

Attendance Policy – Information for Parents

Parkview and Redwood Primary School Federation
(Summary – May 2025)

Why Attendance Matters

Good attendance helps children achieve their best academically, socially and emotionally. Being in school every day builds confidence, friendships and routines that support lifelong success.

Attendance at a Glance – Poster Version

EVERY DAY COUNTS!

 **100% Attendance**


Your child has the **best chance to succeed**

 **95% Attendance**

Misses around **9 days** of school each year

 **90% Attendance**

Misses around **19 days** – almost **4 weeks of learning**

 **Below 90% Attendance**

Classed as **Persistent Absence** – learning is significantly affected

Every day in school makes a difference.

Parents' Legal Responsibility

Parents and carers are legally responsible for ensuring their child attends school regularly and on time. Poor attendance without valid reason may result in involvement from the Local Authority.

The School Day and Punctuality

- Registers are taken **morning and afternoon**.
- Children must arrive **on time** to be marked present.
- Arriving **more than 20 minutes late** may result in an **unauthorised absence**.

Regular lateness will be followed up by the school.

What Parents/Carers Must Do

- Ensure your child attends school **every day**
 - Inform school **on the first day of absence** and each day after
 - Give the reason for absence and expected return date
 - Provide **medical evidence** if requested
 - Arrange appointments **outside school hours where possible**
 - Submit a **Leave of Absence request** for planned absences
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Authorised and Unauthorised Absence

Authorised absences may include illness, medical appointments, religious observance and bereavement.

Unauthorised absences include term-time holidays without approval, late arrival after registers close, shopping, birthdays or unexplained absences.

Term-Time Leave and Holidays

Holidays during term time are **not permitted** unless there are **exceptional circumstances**.

- Requests must be made **in advance**
 - Unapproved leave will be recorded as **unauthorised**
 - This may lead to a **penalty notice (fine)**
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Persistent and Severe Absence

- **Persistent absence:** 90% attendance or below
- **Severe absence:** 50% attendance or below

Where attendance is a concern, school will contact parents, offer support and may create an **attendance action plan** or refer to the Education Welfare Service.

Penalty Notices (Fines)

A penalty notice may be issued when there are **10 sessions of unauthorised absence within 10 school weeks**.

- Fines are **up to £160 per parent, per child**
 - Only **two fines** may be issued within a **3-year period**
 - Continued poor attendance may result in court action
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How We Support Families

We work in partnership with families by: - Providing a safe, welcoming school environment - Offering attendance and pastoral support - Communicating concerns early - Working with external agencies where needed

Home Visits – Why We Do Them

Home visits are part of our safeguarding duty and are carried out with care and respect. We may visit a family:

- To help **ensure the safety and wellbeing** of children
- To check whether families **need additional support** during an absence
- To **maintain contact** if we are unable to reach parents by phone
- To **build positive, supportive relationships** with children and families

Home visits are not about blame or punishment. They are a way for school to work alongside families and make sure children are safe, supported and able to return to school as soon as possible.

Need Support?

If you have concerns about attendance, please contact the school as early as possible. We are committed to working with you to support your child's regular attendance.

This is a one-page summary of the Federation Attendance Policy (May 2025). The full policy is available from the school office or website.