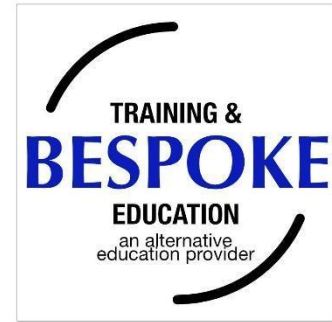




Introduction

Bespoke Training and Education Ltd is required to set out an attendance and punctuality policy, which mirrors most of the schools that it works in.

The Education Act 1996 requires parents and carers to ensure their child receives an efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.

Regular attendance is essential to promote the learning, progress and safeguarding of all pupils. Bespoke Education and Training expects all pupils to have good attendance of at least 95%. The attendance pattern for all students are monitored weekly with Bespoke seeking to work actively with stakeholders to ensure regular pattern is maintained.

We do all we can to encourage the students to attend and to put in place the appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards education and achieving the best outcome possible for the pupil.

AIMS

- To maximise attendance of all pupils, ensuring maximum learning opportunities.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all.
- To monitor, communicate and support students whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.
- To improve attendance to a minimum of 96%

How is attendance described at Bespoke Training and Education?

100% Outstanding

97-99% Good

95-96 Satisfactory

90-94 Cause for Concern

<90 Unacceptable

ROLES AND RESPONSIBILITIES Parents will:

- Ensure that their child arrives on time for the start of registration (8.55 a.m.).
- Ensure any child arriving after the start of school accesses school via the main office.
- Contact Bespoke on the first day of any absence before 9.30 am. This may be done by phone, by letter or in person. (Verbal messages on the parent's behalf from an adult relative or representative such as a child-minder or friend may be accepted at the school's discretion on the first day of absence – subsequent absences must be explained by the parent. Verbal messages from students, e.g. siblings, will not be accepted).
- Contact the Bespoke in advance if their child will be absent for any reason (e.g. medical appointment).
- Avoid medical and dental appointments during the school day.
- Ensure family holidays are not booked during term time.
- Notify Bespoke in advance if they intend to remove their child permanently for any reason.
- Work with the school and Education Welfare Officer to improve lateness and attendance.

If parents, guardians or carers are worried about their child's attendance they should:

- Talk to their child; it may be something simple that needs your help in resolving.
- Talk to their child's class teacher in the first instance.

Bespoke's Responsibilities

- To communicate clearly the attendance procedure and expectations of stakeholders
- Maintain appropriate attendance data.
Morning register; 9.00am Afternoon register: 1.00pm
- Consistently record reasons for absence and indicate if absence is authorised or not.
- Contact parents / carers on the first day of any absence if no reason is given by 9.30 am.
- Notify parents/ carers at least annually of their child's attendance level.
- To have systematic and consistent daily records which chart absence and lateness.
- To report to the Education Welfare Officer and support their work with pupils, as necessary.
- To report to stakeholders weekly on attendance and discipline.
- To promote good attendance.

This policy has regard to Keeping Children Safe in Education (KCSIE) 2026, in force from 1 September 2026, and the DfE statutory guidance 'Working together to improve school attendance'

Children who are absent from education (KCSIE 2026)

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

SAFEGUARDING AND THE DESIGNATED SAFEGUARDING LEAD (DSL)

- Bespoke's Designated Safeguarding Lead (DSL) is Brandon Hitchman and the Deputy DSL is Graham Coffey. The DSL has overall responsibility for the safeguarding response to absence and works closely with the senior member of staff responsible for attendance.
- Any unexplained absence, pattern of absence or lateness, or absence that raises a welfare concern will be reported to the DSL on the same day and recorded on Bespoke's safeguarding records.
- For pupils who have a social worker, a child in need or child protection plan, are looked after or previously looked after, or are otherwise known to be vulnerable, any unexplained absence will be escalated to the DSL immediately on the first day. The DSL will inform the pupil's social worker and, for looked-after and previously looked-after children, the Virtual School Head.
- Bespoke will hold more than one emergency contact for every pupil, where reasonably possible, and will check these details with parents and carers at least once each term.
- Where a pupil is missing education, their whereabouts are unknown, or they stop attending without explanation, the DSL will notify the commissioning school and local authority without delay and follow local Children Missing Education procedures.
- Where there is a concern that a child is at risk of harm, including neglect, child sexual exploitation, child criminal exploitation or county lines, the DSL will follow Bespoke's Child Protection and Safeguarding Policy and make a referral to children's social care. If a child is in immediate danger, the police will be contacted on 999.
- All staff will receive safeguarding training, updated regularly, that covers recognising absence from education as a potential indicator of abuse, neglect or exploitation.

WORKING WITH COMMISSIONING SCHOOLS AND LOCAL AUTHORITIES

- As an alternative provision provider, Bespoke will report each pupil's attendance to the commissioning school or local authority daily, by Brandon Hitchman, so that the school can keep its attendance register accurately. The commissioning school's register remains the legal record of the pupil's attendance.

- Any unexplained absence will be reported to the commissioning school's DSL on the first day, so that the school can carry out its own follow-up and safeguarding checks.
- The commissioning school retains responsibility for the safeguarding of pupils it places with Bespoke. Bespoke will share relevant safeguarding information with the school and other agencies promptly and in line with data protection law and 'Working together to safeguard children'.
- Before each placement starts, Bespoke will agree with the commissioning school the arrangements for reporting attendance, contacting parents and carers, and escalating safeguarding concerns.

ABSENCE

- Pupils are expected to attend for the entire duration of their contract, unless there is an exceptional reason for the absence. This will be discussed with all stakeholders.
- There are two main categories of absences:
 - Authorised Absence: is when the Bespoke has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence.
 - Unauthorised Absence: is when Bespoke has not received a reason for absence or has not approved a child's absence from school after a parent's request. Please be aware that when a parent telephones with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. The child's current and previous attendance will be taken into consideration and as a result the absence may not be authorised.

ACCEPTABLE REASON FOR ABSENCE

- Illness (evidence may be asked for)
- Days agreed by school as religious observance

UNACCEPTABLE REASONS FOR ABSENCE

- Truancy (absence without parents/carers knowledge)
- Minding the house
- Shopping/running errands (eg buying new shoes or clothes)
- Looking after sick relatives
- Looking after brothers or sisters
- School clothing in the wash
- Oversleeping
- Headlice
- Birthday

- Parents illness
- Students at different school not coming in
- Last day of term
- Child not wanting to come to Bespoke
- Holiday (whole weeks or odd days)
- Any other reason that the Headteacher deems unacceptable.

If a child of compulsory school age who is registered at a school fails to attend regularly at Bespoke, then the parent is guilty of an offence under the Education Act 1996 and can be served with a penalty notice by an authorised officer. This process will be done through the relevant stakeholders

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME (for exceptional circumstances)

Application for term-time leave of absence must be made 4 weeks in advance as by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'.

Parents have no entitlement to leave of absence and authorisation will only be given for "Exceptional circumstance" and proof will be asked for.

New legislation introduced states that parents do not have the right to take their child/ren out of school during term time, parents can be fined per child, per parent in the first instance for doing so except in exceptional circumstances.

By law you must ask permission for your child to miss school. If you don't you risk being served a penalty notice from the local authority.

There are approximately 195 school days (390 sessions) a year which your child is expected to attend.

There are also approximately 71 days (142 sessions) of school holidays.

This is over 13 academic weeks. Please ensure that your family holidays are taken during the school holiday period.

LATENESS

Punctuality is an important life skill. It is also polite.

Students must be in class by 9.00 am each day. Registers will be taken as soon as possible after that time. Students will be marked late if they arrive at school after the registers have been taken.

If the arrival at school is after the registers have closed at 9.30, this may be recorded as a late mark.

If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Lateness will be monitored. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists, parents will be invited to attend the school and discuss the problem.

THE PROCESS FOR MONITORING ATTENDANCE ABSENCE MONITORING

Staff will log instances of absence and lateness and discuss weekly with the relevant stakeholders. Where issues persist, the following will be initiated:

Stage 1: When attendance levels fall below 95% a letter will be sent home to parents to advise them that their child's attendance has the potential to become a cause for concern and will be monitored.

Stage 2: If attendance becomes a cause for concern (falls below 90%), a letter will be sent to parents inviting them into school to complete a parental contract to discuss ways in which attendance can be supported and improved. This will then be reviewed within 4 weeks to see if any improvement has occurred.

Stage 3: If the concerns persist the school will make a formal referral to the Local Authority Educational Welfare Service to deal with the on-going issues. Should concerns persist the EWO will agree actions and where necessary meet with the parents/carers. Please note that ultimately the Local Authority can take legal action.

LATENESS MONITORING

Stage 1: If a pattern of lateness develops, a letter will be sent home to alert parents to the concern.

Stage 2: If lateness persists a letter will be sent home inviting parents in for a meeting to discuss the concerns.

Stage 3: If concerns persist, a referral will be made to the Local Authority Educational Welfare Service.

Promoting good attendance

Awarding a prize to all individual students who get 100% attendance for the whole academic year (September to July). This could be a sports shop voucher or a trip/visit relating to the area of study.

First day contact procedures 1st day of absence: 1. As soon as the registers are complete, staff check absentees against messages received.

2. At 9:30 for pupils for whom no message has been received, staff will send a text message to prompt parents to contact school.

3. If following a text message no message has been received by 10:30am, then a phone call is to be made.

4. When contact is made, the parent will be asked for the reason for absence. A decision will be made by Bespoke as to whether the reason provided is sufficient to authorise the absence. If the absence will not be authorised the parent will be informed, as will all stakeholders.

5. In the case of minor ailments, the parent will be encouraged to send the child in with an assurance that staff will monitor their child closely. (NB—if there has been a pattern of specific symptoms in the school or community, such minor illnesses may be treated as a valid reason for absence.)

6. Reasons for absence will then be added to the register.

7. If no contact has been made with a parent or carer by 12:00 noon, staff will try all emergency contacts and inform the DSL and the commissioning school. For pupils with a social worker or who are otherwise vulnerable, the DSL will be informed as soon as the absence is identified.

2nd day of absence: 1. If contact was not possible by phone on day 1, a second text message will be sent to prompt parents to contact us.

2. If following a text message, no message has been received by 10:30am, then a phone call is to be made.

3. If contact was made on day 1, staff will contact the parent or carer again on day 2 to check on the pupil's welfare and agree an expected return date. If no contact has been made by the end of day 2, the DSL will consider whether a welfare check or home visit is needed.

3rd day of absence: 1. If contact was not possible by phone on day 1 or day 2 and the child continues to be absent, the DSL, the school, the Education Welfare Officer and other relevant stakeholders will be contacted, and a welfare check or home visit will be arranged.

2. If contact was made on day 1 - call parent for update on health and discuss return to Bespoke.

In situations where there are concerns for a child's safety and well-being, the DSL will be informed immediately, home visits will take place through the necessary stakeholders and the case will be escalated to the EWO earlier. Where a child may be at risk of harm, the DSL will make a referral to children's social care, or contact the police on 999 if the child is in immediate danger.