



The Parks School

Motivate • Challenge • Support

Attendance Policy

“Our mission is to **inspire** growth, **nurture** potential and **support** one another with **passion**, upholding **integrity** and fostering **respect** whilst promoting **empowerment** with everything we do”

ATTENDANCE POLICY

Policy Version: September 2026

Review Date: September 2027

Policy Lead: Headteacher

Approved By: Proprietor

1. Statement of Intent

At The Parks School, we believe that regular attendance is fundamental to educational achievement, emotional wellbeing, personal development and safeguarding.

We are committed to creating a culture where pupils feel safe, valued and motivated to attend school every day. We recognise that good attendance is not simply a legal requirement but a key factor in enabling pupils to thrive academically, socially and emotionally.

Attendance is everyone's responsibility and requires a strong partnership between pupils, parents/carers, staff and external agencies.

2. Our Attendance Philosophy

Our approach to attendance is built around three core principles:

MOTIVATE

We inspire pupils to attend, engage and achieve.

We will:

- Build positive relationships with pupils and families.
- Celebrate attendance, punctuality and engagement.
- Promote a sense of belonging and inclusion.
- Encourage aspiration, achievement and participation.
- Ensure pupils feel valued, safe and supported.

CHALLENGE

We maintain high expectations for attendance and punctuality.

We will:

- Promote the importance of regular attendance.
- Identify attendance concerns early.

- Address barriers promptly.
- Encourage accountability and responsibility.
- Work with families to improve attendance outcomes.

SUPPORT

We recognise that attendance difficulties may be linked to wider needs.

We will:

- Identify barriers to attendance.
 - Provide pastoral and emotional support.
 - Work collaboratively with families.
 - Access Early Help and external agencies where appropriate.
 - Develop personalised attendance support plans.
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3. Legal Framework

This policy is informed by:

- Working Together to Improve School Attendance
 - Keeping Children Safe in Education (Current Edition)
 - Children Missing Education Statutory Guidance
 - Working Together to Safeguard Children
 - Education Act 1996
 - Children Act 1989 and 2004
 - Equality Act 2010
 - SEND Code of Practice
 - Independent School Standards Regulations
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4. Aims

The Parks School aims to:

- Promote excellent attendance and punctuality.
 - Foster a positive culture around attendance.
 - Remove barriers to attendance.
 - Identify concerns early.
 - Reduce persistent and severe absence.
 - Support vulnerable pupils.
 - Maintain robust safeguarding arrangements.
 - Improve educational outcomes.
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5. Safeguarding and Attendance

The school recognises that attendance is a safeguarding responsibility.

Poor attendance may indicate:

- Mental health difficulties.
- Bullying.
- Child criminal exploitation (CCE).
- Child sexual exploitation (CSE).
- County lines involvement.
- Neglect.
- Family difficulties.
- Unmet SEND needs.
- Child-on-child abuse.

Attendance concerns will always be considered alongside safeguarding concerns.

6. Attendance Expectations

All pupils are expected to:

- Attend school every day unless prevented by genuine illness or exceptional circumstances.
- Arrive punctually.
- Engage positively in learning.
- Participate fully in school life.

Parents/carers are expected to:

- Ensure regular attendance.
 - Notify the school of absences promptly.
 - Work in partnership with the school.
 - Attend meetings where attendance concerns arise.
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7. Promoting Positive Attendance

The Parks School will promote attendance through:

- Positive relationships.
- Recognition and celebration of improvement.
- Attendance rewards and certificates.
- Pupil voice.
- Engaging curriculum experiences.

- Pastoral support.
- Effective communication with families.

Attendance will be viewed as part of the wider wellbeing and success of each pupil.

8. Understanding Absence

Authorised Absence

May include:

- Genuine illness.
- Medical appointments.
- Religious observance.
- Exceptional circumstances approved by the Headteacher.

Unauthorised Absence

May include:

- Truancy.
 - Unapproved holidays.
 - Shopping trips.
 - Birthdays.
 - Persistent lateness.
 - Absence without explanation.
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9. Persistent and Severe Absence

Persistent Absence (PA)

A pupil is persistently absent if attendance falls below 90%.

Severe Absence (SA)

A pupil is severely absent if attendance falls below 50%.

The school will prioritise support for pupils in these categories through:

- Attendance Action Plans.
- Family meetings.
- Mentoring.
- Early Help referrals.
- Multi-agency support.

10. First Day Response

Where a pupil is absent:

Parents/carers should notify the school as soon as possible.

If no contact is received, the school will:

- Contact parents/carers.
- Use emergency contacts where required.
- Undertake welfare checks where appropriate.
- Escalate safeguarding concerns if necessary.

All actions will be recorded.

11. Punctuality

Good punctuality supports learning and wellbeing.

The school day begins at the designated start time and pupils are expected to arrive ready to learn.

Persistent lateness will be monitored and may result in:

- Meetings with families.
- Attendance support plans.
- Additional interventions.

The focus will remain on understanding and removing barriers.

12. Attendance Support

Where concerns arise, support may include:

- Attendance mentoring.
- Key adult support.
- Pastoral interventions.
- Behaviour support.
- SEND reviews.
- Family meetings.
- Early Help referrals.
- Multi-agency planning.

Support will always seek to address the underlying causes of absence.

13. Leave of Absence During Term Time

There is no automatic entitlement to leave during term time.

Requests must:

- Be submitted in advance.
- Be considered individually.
- Demonstrate exceptional circumstances.

The Headteacher will consider:

- Attendance history.
 - Educational impact.
 - Previous requests.
 - Individual circumstances.
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14. Religious Observance

The school respects religious observance and will consider requests for authorised absence in accordance with statutory guidance.

Requests should be submitted in advance wherever possible.

15. Children Missing Education

The school will work in accordance with Children Missing Education guidance.

Where concerns arise regarding a pupil's whereabouts or prolonged absence, the school will:

- Follow safeguarding procedures.
 - Notify relevant agencies.
 - Work with the Local Authority.
 - Maintain accurate records.
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16. Attendance and Vulnerable Groups

Additional monitoring may be required for:

- Pupils with SEND.
- Looked After Children.
- Previously Looked After Children.
- Pupils with social workers.
- Young carers.
- Pupils experiencing mental health difficulties.

Support will be personalised and proportionate.

17. Roles and Responsibilities

Proprietor

Will:

- Monitor attendance data.
- Review attendance trends.
- Ensure statutory compliance.

Headteacher

Will:

- Lead attendance strategy.
- Promote attendance culture.
- Monitor attendance outcomes.

Attendance Lead / Pastoral Team

Will:

- Monitor attendance daily.
- Implement interventions.
- Liaise with families.
- Coordinate support plans.

All Staff

Will:

- Promote attendance.
- Record attendance accurately.

- Identify concerns early.
- Build positive relationships.

Pupils

Will:

- Attend regularly.
 - Arrive punctually.
 - Engage with support offered.
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18. Monitoring and Evaluation

Attendance data will be reviewed:

- Weekly.
- Termly.
- Annually.

The school will monitor:

- Attendance trends.
- Persistent absence.
- Severe absence.
- Punctuality.
- Vulnerable groups.
- Impact of interventions.

Findings will inform school improvement planning.

Related Policies

- Children Missing Education Policy
 - Safeguarding & Child Protection Policy
 - Behaviour, Relationships & Positive Development Policy
 - SEND Policy
 - Accessibility Plan
 - Equality, Diversity & Inclusion Policy
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