

ATTENDANCE AND ABSENCE POLICY 2025-6

Approved by Governing Body on	3.3.25
Internal review due:	September 2026
Full review and ratification due:	3.3.27
Signed on behalf of the Governing Body by the Headteacher	

Statement of intent

Park Aspire believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as safeguarding, a positive school culture, the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance team can be contacted via office@parkaspire.co.uk. Staff, parents and pupils will be expected to contact Beki Farrar - Assistant Headteacher for Safeguarding and Attendance for queries or concerns about attendance.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Education Act 1996

Equality Act 2010

The Education (Pupil Registration) (England) Regulations 2006 (As amended)

The Children (Performances and Activities) (England) Regulations 2014

Children and Young Persons Act 1963

DfE (2024) 'Working together to improve school attendance'

DfE (2025) 'Keeping children safe in education 2025'

DfE (2024) 'Children missing education'

This policy operates in conjunction with all of our relevant school and Trust policies.

Roles and responsibilities:

The Local Advisory Board (LAB) has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Ensuring all relevant staff are trained around attendance, appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education 2025' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Appointing a member of the SLT to the attendance lead role.
- Ensuring that every pupil has access to an education

The attendance lead is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Monitoring attendance and acting as early as possible to address patterns of absence.
- Analysing attendance data and identifying areas of intervention and improvement.
- Monitoring the impact of interventions.
- Communicating all stakeholders with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

Pupils are responsible for:

- Travelling to school safely and in a timely matter to ensure they attend regularly and punctually.
- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- The attendance of their children at school.

- Promoting good attendance with their children.
- Contacting the school as soon as possible for any episodes of non attendance
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

Arrival at school after the register has closed

Not attending school for any reason

Authorised absence:

An absence for sickness for which the school has granted leave

Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave

Religious or cultural observances for which the school has granted leave

An absence due to a family emergency

Unauthorised absence:

Parents keeping children off school unnecessarily or without reason

Truancy before or during the school day

Absences which have never been properly explained

Arrival at school after the register has closed

Absence due to shopping, looking after other children or birthdays

Absence due to day trips and holidays in term-time which have not been agreed

Leaving school for no reason during the day

Persistent absence (PA):

Missing 10 percent or more of schooling across the year for any reason

Severely absence (SA):

Missing 50 percent or more of schooling across the year for any reason

Registration:

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 08:45am, and pupils will be expected to be on the school site by 09:00am.

Designated staff members will take registers as follows throughout the school day:

- The school day is 8:45am – 2:30pm.
- The morning register will be marked by 9:30am. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark.
- The morning register will close at 10:00am. Pupils will receive a mark of unauthorised absence if they do not attend school before this time.
- The afternoon register will be marked by 12:00pm and closed by 12:15pm.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Absence procedures:

Parents will be required to contact the school office via telephone or text message before 9:00am on the first day of their child's absence providing an explanation for the absence and an estimation of how long the absence will last.

Where a pupil is absent, and school has not been contacted by the close of registers at 09:30am, the office team will call parents in order to:

- Ascertain the reason for the absence.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.
- Ensure the safeguarding protocols are being followed.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

Leave of absence

The school will only grant a pupil a leave of absence **in exceptional circumstances**, which are outlined below. **Any** leave of absence will require the parents to complete a request for absence form with as much notice as possible, providing the reason and dates for the proposed absence. If absence is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. All leave of absence requests will be handled by the headteacher.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work:

All pupils engaging in performances or activities, which require them to be absent from school, will be required to obtain a licence from the LA which authorises the absence from school.

School will support the pupils to ensure they do not fall behind in their education by using their arrangements for remote education.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance:

Parents will be expected to request leave of absence for religious observance.

These will only be granted for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code, absence will not be granted for pupils for reasons other than travel for occupational purposes.

SEND and health-related absence

Pupils who are absent from school due to SEND, longer term physical and/or mental health conditions, including EBSA (Emotionally Based School Avoidance) may be subject to reasonable adjustments to this policy. These will be made in line with any EHC plans or individual school based practices that have been implemented and will include additional support from external partners where appropriate.

In these cases, parents will be contacted/visited by our Outreach and Inclusion worker to put in place a soft transition and support plan that best supports the pupil with their attendance.

This plan may include the following and will be reviewed regularly:

- A pastoral support plan
- Enabling a pupil to have a modified timetable.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one sessions
- Tailored support to meet their individual needs.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school
- Encourage the pupil to stay in contact with other pupils during their absence.

Recording:

The school uses Arbour to keep attendance registers and uses the national attendance codes to ensure monitoring and recording is consistent. Please see Appendix 1 for attendance codes used at Park Aspire.

All amendments made to the attendance register will include the original entry, the new entry, the reason and date for the amendment and the name and role of the person who made it. Every entry received into the attendance register will be preserved for six years.

Missing children:

If a child has not arrived to school as expected, parents will be contacted as per the daily absence procedures. If the parent was unaware of this, they will be advised by the school to try and locate their child and keep the school up to date. This will be recorded as an unauthorised absence for the session(s) missed.

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school or parents.

Pupils who abscond from site will be dealt with in accordance with the Missing/Absconding Pupil procedures (see appendix 2)

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance intervention:

In order to ensure the school has effective procedures for managing absence, the attendance lead, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a weekly review.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

The school will use attendance data to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

Working with parents to improve attendance

The school will build relationships with parents and families to ensure their trust and engagement through open and honest communication. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

A parent/carer who feels they need support with their child's attendance can contact school and speak with a member of the pastoral team. Additionally, the school has a wide range of external support agencies, such as: Youth Justice Team, Breaking The Cycle, Early Help, Families First, Passenger Transport Services, Children's Social Care.

Persistent/Severe Absence:

Where a pupil at risk of PA/SA, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

In the first instance, Park will support pupils and parents by working together via a graduated response. This begins with writing to parents to highlight concerns around attendance. Where parental engagement is proving challenging, Park Aspire will hold more formal conversations with the parents via a meeting. This will be led by the Attendance Leader and may include Park Aspire's point of contact in the local authority School Attendance Support Team. These meetings will clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future but

will also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences. Where voluntary support has not been effective more formal support such as a parenting contract or an education supervision order will be implemented.

Fixed Penalty Notices for absence and other sanctions will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with.

Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance/safeguarding will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.
- Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.
- Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Monitoring and analysing absence:

The attendance/safeguarding team will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance/safeguarding team will conduct a thorough analysis of the above data on a regular basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance/safeguarding team will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance/safeguarding team will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

Attendance Monitoring Procedures

Please see appendix 3

Any changes made to this policy will be communicated to all relevant stakeholders.



Appendix 1



SCHOOL ATTENDANCE CODES - DESCRIPTIONS AND MEANINGS

More detailed information can be found on the Working Together to Improve School Attendance Guidance (August 2024), pages 77 to 92

Code	Description	Meaning	New for Aug 2024
/	Present for school morning session	Present	
\	Present for school afternoon session	Present	
L	Late arrival before the register closed (within 30mins of school start time)	Present	
B	Attending any other approved educational activity – not to be used for Virtual learning (not dual registration) Schools must also record the nature of the educational activity	Approved educational activity	
K	Attending education provision arranged by the local authority Schools must also record the nature of the educational activity	Approved educational activity	X
P	Participating in sports activity	Approved educational activity	
V	Attending an educational visit or trip	Approved educational activity	
W	Attending work experience	Approved educational activity	
C	Leave absence for exceptional circumstance (not covered by another appropriate code/description)	Authorised absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence	X
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence	X
E	Suspended or permanently excluded and no alternative provision	Authorised absence	
I	Illness (not medical or dental etc. appointment)	Authorised absence	
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence	X
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence	
R	Religious observance	Authorised absence	
S	Leave of absence for the purpose of studying for a public examination	Authorised absence	
T	Traveling with parent for occupational purposes	Authorised absence	
G	Family holiday not agreed or days in excess of agreement	Unauthorised absence	
N	No reason yet provided for absence	Unauthorised absence	



O	Absent in other or unknown circumstances (not covered by any other code/description)	Unauthorised absence	
U	Arrived in school after registration closed (after 30mins of school start time)	Unauthorised absence	
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances	
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances	X
X	Non-compulsory school age pupil not required to attend	Not counted in possible attendances	
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances	X
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances	X
Y3	School premises partially closed	Not counted in possible attendances	X
Y4	Whole school site unexpectedly closed	Not counted in possible attendances	X
Y5	Pupil in criminal justice detention	Not counted in possible attendances	X
Y6	Unable to travel or attend due to public health guidance or law on transmission of disease	Not counted in possible attendances	X
Y7	Unable to attend due to unavoidable cause Schools must also record the nature of the unavoidable cause	Not counted in possible attendances	X
Z	Pupil's name entered in advance of start date, not yet on roll	Not counted in possible attendances	
#	Planned whole school closure – no session to take place	Not counted in possible attendances	

Retired codes no longer in use after 19th August 2024		
Code	Description	Meaning
H	Family Holiday (agreed)	Authorised absence due to agreed family holiday
J	Interview	Unable to attend due to exceptional circumstances – not counted in possible attendance
Y	Unable to attend due to an exceptional circumstance	Unable to attend due to exceptional circumstances – not counted in possible attendance

Key	Present
	Approved Education Activity (Present)
	Authorised absence
	Unauthorised absence
	Not counted in possible attendances

In no reason is given for absence, N code must be applied. If no explanation is given over the following two weeks, this code will convert to a O.

Appendix 2

Missing/Absconding Pupil Procedure

KEY STAGE 1 and 2

1. If a dynamic risk assessment is made, and the risk to the pupil outweighs the risk of them being prevented from leaving, this must be done in accordance with school training procedures.
2. Once the pupil has left site, The Safer Schools Officer and the Headteacher to be informed immediately.
3. Office team to inform parents.
4. Pupil must be tracked at a safe distance, NOT CHASED.
5. If the member of staff loses sight of the pupil, The Safer Schools Officer to be informed, who will then update parents.
6. If the pupil is refusing to return to school after half an hour of being tracked, parents should be further updated and asked to come and assist with tracking/having responsibility for their child.

KEY STAGE 3

1. If a dynamic risk assessment is made, and the risk to the pupil outweighs the risk of them being prevented from leaving, this must be done in accordance with school training procedures. This will be a far less likely outcome as the pupils are older.
2. Once the pupil has left site, The Safer Schools Officer and the Headteacher to be informed immediately.
3. The parents are to be informed immediately by the office team.
4. The parents must be advised that if the pupil does then not return home at their expected time, the pupil should be reported missing to the police via 101.
5. If a Key Stage 3 pupil is deemed vulnerable due to need or safeguarding, the Key Stage 1/2 procedures need to be followed.

Appendix 3

Park Aspire Attendance Procedures 2025-26

Beginning of each term:

End of week 1- Attendance newsletter sent to all families containing procedures and expectations, and current attendance.

Daily:

Phone calls for absence and welfare visits.

Day 1 of absence

If a parent has not contacted school on the first day of absence to inform the reason for absence, then a phone call will be made to the parent or carer to establish the reason for absence by the office team. Appropriate code will then be given for the absence and checked by the attendance lead. If there is no answer a text message is sent.

If a pupil is on a CP plan – social worker will be informed via email; if on a step out placement – main school is informed and will need to follow their attendance procedures.

Day 2 of absence

If a parent has not contacted the school and the school has not managed to contact the parents and carers to establish reasons for absence, then emergency contacts will be used to establish reasons for absence. If this is unsuccessful, a welfare visit may be carried out by the member of the staff team. A letter will be left if there was no answer at the property, with the reason for the visit written on by the staff carrying out the visit.

If a pupil is on a CP plan – social worker will be informed via email; if on a step out placement – main school is informed and will need to follow their attendance procedures.

Day 3 of absence

If a parent or carer has been contacting school to advise reasons for absence then this will continue to be monitored.

If there has been no contact from the parent, a second welfare visit will be carried out by school.

If the welfare visit is unsuccessful, a police welfare check will be requested.

If a pupil is on a CP plan – social worker will be informed via email; if on a step out placement – main school is informed and will need to follow their attendance procedures.

Day 4 of absence

If a parent or carer has been contacting school to advise reasons for absence then this will continue to be monitored.

If there has been no contact from the parent, the Attendance Lead or allocated member of staff will conduct a home visit.

If a pupil is on a CP plan – social worker will be informed via email; if on a step out placement – main school is informed and will need to follow their attendance procedures.

Day 5 of absence

If a pupil has not been in school for 5 consecutive days, a welfare visit will be conducted by the Inclusion and Outreach worker.



All phone calls and welfare visits must be recorded on CPOMS under the 'attendance' tab including phone calls that have been made after the welfare visits.

Stage 1 Intervention Approach

Below 90%

Attendance Lead will check pupils' attendance percentages every week. As soon as a child's percentage drops below 90% (including authorised), a first letter is sent out and recorded on CPOMS under the 'Attendance' tab.

If attendance improves to over 90%, the pupil will return to normal attendance monitoring.

If attendance improves but not to 90%, an attendance support letter is sent out, but there will not be a meeting, monitoring will continue.

If there are 3 more sessions of unauthorised attendance, then a letter requesting a meeting will be issued, inviting the parents to attend a meeting with the Attendance Lead. A Stage 1 Attendance Meeting Form will be completed with parents/ carers. An action plan will be created, and targets will be set. If parents/carers fail to attend the parents meeting, they will be contacted to hold the meeting over the phone. If there is still no engagement, then an attendance meeting form will be completed by the Attendance Lead and posted out to them.

If no improvement is made or targets are not met, during a 4 week monitoring period, then a 'notice to improve' letter is sent out. Absence will be monitored for a further 20 days. An unauthorised absence of 1 ½ days will result in a penalty notice being issued.

Stage 2 Intervention approach

If a child's absence reaches 20 sessions of unauthorised absence, then a Stage 2 Warning letter 1 will be sent to parents/carers. If there is no improvement during the three-week monitoring period, then Stage 2 Warning Letter 2 will be issued and the parents/carers will be invited to an Attendance meeting.

In this meeting a Parenting Contract will be devised and signed by all attending the meeting. Timescales will be set for targets. If parents do not attend the meeting and attempts to rearrange are not successful, then a Stage 2 Enforcement letter 2A will be sent out.

If there is still no improvement, then an Enforcement Letter 3 will be sent and a referral made to the Education Safeguarding Team – and Stage 3 / Statutory intervention request procedures completed.

Lates

Due to the nature of transport to and from our provision, lates will be dealt with on a case by case basis, with a meeting being arranged with parents after 5 sessions of lateness to discuss any support or reasonable adjustment that could be offered.

Leave of Absence Requests

All parents need to complete a Leave of Absence request for time off for their child during term time. This is handled by the headteacher who will decide whether the absence will be authorised.

The Local Authority advises schools that no leave of absence should be authorised for children unless exceptional circumstances apply.

Leave of Absence forms are now available on the Bradford Schools Online Website.

<https://www.bradford.gov.uk/LOAForm>

If absence is unauthorised then the following steps will be followed:

Unauthorised Leave of Absence during term time criteria:

- A leave of absence of five days (10 sessions) or more was taken during term time without the school's consent in the 6 weeks prior to a notice being requested.

Process:

- Parent is notified in writing that the leave of absence request has been refused, detailing the reasons why, and the consequences should the leave be taken, including the requesting of a penalty notice from Bradford Council.
- Parent continues to take the pupil out of school during term time, and unauthorised absence is recorded.
- The Attendance Lead will login to the Penalty Notice Portal (<https://fpn.capitaone.cloud/>) and submit a penalty notice request, attaching the Required Documentation (see below).
- Penalty Notice is issued.

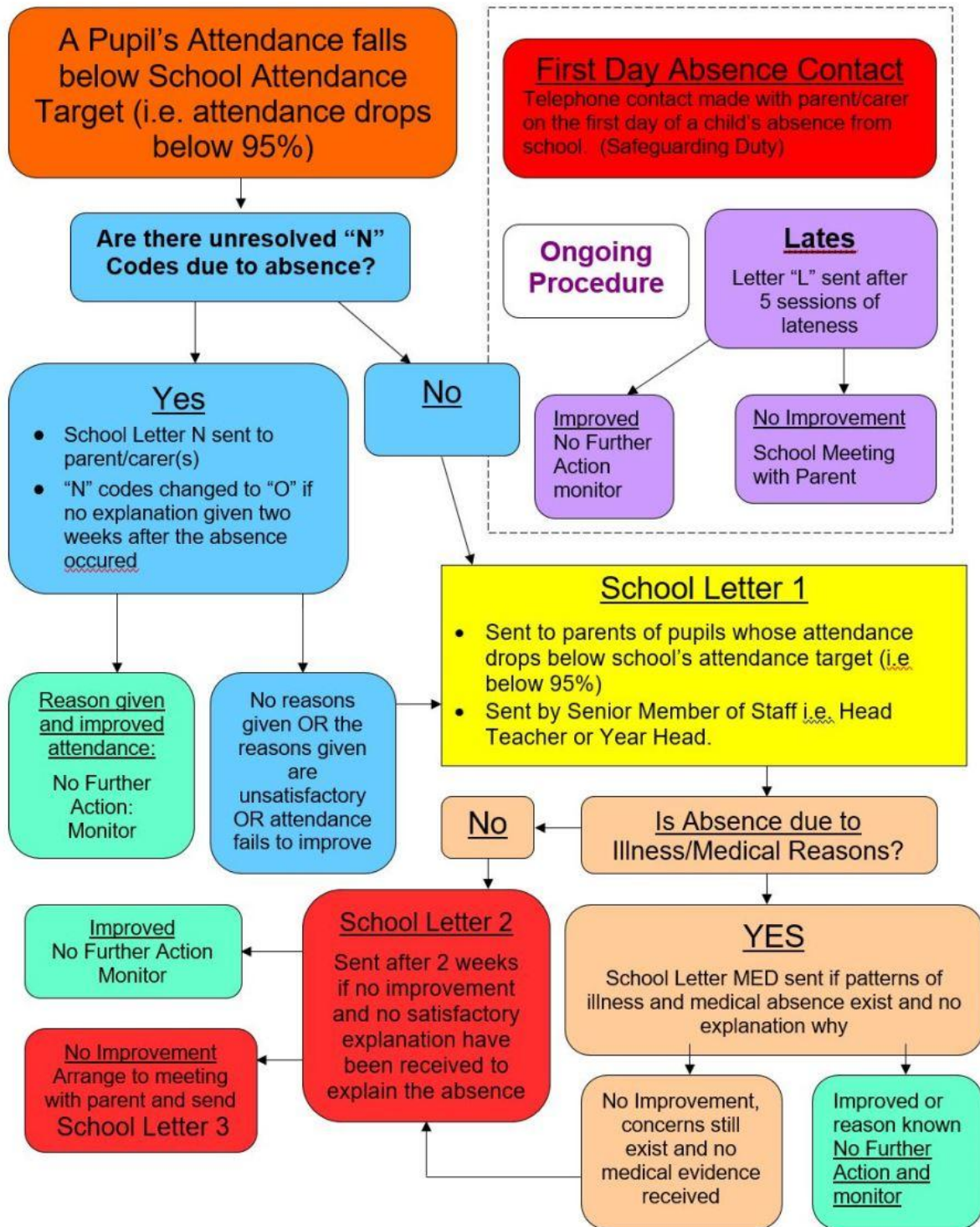
Notices can be issued without warning where schools can show that a leave of absence was taken during term time without the consent of the Head Teacher and the parent was made aware in writing of the decision to refuse authorisation for the period of absence, the reasons why (including details of any evidence), and the possible consequences, including the issuing of a penalty notice.

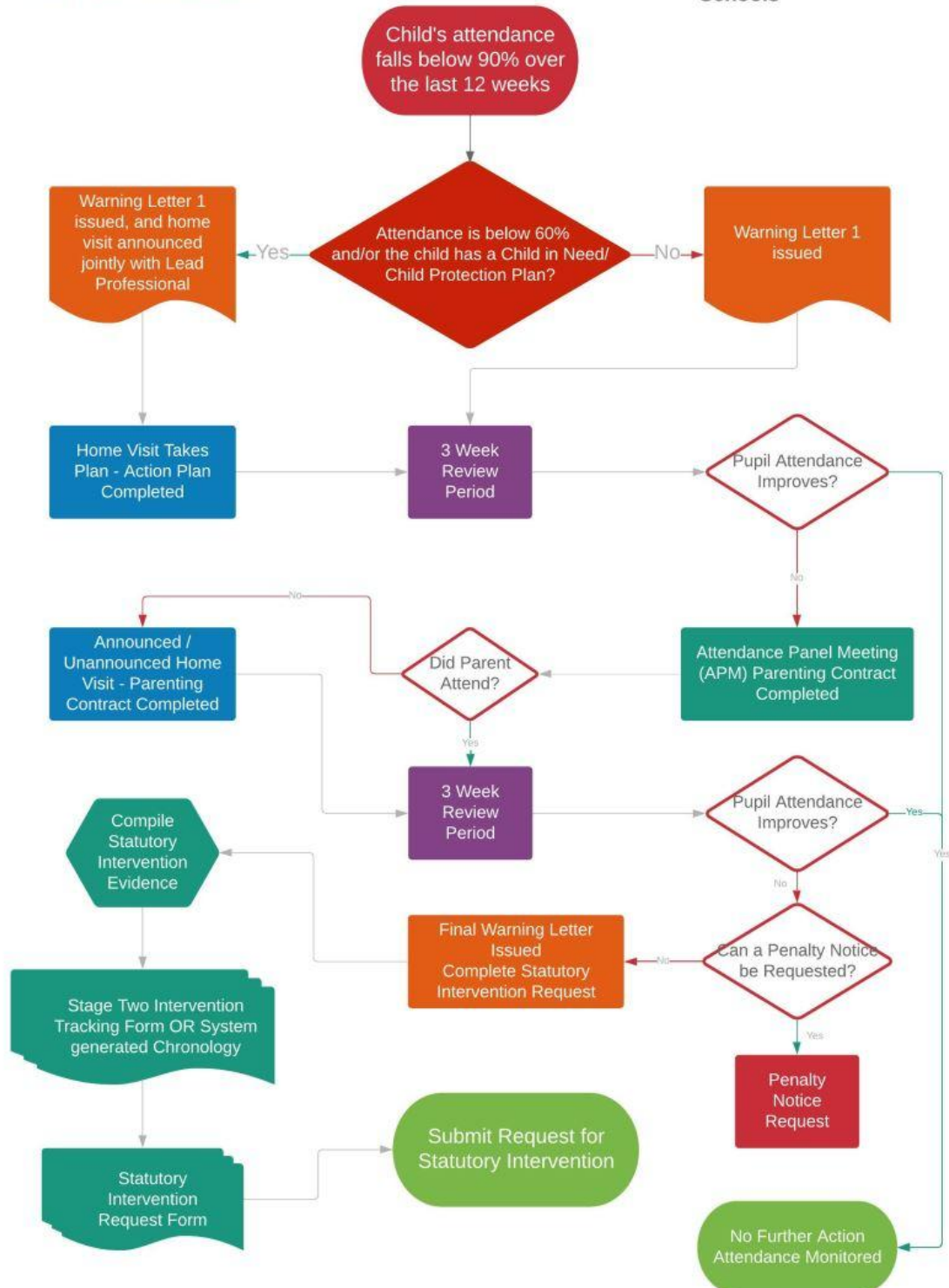
Required Documentation:

- Term-time leave request submitted by Parent;
- A refusal of leave letter from the school outlining:
 - the exceptional circumstances the school has considered;
 - setting out the reasons for refusal;
 - A statement regarding the consequences of taking an unauthorised holiday, including the issuing of a penalty notice if a pupil continues to be absent during this period.
 - OR a retrospective refusal of leave letter from the school outlining the same as above, but including details of how the school has reached the assumption that the child has taken an unauthorised leave of absence;
- Attendance certificate covering the unauthorised leave period only. This should be signed and dated by the head teacher.
- Any additional evidence in relation to the absence i.e. letter from parent etc.



Stage One – School Attendance Staged Intervention Model





EDUCATION SAFEGUARDING - ATTENDANCE INTERVENTION FLOWCHART

John Leese | February 21, 2022

