a student missed 18 days every year of their 5 years with our academy it would equate to 90 days of lost learning.



In a national study,
60% of students that had a day off
in the first week of September were
PA by the end of the academic year.

More time in school =
**MORE TIME
TO LEARN!**

Equates to
4 SCHOOL DAYS
off each year

Equates to
7 SCHOOL DAYS
off each year

Equates to
9 SCHOOL DAYS
off each year

Equates to
11 SCHOOL DAYS
off each year

Equates to
18 SCHOOL DAYS
off each year

Equates to
2 MONTHS
off each year



Attendance Ladder

100%
PERFECTION

98%
IMPRESSIVE

96%
GOOD

95%
NEARLY THERE

94%
NEEDS TO IMPROVE

90%
DANGER ZONE
(Persistently Absent)

80%
DANGER ZONE

50%
SIGNIFICANT CONCERN
(Severely Absent)

On
Track

At
Risk

Off
Track



For every day you are absent from school,
5 HOURS OF LEARNING IS LOST!

At ACET we monitor all absences. Early intervention is a significant factor in limiting student absence and ultimately improving student attendance. As an academy we ensure that rigorous attendance monitoring and family support system works in partnership with our parents/carers in their statutory duty of ensuring their children attend the academy regularly. This system will add an additional layer of support before the Fixed Penalty Notice pathway directed by the Department for Education and the Local Authority.

Our attendance monitoring system implements 5 trigger points of intervention, each will be over a 4 week period, prior to pursuing the Fixed Penalty Notice Pathway. *See table opposite*

With **New National Fine Thresholds** schools and Local Authorities will have to consider a fixed penalty notice if a student misses **10 sessions (5 days) of unauthorised absence in a rolling period of ten school weeks**. However, this is a decision that the academy will take on an individual basis.

Fixed Penalty Notices will only be issued for offences where the Local Authority is willing and able to prosecute and that are agreed at either the Local Authority School Attendance Panel (LASAP) or the FPN panel.

The Local Authority will ensure that the issuing of Fixed Penalty Notices will be closely monitored to ensure that recipients pay the relevant fine. In instances where the penalty is not paid within the appropriate period, the Local Authority will prosecute.

Enforcement action can be one of the following:

A Fixed Penalty Notice is £80 per parent, per child. This increases to £160 if not paid within 21 days. If a Fixed Penalty Notice is not paid, then it will be **referred to the Magistrates Court**. There is no right of appeal once a Fixed Penalty Notice has been issued according to the Code of Conduct.

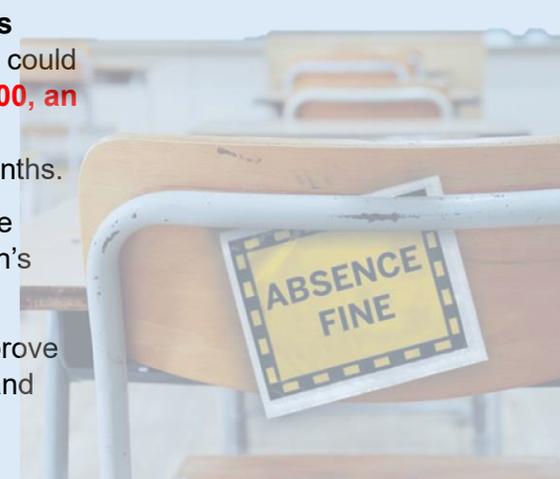
An **Education Supervision Order** is a court order made in the Family Court, which gives the Local Authority a supervisory role over a child's education. When an Education Supervision Order is made, the child's parents are legally required to comply with any directions the court makes under the Education Supervision Order. If parents do not comply with the Education Supervision Order they can be prosecuted.

Trigger points	Parameter met	Action	If successful	If matched	If unsuccessful
ATP 1	6 sessions in a half term	Attendance monitoring for 4-week period Letter 1 – overview sent	Improvement message sent	Continue to monitor at this ATP for a further 4-week period	Move to ATP 2 Letter 2 – meeting invite Attendance meeting with Attendance manager and PSM Targets and strategies agreed
ATP 2	5.5 or more further sessions absence over a 4-week period	Attendance meeting or telephone meeting with Attendance manager and PSM Targets and strategies agreed Monitor for 4 weeks	Improvement message sent	Continue to monitor at this ATP for a further 4-week period	Move to ATP 3 Letter 2 – meeting invite Meeting with Attendance Lead or PLL Formal Attendance Support Plan put in place
ATP 3	5.5 or more further sessions absence over a 4-week period	Meeting with Attendance Lead or PLL Formal Attendance Support Plan put in place Offer of Early Help	Improvement message sent	Continue to monitor at this ATP for a further 4-week period	Move to ATP 4 Letter 3 – attendance panel invite Letter 4 - FPN Meeting with Senior Leader and Governor
ATP 4	5.5 or more further sessions absence over a 4-week period	Formal Attendance Panel with Principal or Senior Leader and Governing Body FPN pathway	Improvement message sent Continue to monitor	Continue to monitor at this ATP for a further 4-week period	Move to ATP 5 Letter 5 - FPN No meeting required Refer to Local Authority
ATP 5	Continued failure to meet parameters of support	Refer to Local Authority	Continue to support within school strategies		Fixed Penalty Notice Education Supervision Order Prosecution

A referral to the Magistrates Court for prosecution. This could result in **a fine of up to £2,500, an order to do unpaid work or imprisonment** of up to 3 months.

In some cases, it may also be necessary to refer to Children's Social Care.

All sanctions are used to improve attendance and punctuality and reduce absence.



The importance of Punctuality

- Good punctuality ensures students attend all classes on time, maximising their learning opportunities and understanding of the material
- It fosters a sense of discipline and responsibility, crucial skills for academic and future professional success
- Being punctual helps students build positive relationships with teachers and peers, promoting a respectful and cooperative learning environment
- It reduces anxiety and stress by allowing students to be fully prepared for lessons and assessments, enhancing their outcomes
- Good punctuality prevents teaching and learning from being disrupted for the teacher and the other students



PUNCTUALITY

Are you regularly late to school?
Do you regularly arrive late to lesson?



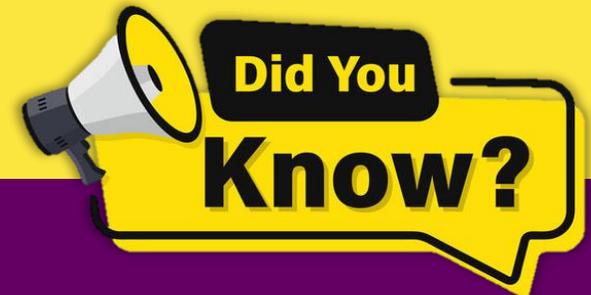
BEING LATE = LOSS OF LEARNING TIME.

5 Minutes Late everyday	10 Minutes Late everyday	15 Minutes Late everyday	20 Minutes Late everyday	30 Minutes Late everyday
= 3 DAYS or 15 LESSONS Lost per school year	= 5 DAYS or 25 LESSONS Lost per school year	= 8 DAYS or 40 LESSONS Lost per school year	= 11 DAYS or 55 LESSONS Lost per school year	= 16 DAYS or 80 LESSONS Lost per school year

Getting to school on time really matters.

Ready, Respectful and Safe

Punctuality in school is crucial as it sets the tone for a student's academic journey, fostering a sense of discipline and responsibility. Arriving on time ensures that students do not miss essential learning opportunities and can fully engage with lessons right from the start. It reflects a student's commitment to their education and helps develop time management skills that are invaluable in their future professional lives. Consistent punctuality also contributes to a respectful learning environment, demonstrating consideration for teachers and classmates, and creating a positive atmosphere that enhances productivity and focus.



**Nationally, if a student is PA in Year 10,
only 1 in 3 are out of PA by Year 11**

Good habits must start early!

Should my child be in school?

RED 'KEEP OFF'	AMBER 'CONSULT GP OR PHARMACY'	GREEN 'ATTEND'
Chickenpox Consult GP or Pharmacy. Return to school 5 days after onset of rash, when spots have crusted over.	Diarrhoea or Vomiting Only take time off when symptoms are persistent. Consult GP if symptoms persist after 48 hours.	Flu Consult GP or Pharmacy. Often confused with common cold. Return to school 5 days after onset of illness.
High temperature Keep off school until temperature goes away.	Measles Consult GP. Return to school 4 days after rash appears.	Mumps Consult GP. Return to school after swelling appears.
Whooping cough Consult GP. Return to school 5 days after start of antibiotics or 21 days after start of illness.	Coronavirus (COVID-19) Check with latest government/NHS guidance. Contact your child's school if they have symptoms.	Ear infection If associated with a high temperature or severe earache, keep off school until high temperature goes away.
Impetigo Consult GP. Return to school when scabs are dry or 48hrs after start of antibiotics.	Scabies Consult with GP. Return to school after first treatment.	Scarlet fever Consult GP. Return to school 24hrs after start of antibiotics.
Shingles Consult GP. Only stay off if rash is weeping and cannot be covered.	Cold sores No need to keep off school.	Conjunctivitis No need to keep off school.
Common colds Continue to attend and practise good hand hygiene.	Hand, foot and mouth disease Consult GP and Pharmacy. Inform school and continue to attend.	Glandular Fever Consult GP or Pharmacy. Inform school and continue to attend.
Headlice and nits No need to keep off from school.	Period Pains Consult GP or Pharmacy. Inform school and continue to attend.	Ringworm See a Pharmacy unless on scalp, of which case, see GP. Children can attend school once treatment has started.
Slapped cheek syndrome No need to keep off from school.	Sore throat No need to keep off from school.	Tonsillitis Consult GP or Pharmacy. Inform school and continue to attend.
Threadworms No need to keep off from school.	Feeling sick No need to keep off from school.	

The importance of sleep

Set a routine

Having a bedtime routine and a set bedtime can help your child to understand what to expect and how they should behave. A routine can begin 30 minutes to two hours before bedtime and can include activities to help wind down. Sticking to a set pattern each night will help your child to settle before bed.

Food and mealtimes

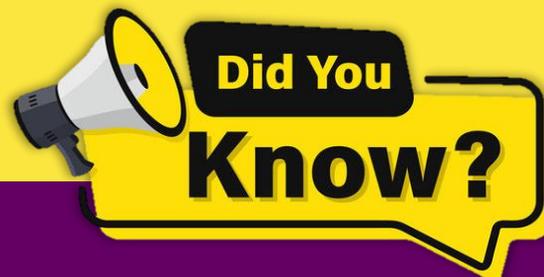
Eating a large meal before bedtime can prevent sleep. Consider the best time to eat your main evening meal; if your child has an early bedtime, ensure that a large meal is not being eaten directly beforehand.

Exercise

Children may have difficulty in falling asleep if they have been inactive throughout the day. Encouraging your child, where possible, to undertake sports and to play outside can help to burn off energy and promote tiredness at the end of the day. Even going for a walk in the fresh air can be helpful.

Technology

The use of electronic devices such as televisions, games consoles, mobile phones and tablet computers, close to bedtime can prevent your child from settling to sleep. This is because they produce light that is good at suppressing natural hormones in the brain that cause sleepiness. Ideally, these devices should not be used in the hours before bed and removed from your child's bedroom to create an environment that your child associates with sleep.

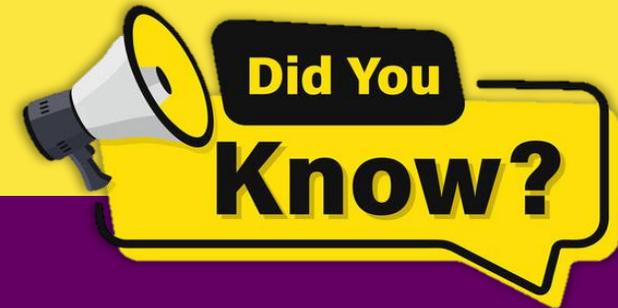
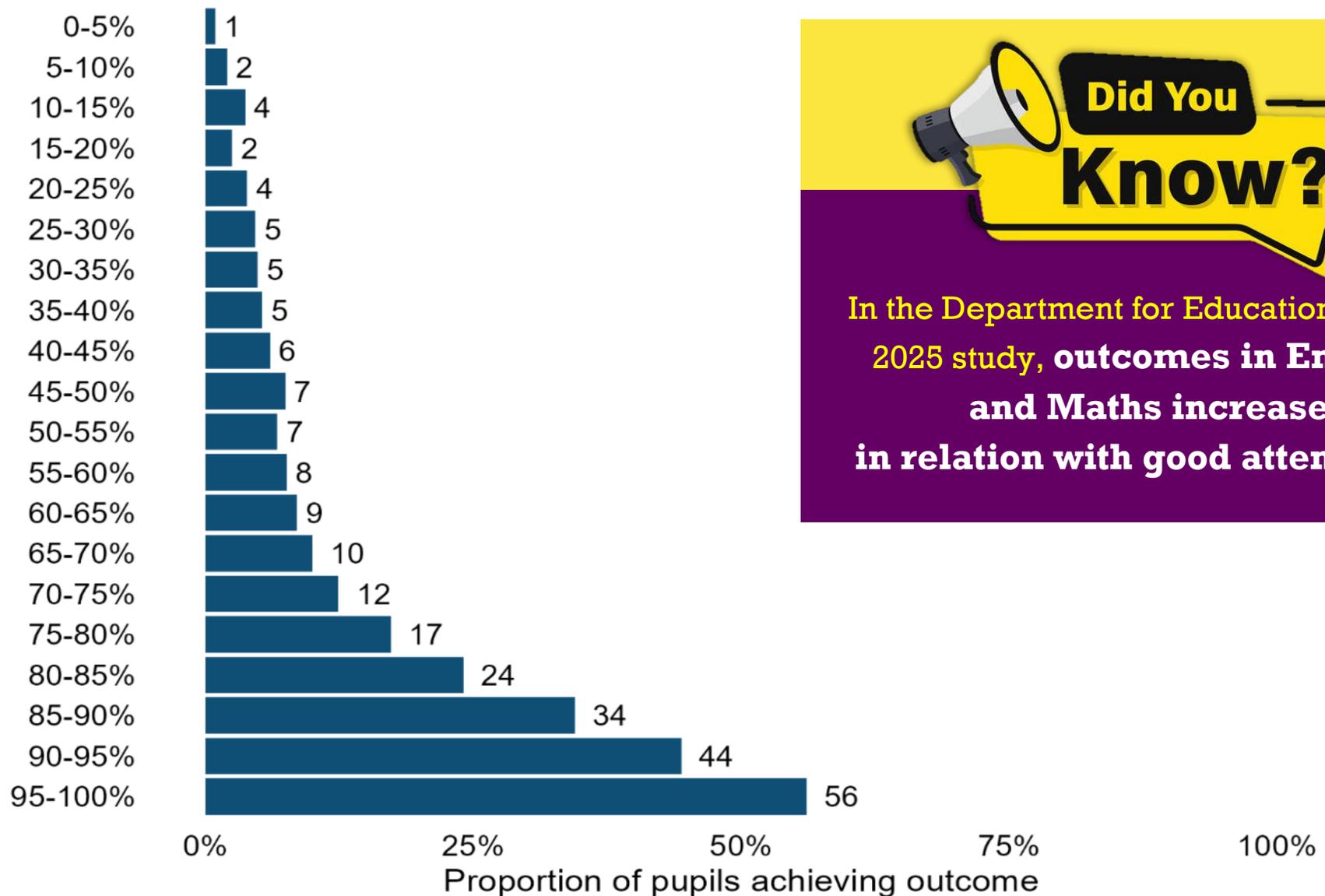


According to the NHS

11 - 16 yr olds should have between 8 to 10 hours of sleep every night.

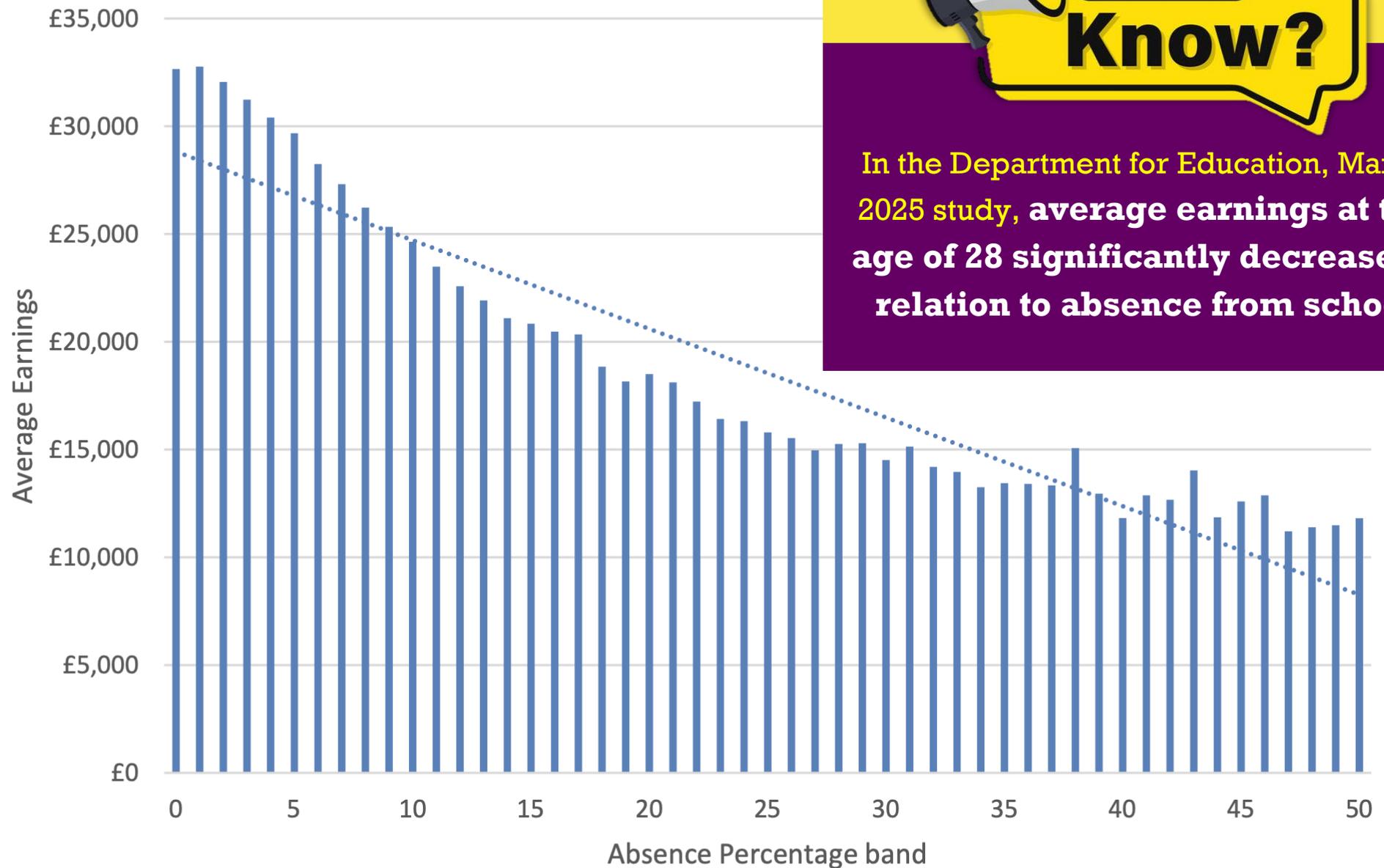
Figure 6 Proportion of pupils in each 5% attendance band for Year 11 achieving Grade 5 or above in English and Maths GCSE at the end of KS4

Attendance band



In the Department for Education, March 2025 study, outcomes in English and Maths increase in relation with good attendance

Average earnings at age 28 by Absence Percentage Band – (2024 prices)



**Did You
Know?**

In the Department for Education, March 2025 study, average earnings at the age of 28 significantly decrease in relation to absence from school