



ATTENDANCE AND ANTI-BULLYING POLICY

2026-2027

Approved by LA:	Autumn 2026
Internal review due:	September 2027
Full review and ratification due:	September 2027
Signed on behalf of the Local Advisory Board (LAB) by the Headteacher	

This statutory policy will be reviewed annually, following legislative change, following safeguarding audits or following incidents where lessons can be learned.

Statement of Intent

At Park Aspire, we believe that regular school attendance is fundamental to a pupil's educational achievement, wellbeing, safeguarding, and future life opportunities. Pupils cannot achieve their full potential if they do not attend school regularly and engage fully in their education.

We recognise that barriers to attendance are often complex and that some pupils face greater challenges than others in accessing education consistently. We are committed to creating a safe, inclusive and supportive environment where pupils feel valued, understood and able to attend and achieve.

The school recognises that attendance and safeguarding are closely linked. Poor attendance may indicate wider concerns including neglect, exploitation, mental health difficulties, emotional wellbeing needs, family challenges, or other vulnerabilities. Attendance concerns will therefore be considered within the school's safeguarding responsibilities and managed in accordance with the Child Protection and Safeguarding Policy. Working together to improve school attendance identifies attendance as a whole-school responsibility and highlights the importance of early intervention, while Keeping children safe in education 2026 reinforces the link between attendance and safeguarding.

We are committed to:

- Promoting and modelling excellent attendance and punctuality.
- Developing a whole-school culture that values and prioritises attendance.
- Ensuring equality, fairness and inclusion for all pupils.
- Building strong relationships with families and other professionals.
- Identifying barriers to attendance at the earliest opportunity.
- Providing support and intervention before attendance becomes a significant concern.
- Working collaboratively with external agencies and the Local Authority.
- Monitoring attendance data regularly to identify trends and target support.
- Ensuring pupils with SEND, medical needs or mental health needs receive appropriate support.
- Ensuring every child receives an efficient, full-time education in accordance with Section 7 of the Education Act 1996.

The school's attendance team can be contacted via office@parkaspire.co.uk.

Attendance Lead: **Beki Farrar** Assistant Headteacher for Safeguarding and Attendance

Legal Framework

This policy has due regard to the following legislation and statutory guidance:

- Education Act 1996
- Equality Act 2010
- Children and Young Persons Act 1963
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Working together to improve school attendance (updated July 2026)
- Keeping children safe in education 2026
- Children missing education guidance [\[](#)

This policy should be read alongside the school/Trust's:

- Safeguarding Policy
- Relationships (Behaviour) Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Complaints Procedure Policy

Role and Responsibilities:

Local Advisory Board

The Local Advisory Board is responsible for:

- Monitoring implementation of this policy.
- Promoting the importance of good attendance.
- Receiving and scrutinising attendance data.
- Challenging leaders where attendance requires improvement.
- Ensuring attendance remains a strategic priority.
- Ensuring staff receive appropriate attendance training.
- Ensuring the school fulfils its legal duties regarding attendance and safeguarding.

Headteacher

The Headteacher is responsible for:

- The strategic leadership of attendance.
- Creating a culture where attendance is valued.
- Appointing an Attendance Lead.
- Ensuring compliance with statutory attendance duties.
- Supporting effective intervention strategies.
- Ensuring every pupil has access to suitable full-time education.
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Attendance Lead

The Attendance Lead is responsible for:

- Day-to-day attendance management.
- Overseeing attendance procedures.
- Monitoring attendance data daily and weekly.
- Identifying pupils at risk of persistent or severe absence.
- Early intervention where concerns emerge.
- Working collaboratively with safeguarding, SEND and pastoral teams.
- Planning and reviewing attendance support strategies.
- Monitoring intervention impact.
- Leading attendance meetings.
- Liaising with external agencies.
- Notifying the Local Authority of required admissions and deletions from roll.

Staff

All staff are responsible for:

- Promoting excellent attendance.
- Following attendance procedures.
- Recording attendance accurately.
- Sharing concerns regarding attendance promptly.
- Identifying potential safeguarding concerns linked to absence.
- Supporting reintegration following absence.

Pupils

Pupils are expected to:

- Attend school every day unless they are unable to do so.
- Arrive on time.
- Attend lessons and agreed activities.
- Engage positively with support offered.

Parents and Carers

Parents and carers are responsible for:

- Ensuring their child attends regularly.
- Promoting positive attendance habits.
- Informing school of absence as soon as possible.
- Providing accurate contact information.
- Supplying at least two emergency contacts.
- Working constructively with school where attendance concerns arise.

Definitions

Attendance

Being present at school and participating in education.

Absence

A pupil not attending a session they are expected to attend.

Authorised Absence

An absence approved by the school, including:

- Genuine illness.
- Medical appointments that cannot be arranged outside school hours.
- Religious observance.
- Exceptional circumstances approved by the Headteacher.
- Other circumstances permitted under statutory guidance.

Unauthorised Absence

An absence not approved by the school, including:

- Term-time holidays not authorised by school.
- Unexplained absence.
- Truancy.
- Arriving after registers close.
- Shopping trips or birthdays.
- Looking after siblings.

Persistent Absence (PA)

Attendance below 90%.

Severe Absence (SA)

Attendance below 50%..

Registration Arrangements

The school day operates between **8:45am and 2:30pm**.

Pupils are expected to arrive on site by **8:45am**.

Morning Registration

- Opens: 8:45am
- Marked by: 9:30am
- Closes: 10:00am

Afternoon Registration

- Marked by: 12:00pm
- Closes: 12:15pm

Pupils arriving after registration but before the register closes will receive a late mark.

Pupils arriving after the register has closed will receive an unauthorised absence mark in accordance with statutory guidance. Working together to improve school attendance sets out the requirement for schools to maintain accurate attendance registers and follow up absence promptly.

Reporting Absence

Parents must contact school before **9:00am** on the first day of absence.

Parents should provide:

- Reason for absence.

- Expected duration.
- Any supporting information.

Where no contact has been received, school will:

- Telephone and text parents.
- Contact other emergency contacts.
- Undertake welfare checks where necessary.
- Escalate unresolved safeguarding concerns appropriately.
- Inform any allocated workers

Illness and Medical Appointments

The school will usually accept parental reports of illness.

Medical evidence may be requested where:

- A pattern of absence develops.
- Attendance is a concern.
- The authenticity of absence cannot reasonably be established.

Appointments should be arranged outside school hours whenever possible.

Leave of Absence

The Headteacher/Attendance lead may only authorise leave of absence in **exceptional circumstances**.

Parents must submit a Leave of Absence Request Form in advance.

Family holidays are not normally considered exceptional circumstances under current attendance regulations. The School Attendance (Pupil Registration) (England) Regulations 2024 make clear that a desire for a holiday is not an exceptional circumstance.

Children with SEND:

The school recognises that some pupils with Special Educational Needs and Disabilities (SEND) may experience increased anxiety, sensory needs, medical difficulties, or challenges associated with changes to routine. However, the school will not routinely authorise holidays during term time solely on the basis that a pupil has SEND.

Requests will be considered on an individual basis and in accordance with statutory attendance legislation. The presence of SEND alone does not constitute an exceptional circumstance. The Headteacher will consider any relevant evidence provided, including professional advice where appropriate, and whether the circumstances are exceptional, unavoidable and in the best interests of the child.

Where families believe a pupil requires additional support due to anxiety, emotional wellbeing, disability-related needs, or difficulties attending school, the school will work collaboratively with

parents, carers and relevant professionals to identify reasonable adjustments and support strategies that can be implemented during term time to promote successful attendance and inclusion.

Religious Observance

Leave may be authorised for recognised religious observance where appropriate. Requests should be made in advance.

SEND, Mental Health and Health Related Absence

The school recognises that pupils with SEND, medical needs and mental health difficulties may face additional attendance barriers.

Support may include:

- Attendance support plans.
- Pastoral support plans.
- Modified timetables.
- Phased reintegration.
- Additional SEN support.
- Multi-agency involvement.
- Reasonable adjustments.

Support arrangements will be reviewed regularly and aligned with any Education, Health and Care Plan (EHCP).

Part time Timetables

A part-time timetable will only be used as a short-term intervention where it is in the pupil's best interests.

Any reduced timetable:

- Must have parental involvement.
- Must have a clear review date.
- Must include plans to return to full-time education.
- Will be monitored by senior leaders.

Part-time timetables will never become a long-term arrangement without appropriate review and oversight. Working together to improve school attendance highlights the need for schools to carefully monitor and review reduced timetables.

Children Missing Education

The school will comply with all duties relating to children missing education.

Where required, the school will notify the Local Authority of:

- Admissions.
- Deletions from roll.
- Pupils whose whereabouts cannot be established.

These notifications will be made in accordance with statutory requirements.

Attendance Monitoring and Intervention

Attendance data will be reviewed regularly.

Support may include:

- Attendance letters.
- Telephone discussions.
- Attendance meetings.
- Parenting support.
- Attendance action plans.
- Early Help referrals.
- Multi-agency support.
- Local Authority involvement.

Interventions will be tailored to individual circumstances.

Persistent and Severe Absence

Where a pupil becomes persistently or severely absent, the school will:

- Work with families to identify barriers.
- Implement targeted support plans.
- Engage relevant agencies.
- Consider safeguarding implications.
- Monitor attendance closely.

The school recognises that ongoing severe absence may, in some circumstances, indicate neglect and will manage concerns in line with safeguarding procedures. Keeping children safe in education 2026 recognises children absent from education as a potentially vulnerable group.



Legal Intervention

Where support has not secured sufficient improvement, legal intervention may be considered. The school follows the national attendance penalty notice framework introduced from August 2024. A Penalty Notice may be requested where a pupil accumulates:

10 sessions (5 school days) of unauthorised absence within a rolling 10 school-week period.

This may include:

- Unauthorised leave during term time.
- Repeated unauthorised lateness.
- Other unauthorised absences.

Penalty Notice Charges

First Penalty Notice:

- £160 per parent, per child.
- Reduced to £80 if paid within 21 days.

Second Penalty Notice within three years:

- £160 per parent, per child.
- No reduced rate available.

Third offence within three years:

- Prosecution may be considered instead of a further Penalty Notice.

Attendance Data Analysis

The school will analyse attendance data for:

- Whole school attendance.
- Year groups.
- Individual pupils.
- Vulnerable groups.
- SEND pupils.
- Pupils eligible for free school meals.
- Children looked after.
- Pupils with social workers.
- Persistent absentees.
- Severe absentees.

Data analysis will be used to identify trends and inform intervention strategies.

Staff Training

All staff will receive attendance training through induction and ongoing professional development.

Training will include:

- Importance of attendance.
- Attendance and safeguarding.
- Children missing education.
- Persistent and severe absence.
- Attendance legislation.
- Recording attendance accurately.
- Multi-agency working.
- SEND and attendance.
- Mental health and attendance barriers.

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



ATTENDANCE & SAFEGUARDING BLUEPRINT

Know the Process. Act Quickly. Keep Children Safe.

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Unexplained Absence - Call Parent/Carer - Send Text if No Answer - Apply Attendance Code - Attendance Lead/DSL Reviews Vulnerable pupils may receive immediate safeguarding intervention.	No Contact Established - Call Emergency Contacts - Welfare Visit Considered - Letter Left if No Response - Social Worker Updated (where applicable)	Continued No Contact - Second Welfare Visit - DSL Risk Review - Police Welfare Check Considered	Escalation - Home Visit by Attendance Lead/DSL - Further Agency Contact as Required - Safeguarding Risk Assessment Reviewed	Ongoing Absence - Inclusion & Outreach Welfare Visit - Consider CME Referral - Multi-Agency Review if Required

IMMEDIATE ESCALATION Do not wait for Day 3, 4 or 5 if there are safeguarding concerns. The Attendance Lead/DSL may: ✓ Contact Children's Social Care ✓ Contact Social Worker ✓ Request Police Welfare Check ✓ Refer to Children Missing Education (CME) ✓ Initiate Multi-Agency Safeguarding Procedures	WELFARE VISITS Use Professional Curiosity Be alert to: • Neglect • Abuse • Exploitation • Domestic Abuse • Poor Home Conditions • Inadequate Supervision • Any Concern About a Child's Safety or Wellbeing Report concerns to the DSL immediately.	RECORD EVERYTHING CPOMS - Attendance Category Record: ☎ Calls 💬 Texts ✉ Emails 🏠 Welfare Visits 🏠 Home Visits 🤝 Agency Contacts 👮 Police Welfare Checks 🛡 Safeguarding Decisions & Outcomes
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KEY MESSAGE ATTENDANCE IS EVERYONE'S RESPONSIBILITY

UNEXPLAINED ABSENCE IS A SAFEGUARDING CONCERN

EVERY ACTION. EVERY DAY. ON CPOMS.

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:

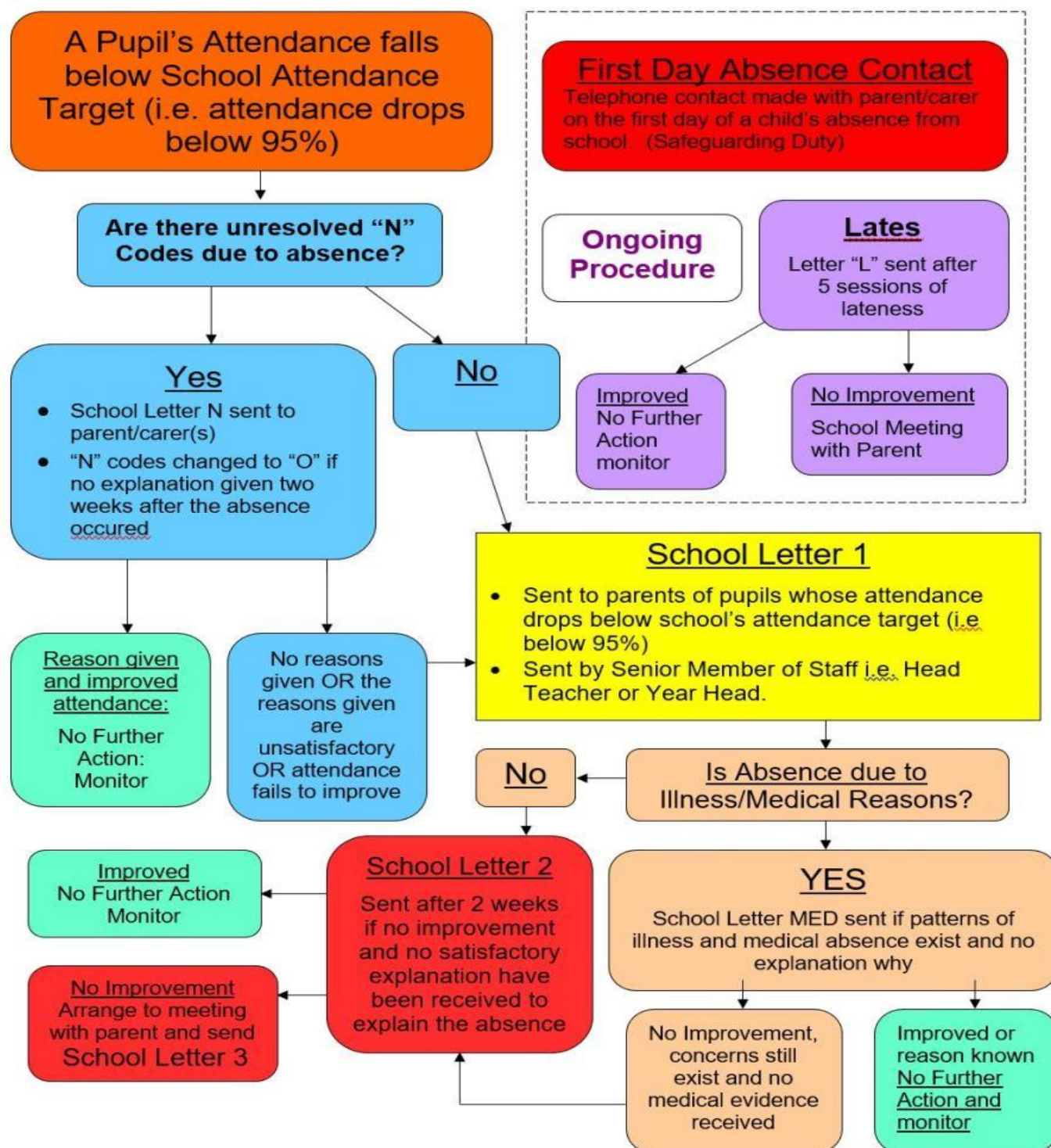
- Parent is notified in writing that the leave of absence request has been refused, detailing the reasons why, and the consequences should the leave be taken, including the requesting of a penalty notice from Bradford Council.
- Parent continues to take the pupil out of school during term time, and unauthorised 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:

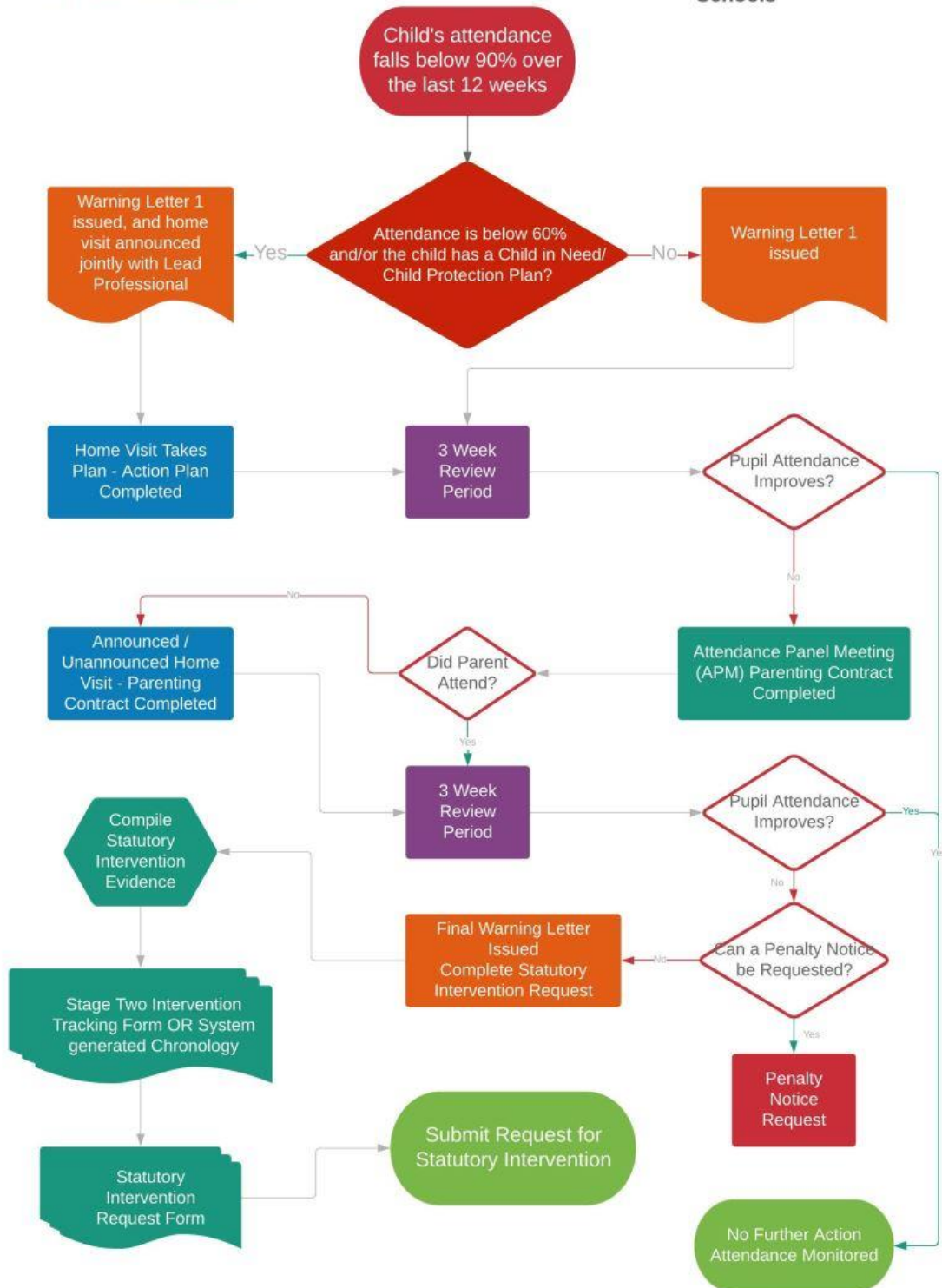
- Term-time leave request submitted by Parent;
- A refusal of leave letter from the school outlining:
 - the exceptional circumstances the school has considered;
 - setting out the reasons for refusal;
 - A statement regarding the consequences of taking an unauthorised holiday, including the issuing 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 Team
Stage Two Intervention Process:
Schools**



EDUCATION SAFEGUARDING - ATTENDANCE INTERVENTION FLOWCHART

John Leese | February 21, 2022

