



ParkviewEducation
Shaping Minds. Building Futures

Parkview Academy: Attendance Policy



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Attendance Policy

Our vision is to forge strong, positive connections with students so they can achieve independence, build confidence, and gain academic knowledge.

Policy Owner
Headteacher / Teacher in Charge

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1. Introduction

We expect all children on roll to attend every day, when the school is in session, if they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

We will maintain a whole school culture that promotes the benefits of high attendance. This includes setting high expectations for attendance and punctuality.

We will work collaboratively with local authorities and other partners to address persistent or severe absence. This includes sharing information and working together to provide support for students and families. We will also be particularly mindful of students who are absent from school due to mental or physical ill health, SEND and will provide additional support.

Under the school attendance (Student Registration) (England) Regulations 2024 the Teacher in Charge is responsible for making sure the school keeps an attendance register that records which students are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2. Definition

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school have received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. The school will not routinely request medical evidence for illness absences unless there is reasonable doubt.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3. If a Child is Absent

When a child is absent unexpectedly, the school will record the absence in the register, staff endeavour to contact a parent or guardian within the first hour of absence. Priority is placed on the school to call on the first day of absence. A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

If there is any doubt about the whereabouts of a child, the attendance officer should take immediate action by notifying the Teacher in Charge. The Teacher in Charge will then attempt to contact the parent or guardian to check on the safety of the child. If no satisfactory contact is made or the reason for absence is not satisfactory or is unexplained, the Teacher in Charge/Attendance Officer will inform the local authority.

4. Requests for Leave of Absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are exceptional circumstances where a parent may legitimately request leave of absence for a child.

We expect parents to contact the school at least a week in advance; authorisation is at the discretion of the Teacher in Charge.

Parents do not have the right to withdraw their children from school for an annual holiday. All holidays are recorded as unauthorised absences and may result in a penalty notice being issued by the local authority. Leave of absence will only be granted in exceptional circumstances and must be requested in advance by a parent/carer the student normally lives with.

5. Long-term Absence

When children have an illness that means they will be away from school for over five days, the school will do all it



can to send material home, so that they can keep up with their schoolwork.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school may consider providing outreach, so that arrangements can be made for the child to be given some tuition outside school.

The school will make a sickness return to the local authority if a student is recorded as absent using the code I (illness) and there are reasonable grounds to believe the student will miss 15 days consecutively or cumulatively.

If there is a concern about a child's absence the record of attendance for this child will be closely monitored and shared with local authorities and other partners to address attendance issues.

6. Repeated Unauthorised Absence

The school will contact the parent or guardian of any child who has an unauthorised absence.

If a child has a repeated number of unauthorised absences, the school may offer support in the form of a home visit after 10 days to discuss attendance and draw up a plan. At this point, we will also inform the inclusion advisor within the Local Authority. Where appropriate, we may recommend seeking support from external services.

If, within 6 weeks, no improvement has been seen or there has been a lack of engagement, the school will make a referral to PIAS (PRU, Inclusion and Attendance Service) and initiate an annual review, inviting all stakeholders to review the placement.

Each case will be reviewed and actioned depending on the circumstances of individuals.

The school will ensure the LA are kept informed throughout the process. The LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis which may include issuing a penalty notice.

7. Monitoring and Review

It is the responsibility of the Teacher in Charge to monitor overall attendance. The Teacher in Charge also has the responsibility for this policy and for seeing that it is carried out. The SMT will examine closely the information provided to them and seek to ensure that the school attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three (3) years.