Park View Primary School
Attendance Policy

The Keep Learning Trust

Creating Chances and Choices

Date of review:	September 2026
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Section 1: Introduction and Vision

At Park View Primary School, we believe that regular school attendance is key to enable students to achieve their full potential enabling them to be ready for the next steps of their education or training opportunities available to them. Our students will become confident, independent and competent learners, who are able to make a positive contribution to their education and maximise their aspirations and overall learning.

Students' excellent behaviour and attendance contributes to an extremely positive ethos and makes a positive contribution to their community. A safe and secure environment whereby all students can contribute to each other's learning in a climate of mutual respect and understanding, whilst promoting the school's values.

Improving attendance is everyone's business. Attendance is essential for students to get the most out of their school experience, including their attainment, wellbeing and wider life choices, whilst being able to establish positive peer relationships.

There is a definite link between attendance and attainment and those students who attend more achieve greater qualifications and are more able to access higher education, employment or further training. In order to support this, we may not authorise any absence for minor ailments unless medical evidence is provided**.** Usually in the form of a prescription or medical letter.

The school will strive to provide a welcoming and caring environment whereby each member of the school community feels safe and secure with staff and student wellbeing is at the heart of what we do.

All staff will work with students and their families to ensure that each student attends school regularly and punctually and we will work with families to identify the reasons for persistent absentees to try to resolve any difficulties where possible.

The Governing Body, Head Teacher and staff will ensure that all aspects of this policy and its application promote equality for all students, whilst liaising with your child's progress leader and/or Senior Leader for Safeguarding alongside the attendance team for any welfare concerns.

Section 2: Aims

- To demonstrate a strong attendance ethos that improves overall attendance of students and reduces the numbers of persistently absent students.

- To develop a framework which defines agreed roles and responsibilities of the whole school community and promotes consistency in carrying out designated tasks.

- To make attendance and punctuality a priority for all those associated with the school including students, parents, staff and governors.

- To highlight a systematic and clear approach to gathering and analysing attendance related data to improve school and student performance.

- To provide advice, support and guidance to parents and students and build a positive and professional rapport with all parents and carers.

- To promote the general importance of legal requirements of good attendance to students, parents and carers, whilst developing positive and consistent communication between home and school.

- To implement a system of rewards to celebrate good and improved attendance.

- To promote effective partnerships with the Local Education Authority and other external support agencies.

- To recognise the needs of individual students when planning reintegration following a significant period of absence and install clear support systems for vulnerable students.

Section 3: Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs that they may have either by regular attendance at school or otherwise.

A prosecution can take place against any person that has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. It is parents/carers responsibility to ensure their children attend school regularly and arrive on time. If you allow your child to be absent, school will not authorise the absence, without medical evidence and you may be committing an offence, and you could be issued with a Fixed Penalty Notice or be Prosecuted.

Absence can only be authorised by the head teacher; all absences will be treated as unauthorised unless satisfactory medical evidence has been provided by parents/carers in the form of a GP letter or Prescription.

The Education (Student Registration) (England) Regulations 2013 and Department for Education, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was:

- present.
- absent.
- present at approved educational activity
- unable to attend due to exceptional circumstances.

Section 4: Attendance Protocols

Everyday:

- Students are expected to arrive at school at 8.50am any student arriving after this will be given a late mark (L).

- Students arriving after the gates have closed must be accompanied by an adult who will be asked to explain the reason the student is late.

- Registers will close at 9.15am. Any student arriving late to school after 9.15am will be given an unauthorised late after registration closed mark (U). This will impact on their overall attendance as it is recorded as an absence from school for the morning session.

When a student is absent:

- Parents must advise school by telephone or using the Study Bugs App before 9.00am on the first day of absence, with reason and provide the school with an expected date of return. If there is no contact from parents, the school office will attempt to make contact. If this is not successful, we will follow our safeguarding procedures. Home visits may take place.

- If the school is not given a reason for absence or the reason given is not deemed to be acceptable then the absence will be recorded as unauthorised.

- Holidays in term time will not be authorised and may result in a penalty notice or legal intervention.

Every week:

- Teaching staff are to encourage regular and punctual school attendance amongst their class.

- The Attendance Adviser and the school Attendance Champion will meet to discuss the attendance of all children. Individual families/children that need support are identified and actions are agreed.

- Where a student has had regular absence, concerns are emerging and there are no exceptional circumstances; the parent will be invited into school to discuss this further. Medical evidence can be proof of a medical appointment or prescribed medication.

- Where parent/carer refuses to engage with support offered and further absence occurs, school will consider legal sanctions.

• Section 5: Categorising Absence

Where children of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence will be categorised as follows:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending at a place other than at school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registration	Pupil is attending a session at another setting where they are also registered
Absent – approved leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional	Pupil has been granted a leave of absence due to exceptional circumstances

	circumstances	
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly	Every pupil absent as the school is closed closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: - In police detention - Remanded to youth detention, awaiting trial or sentencing, or - Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes (must be cleared at least weekly)
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Section 6: Deletions from the register

In accordance with the Education (Student Registration) (England) Regulations 2013, students will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a student.
- Transfer between schools.
- Student withdrawn to be educated outside the school system.
- Failure to return from an extended holiday after both the school and the local authority has tried to locate the student.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- In custody for more than 4 months (in discussion with the Youth Offending Team).
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the student.
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the student.

Park View Primary School will follow Bury Borough Council's Children Missing in Education Protocol when a student's welfare and whereabouts are unknown.

Section 7: Roles and Responsibilities

Park View Primary School believes that improved school attendance can only be achieved if it is viewed as the shared responsibility of all staff, governors, parents/carers, students and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents.
- Regularly review the school's Attendance Policy and ensure that the required resources are available to fully implement the policy.
- Identify a member of the governing body to lead on attendance matters and chair attendance panel meetings.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Agree school attendance targets and where appropriate link these to the Performance Management of Senior Leadership within the school.
- Monitor the school's attendance and related issues through termly

reporting at Governing Body Meetings.

- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off site.
- Ensure that there are procedures for collecting and analysing data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The Senior Leadership Team will:

Ensure that there is a named senior manager to lead on attendance (Tommy Toth) as the attendance champion)

- Link with the Senior Leader for Safeguarding on any welfare concerns
- Actively promote the importance and value of good attendance to students and their parents, whilst developing positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Return school attendance data to the relevant authorities as required and on time.
- Report the school's attendance and related issues through termly reporting to the governing body and on a half termly basis to the lead governor for attendance.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support students and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

The Senior Leader for Safeguarding will: (in addition to those tasks mentioned above)

- Be a member of the Senior Leadership Team.
- Manage the attendance team, Learning Mentors and all pastoral work relating to attendance of students.
- Ensure that measures are in place to implement strategies to improve attendance and to manage the staff with direct responsibility in this area.
- Provide regular supervision and guidance for staff.

The Attendance Administrative support will:

- Ensure that all registers are uploaded to Arbor by class teachers and other staff.
- Input absence data using appropriate codes.
- Make contact with parents when a student is absent with no reason provided.
- Send and receive messages via teachers to parents.
- Maintain a system of identifying students arriving late to school.
- Proceed with legal intervention as instructed.
- Raise attendance issues to Attendance officer, advise of home visits needed.

Designated Attendance Officer/ Associate Attendance Adviser (One Ed)

- Safeguard students with persistent absence by ensuring their wellbeing through home visits and working together with other agencies.
- Case manage and proceed with legal interventions where appropriate. (Particularly where school interventions have been unsuccessful due to lack of engagement or consistency from parents).
- Send letters to parents with regard to absence from school.
- Meet regularly with Senior Leaders to analyse attendance and plan, monitor and review interventions.
- Work alongside Attendance Admin support to identify appropriate actions to non- attendance.
- Work together with Senior leaders, class teachers and other members of the pastoral team to address issues of poor school attendance.
- Work together with parents to develop action plans with regard to the school attendance of students.
- Support parents and families to address issues impacting on a student's attendance at school via a range of interventions.
- Complete EHA assessments and use a multi-agency approach to support.
- Liaise with other agencies as necessary.

Class Teachers will:

- Actively promote the importance and value of good attendance to students and their parents.
- Support students to review their own attendance
- Form positive relationships with students and parents.
- Contribute to a whole school approach which reinforces good attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.
- Implement systems to report, record and monitor the attendance of all students.
- Discuss attendance with students individually.
- Contribute to the evaluation of school strategies and interventions.

We request that Parents will:

- Talk to their child about school life and take a positive interest in their child's work and educational progress.
- Instill the value of education and regular attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the school if their child is absent to let them know the reason why and the
    - expected date of return.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctor, dentist, etc. out of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, homework, preparing a school bag and uniform the evening before.
- Not to keep their child off school to go shopping, to help at home or to look after other members of the family.
- **Avoid taking their child on holiday during term-time, where a parent requires leave of absence for their child in exceptional circumstances, they are asked to put the request in writing to school.**

Section 8: Support Systems

Park View Primary School recognises that poor school attendance is often an indication of difficulties in a child's life. This may be related to problems at home or in school, or maybe due to illness. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behavior in school, for example, bereavement, illness of a family member, incidents of domestic abuse, divorce/separation, or any other issues within the family home. This will help the school identify any additional support that may be required.

Park View Primary School also recognises that some students may require additional support to attain good attendance, for example, those students with specific health needs/ongoing illness, those students with special educational needs, those with physical or mental health needs and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Analysis of data
- Reward systems / recognising improved attendance
- PSHE awareness raising sessions
- Letters home
- Student voice activities
- Punctuality reports
- Friendship groups and peer relationships
- Pastoral care and support
- Reintegration programmes following absence
- Learning Mentor intervention and support

- Breakfast club
- Time limited modified timetables and reintegration support
- Additional learning support
- Individual and group work with identified students
- Discussion with parents and students – meetings in school/home visits
- Governors Attendance Panels
- Illness Panels involving School Health
- Early Help Assessments (EHA)
- Referrals to support agencies and links with external support agencies

Section 9: Legal Intervention

Prosecution – Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The School will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and a school representative will appear as a prosecution witness if required by the Court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts (Now referred to in Working Together to Improve Attendance 2024 as Attendance Contracts) and Penalty Notices.

Parenting Contracts – (Anti-Social Behaviour Act 2003) A Parenting Contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance

Fixed Penalty Notices – Penalty Notices will be considered when:

The Local Authority, upon a request from school, can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice

Before requesting a legal sanction, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether appropriate support has been put in place

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate
    - Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days
If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Bury Borough Council's Penalty Notice Protocol.

Section 10: Stages of Intervention

Stage 1: If a student has had a number of periods of absence during a half term or there is concern about the reason given, contact will be made with parent to discuss. A package of support maybe offered from school and external agencies (where appropriate) will be offered in order to bring about an improvement in a student's attendance.

Stage 2: Following initial contact, if concerns re: attendance persist, the parent will be invited to a meeting in school or a home visit will be arranged by a member of the pastoral team/ Attendance Adviser. The purpose of the meeting will be to discuss reasons for absence and to agree an improvement plan. School staff will offer a range of interventions to support students to achieve regular school attendance. Support may be sought from other agencies at this stage and an EHA assessment offered. In cases of unauthorised absence, a Penalty Notice application will be submitted to the Local Authority.

Stage 3: If the student's attendance continues to deteriorate and becomes severe absence a further meeting with the parent will be arranged to complete an attendance improvement agreement, where a set of targets and action points will be agreed. The student will have their attendance monitored over an agreed period, during which time the school will work with the parent/carer to implement the plan. Parents may be issued with a Penalty Notice warning or fine, If the student's attendance fails to show significant and sustained improvement. A Fixed Penalty Notice will be issued to the parent and they will be prosecuted under Section 444 (1) or 444 (1a) of the Education Act 1996. Prosecution may result in a fine of up to £2,500, community service or even a prison sentence of up to 3 months.

If a parent fails to engage at any of the stages, then stage 3 may be reached at an earlier point in time.

Appendix 1 (Proposed)

Attendance Concern

Child: XXX XXX DOB: XX/XX/XX Registered pupil at XXXXXX XX XXX
Attendance: XX%

I am writing to raise concerns about your child's attendance at school. Good school attendance is very important and will ensure that your child gets the best start in life.

I would like to make you aware that we are available to support you with any attendance issues. In addition, the school health advisor/nurse is available should you have any health concerns regarding your child.

We will continue to monitor your child's attendance and we may invite you to meet with us at school if their attendance continues to decline or there are further causes for concern. Any pupil whose attendance is at or below 90% is classed as persistently absent by the Department for Education.

I must also advise you that as a parent / carer it is your legal responsibility to ensure that your child attends the school they are registered at regularly. Failure to do so could result in legal action being taken against you. It is imperative that you contact school each morning that your child is absent.

In cases where attendance continues to be below the school target, use of legal sanctions will be considered.

Yours sincerely,

Name

Attendance Adviser (Working on behalf of Park View Primary School)

Appendix 2 (Proposed)

Dear

has had a number of periods of absence from school and consequently his/her attendance has dropped to ##% which is a cause for concern.

Because of this level of attendance, we are no longer able to authorise further absence from school unless medical evidence is provided.

At Park View Primary School, we want to work with you to improve your child's attendance as good school attendance means that children can fulfil their potential and make the most of what school life has to offer. This is essential if pupils are to achieve their full potential.

Please do not hesitate to contact me or your child's teacher if you would like to discuss this further or if you would like any advice, guidance or support.

We have a duty to make parents aware of the law relating to school attendance and therefore bring your attention to the information below.

Yours sincerely

Attendance Adviser (Working on behalf of Park View Primary School)

'

Appendix 3 (Proposed)

Child: XXX XXX DOB: XX/XX/XX Registered pupil at XXXXXX XX XXX
Attendance: XX%

Your child's attendance has been previously highlighted as a cause for concern and attempts to improve this matter have been unsuccessful.

I would like to invite you to an Attendance Panel to discuss this matter in full at ***school name*** on ***Day, date* at *time.***
If for any reason this appointment is not convenient, please contact school to make alternative arrangements.

I must also advise you that as a parent/carer it is your legal responsibility to ensure that your child attends their registered school regularly. Failure to do so could result in legal action being taken against you. It is imperative that you contact school each morning that your child is absent.

In cases where attendance continues to be of concern, use of legal sanctions will be considered.

Yours sincerely,

Attendance Adviser (Working on behalf of Park View Primary School)

Appendix 4 (Proposed)

Attendance Student Profile / Action Plan

Student Name: **Class / Form**

Date profile completed: **by**:

The student Perspective. *Reasons the student or parent is giving for high levels of absence*		
Specific patterns of absence		
Analysis of attendance data for the academic year. (attach print out where possible)	**Sessions missed AA**	
	Sessions missed UA	
Current % attendance		
Student attitude/ approach to learning / specific needs / attainment		
Possible issues preventing attendance e.g. family situation, educational history, attendance history, current school concerns additional to attendance, knowledge of any support agencies currently working with the student		
actions to be implemented with timeframe and suggested person to carry out actions **Has EHA been offered? If not completed, reason why.** **Name of Support agency / social Worker**		

Signed Parent/ Adviser……

Appendix 5 (Proposed)

Parent
name
Address
Date:
Dear <<Parent name>>
Name of pupil: ……Date of birth:……
School: .....

All schools share the Government's determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

Under the Antisocial Behaviour Act 2003 an authorised officer of Bury Council has the power to issue each parent/carer with a penalty notice for each of their children who fails to attend school regularly. A penalty notice is an early deterrent that is intended to prevent more extended periods of unauthorised absence developing.

> If issued with a first penalty notice, a parent must pay £80 within 21 days, or £160 within 28 days
>
> If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days
>
> A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Any such penalty notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on the above number.
Yours sincerely,

Head teacher