



SWEDISH SCHOOL LONDON

EST. 1907

Attendance Policy

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Policy Reviewed by:	Headteacher
Policy Approved by:	Board of Governors
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Contents

- [1. Aims](#)
- [2. Legislation and guidance](#)
- [3. Roles and responsibilities](#)
- [4. Procedures](#)
 - [Recording attendance](#)
 - [Lateness and punctuality](#)
 - [Authorised and unauthorised absence](#)
 - [Reporting to parents](#)
 - [Following up absence](#)
- [5. Authorised and unauthorised absence](#)
- [6. Strategies for promoting attendance](#)
- [7. Attendance monitoring](#)
- [8. Links with other policies](#)



SWEDISH SCHOOL LONDON

EST. 1907

1. Aims

The Swedish School in London seeks to ensure that all students maximise their potential academically and in terms of personal development. Students, parents/carers and staff share the responsibility for ensuring that attendance is maximised and unauthorised absence is minimised.

Parents/carers are responsible in law for ensuring their child's regular and punctual attendance. Parents/carers should work closely with the school to overcome any issues affecting their child's attendance.

The school aims to recognise the external factors which can influence pupil attendance and will work in partnership with parents/carers and other relevant services to deal with any issues. The school takes a proactive approach to promote good attendance by:

- Defining expectations with students and their parents/carers to promote good attendance and reduce absence. Including persistent absence and acting early to address patterns of absence.
- Providing an effective and efficient system for monitoring attendance following legal requirements.
- Ensuring every pupil has access to the full-time education they are entitled to.
- Acting early to address patterns of absence.

2. Legislation and guidance

This policy meets the requirements of working together to improve school attendance from the Department for Education (DfE). It refers to the statutory requirements set out by:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006.

This policy also meets the statutory requirements for schools in Sweden:

- Chapters 7 and 15 of The Swedish Education Act (2010:800)
- Chapter 4 of The Education Ordinance for Compulsory Schools (2011:185)
- Chapter 12 of The Education Ordinance for Sixth Form (2010:2039)
- Regulations set by The Swedish National Agency for Education and The Swedish Board of Student Finance for resident students at Sixth Form.



SWEDISH SCHOOL LONDON

EST. 1907

3. Roles and responsibilities

The Governing Board

The Governing Board approves any changes to the policy and holds the Headteacher to account for its implementation.

The Headteacher

The Headteacher is responsible for:

- Implementing this policy at the school and holds other staff to account
- Monitoring school-level absence data and giving regular reports to governors
- Supporting staff and mentors with monitoring the attendance of individual pupils
- Making the formal decision of when a student should be reported to local authorities and/or the Swedish Board of Student Finance for Sixth Form students.

The Deputy Headteacher

The Deputy Headteacher is responsible for:

- Implementing this policy at the Sixth Form
- Holding teachers and mentors to account
- Monitoring absence data at Sixth Form on a school level and giving regular reports to the Headteacher
- Supporting staff and mentors with monitoring the attendance of individual pupils
- Making the formal decision of when a student should be reported to local authorities and/or the Swedish Board of Student Finance for Sixth Form students.

The School Administrator in Barnes and at Sixth Form

The School Administrator is responsible for:

Barnes (ages 2-15)	Sixth Form (ages 16-19)
Receiving calls from parents about absence and recording it on SchoolSoft if the guardians cannot register it themselves online.	
Contacting parents of absent pupils when teachers report it to the school office.	
Monitoring attendance data across the school on and at an individual pupil level in the report function on SchoolSoft at the end of each month.	



SWEDISH SCHOOL LONDON

EST. 1907

Producing reports to the Headteacher (Barnes) and Deputy Headteacher (Kew) about students with attendance concerns at the end of each month.

Teachers

Teachers are responsible for:

- Recording attendance in SchoolSoft within 15 minutes of the start of each lesson by using the correct codes.
- In Barnes: Report to the school office if a pupil with school duty is absent without explanation. The school Administrator then contacts the guardians of that child for clarification.

Class Teachers/Mentors

Class teachers/mentors are responsible for:

- Communicating with pupils/students who are absent and their parents/carers with the objective to get absent students back to school again promptly.
- Arranging calls and meetings with pupils/students and guardians of underage pupils to discuss attendance issues.

School nurse

The School nurse is responsible for:

- Together with other members of the Student Welfare Team, to support school management and class teachers/mentors in preventing and acting on wellbeing and/or health issues that can affect pupils'/students' attendance and access to education.
- Inviting pupils/students to individual health talks in Preschool Class and Years 2, 5 and 8 in Barnes. As well as the first-year students in Sixth Form on an annual basis.
- Conduct medical assessments of pupils/students with persistent absence if referred by the senior school management team.

4. Procedures

Recording attendance

Pupils in Barnes must arrive at school in time for the first lesson at 8:50 am each school day and all subsequent lessons. In Sixth Form, students must be on time for all classes on their individual timetables.



SWEDISH SCHOOL LONDON

EST. 1907

Attendance is taken and recorded on SchoolSoft, at the start of each lesson by the teacher. Anyone who is absent or who arrives late for class will be recorded as late on SchoolSoft, using the correct code as shown below:

- Present
- Late to class (including how many minutes pupils were late)
- Unapproved absence
- Attending an approved off-site educational activity or other approved activity

Pupils/students will show up as "Approved leave" or "Absent due to illness" on SchoolSoft at the start of the lesson if their parent/carer has reported them as ill in the system or by calling to the school. Likewise, if the parent/carer has applied for and been granted leave for their child.

Lateness and punctuality

A pupil who arrives late for a lesson will be marked as late by the teacher, including how many minutes they were late. Guardians of underage pupils/students are then automatically notified of the late arrival via an email sent by SchoolSoft.

Authorised and unauthorised absence

Sick absence

Parents/carers are expected to register their child as absent on SchoolSoft on the first day of any unexpected sick absence by 8:45 am. If parents/carers cannot register their child's unexpected sick absence on SchoolSoft, they must email or phone the school by 8:45 am. All staff can access the list of absent students at all times on SchoolSoft.

Barnes (ages 2-15)	Sixth Form (ages 16-19)
Email: office@swedishschool.org.uk School Office: +44 (0)20 8741 1751	Email: gymnasiet@swedishschool.org.uk School Admin: +44 (0)7377 054501

Children, pupils' and students' attendance is registered on SchoolSoft within 15 minutes of the start of each lesson and guardians are automatically notified by email about any unapproved absences through a message on SchoolSoft.

If the student continues to be absent from school, the parent/carer should continue to report their child's absence every day, up to a maximum of five school days. After this point, the school will need a sick note from their GP or equivalent.



SWEDISH SCHOOL LONDON

EST. 1907

Sixth form 18 years and older

Students in Sixth Form aged 18 or older can report their own sick absences on SchoolSoft or by contacting the school.

Sixth form: Missing student during the normal School day

- If any member of staff is notified of a student suspected to have gone missing, mentors or another member of staff will immediately take the following actions:
 - Check the attendance on SchoolSoft
 - Speak to other pupils to see if they have any helpful information
- If the mentor can't locate the student's whereabouts, the Deputy Head Teacher is notified who will then contact the host parents and parents / guardians.
- The Head Teacher is informed about the missing student.
- If the student's whereabouts are still unknown the Deputy Head or a member of the staff will contact the Police who will take over the search.

A written record will be made as soon as possible of the incident; it will include details of all action taken by staff and be placed in the safeguarding binder in the School Office..



SWEDISH SCHOOL LONDON

EST. 1907

Unexpected or unplanned absence whilst at school

Barnes

If a pupil feels ill, they should talk to the teacher in charge of the lesson. They are then to report to the School Nurse, who will evaluate the pupil's health. If the pupil needs to return home, the School Nurse will call the parents to notify them. If the School Nurse isn't available, the pupil should come to the School Office, which will assess the child and speak to their parent/carer.

The school expects parents of children and pupils from Preschool to Year 5 to come to school to pick up their children from the School Office. Younger children can also wait with their teacher until their parent or carer arrives. Pupils in Year 6 and older are allowed to go home independently after a staff member has spoken to their parent or carer.

Children or pupils who must leave school due to illness must follow the protocol above and stay at the School Office until their parents/carers come.

Sixth Form

If a student feels ill, they should talk to the teacher in charge of the lesson. The student should then contact their parent, who will report them as sick on SchoolSoft for any remaining classes that day. If they cannot do this, parents should email their mentor and gymnasiet@swedishschool.org.uk. The student is, after that, allowed to go home on their own.

Medical or dental appointment

The school actively encourages parents/carers to book any medical or dental appointments outside of lessons. Where this is not possible, the pupil should be out of school for the minimum necessary time.

Attending a medical or dental appointment will be counted as authorised if the parent/carer notifies the school in advance.

In cases where the pupil has a pattern of similar absences, the school is entitled to ask for a doctor's note, appointment card or equivalent. If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of the decision. However, the school will not ask for medical evidence unnecessarily.



SWEDISH SCHOOL LONDON

EST. 1907

Leave request during term time

School attendance is mandatory from age 5 to 18 in the United Kingdom. Parents/carers are requested not to arrange family holidays during term time. However, the school may consider leave requests for the following reasons (or of a similar nature):

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong.
- Open days, admittance tests or interviews at potential future schools or higher educational establishments.
- Study leaves or flexi-schooling requests in line with UK regulations
- Test for driving licence
- Funeral or severe illness of close relatives
- Get a new passport

Any requests for leave of absence must be made in advance by registering the request on SchoolSoft a minimum of 14 days before the period of absence. The exception is any emergencies that aren't possible to plan for. No absences of this nature will be authorised in retrospect.

The school considers each application for term-time absence individually, taking into account the specific facts (including the pupil's record of attendance, academic performance, whether or not there are any tests planned on the days in question, etc.), circumstances and relevant context behind the request.

The mentor can approve up to 3 days per school year after a leave of absence is granted at the Headteacher's discretion.

5. Strategies for promoting attendance

Communication

When new pupils or students start at the school, they and their parents/carers receive information about the expectations and procedures for attendance at the Swedish School in London. The importance of this is reinforced, and the message is repeated regularly by the Headteacher and class teachers/mentors, parents' meetings, newsletters and other communication channels throughout the school year.

A well-established attendance routine is followed at the start of each lesson, with a follow-up of unexpected absences. This communicates to all pupils the school's ethos, which is that everyone is expected to attend and also that any absent pupils are being missed by their teachers and peers. This positive reinforcement encourages and motivates the pupils to engage fully in school life.

The Students' Council is regularly consulted and involved in developing attendance policy and practice and other school matters where their input is relevant. Through this



SWEDISH SCHOOL LONDON

EST. 1907

collaboration, the students develop a sense of belonging and contributing to high attendance levels.

In Barnes, the Headteacher meets monthly with the Parents' Council, consisting of parent representatives from each year group. In these meetings, the Headteacher can ensure that parents fully understand the importance of school attendance and their responsibilities to ensure that their children are not unnecessarily absent from school. It is also a forum for parents to engage and provide feedback and ideas.

Persistent Absenteeism (PA)

A pupil/student becomes a “persistent absentee” when they miss 10% or more schooling across the school year for whatever reason. Any case that is seen to have reached the PA mark or is at risk of moving towards that level is given priority, and the pupil's/student's Class Teacher or Mentor will inform parents/carers.

Severe Absenteeism (SA)

A pupil/student becomes a “severe absentee” when they miss 50% or more schooling across the school year for whatever reason. Any case that is seen to have reached the SA mark or is at risk of moving towards that level is given high priority, and the Headteacher and Student Welfare Team is directly involved to provide support together with the mentor.

The school will also do a referral to the Single Point of Access and local authority in these instances. In these instances, the school will agree on a joint approach with the pupil/students, parents/carers, and local authorities.

Reducing Persistent (PA) and Severe Absenteeism (SA)

Pupils or students with persistent absenteeism are tracked and monitored carefully, and we also combine this with academic mentoring, where absence affects attainment.

As outlined in section 4, parents are contacted automatically in all cases of absence by an email from SchoolSoft as soon as the teacher finishes the attendance register.

Lateness and absence are looked at monthly. Where any pupil we expect to attend school does not attend or stops attending, the school will:

- Follow up on their absence with their guardians to ascertain the reason by asking the guardian to meet with school staff. In Sixth Form, the mentor will meet the student before notifying their legal guardians.
- If required, the school's Student Welfare Team will be notified, and actions taken might involve a medical inquiry by the Student nurse or other interventions to get the pupil/student back to school. In these cases, the Student Welfare Team supports the pupil/student, parent/carer and mentors.



SWEDISH SCHOOL LONDON

EST. 1907

- Depending on the reason for the persistent absence, the pupil/student and parents could be referred to the Local Authority's Education Welfare Officer (EWO) and, if relevant, the Swedish authorities.

Absence is also reported at the end of each term on the grade transcripts for all year groups that receive grades (year 6 and older). The absence overview is also instantly available to the guardians on SchoolSoft via their log-ins.

Sixth Form only

A guest student with persistent absenteeism where there has been no improvement despite interventions might be sent home to their parents/carers in the worst instance. The decision is made at the Deputy Headteacher's discretion. It will only be made if:

- The school cannot reasonably guarantee the student's wellbeing and/or safety or that of surrounding people.
- We cannot reasonably ask the student's Host Family to take responsibility for the student while under their care.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Missing Children Policy