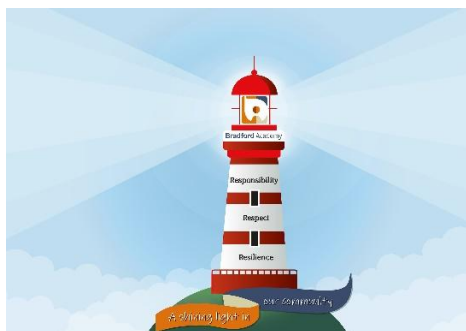




Attendance Policy

All Through Learners

Approved by:	Board	Date: December 2025
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Related Documents	Mental Health and Well Being Policy for Learners Positive Behaviour Policy	
Guidance	Keeping Children Safe in Education	
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1. Introduction

The School Attendance and Punctuality Policy operates within the context of the school's mission statement. It is the aim of the school to support every pupil to have maximum attendance and thus to achieve their full academic and social potential through the school community. To realise this aim, the school will work in partnership with parents/carers in offering pupils academic and pastoral support.

The policy should be implemented alongside the Department for Education guidance document 'Working together to Improve School Attendance 19th August 2024' and the school's Behaviour Policy which sets out the protocols for the day- to-day management of behaviour, including attendance and punctuality.

2. Aims

Bradford Academy aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every learner has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- To ensure that all stakeholders understand the academy's expectations of themselves and each other and strive to attain them.

- To support the mission, vision and values of the academy

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly over 95% or better and will promote and support punctuality in attending lessons.

Bradford Academy believes that good attendance is a pre-requisite to a good standard of education as it maximizes the opportunities for each learner to realise their true educational potential. Securing, good attendance must therefore be a high priority for academy staff, governors and Parents/Carers and the learners themselves. By failing to attend school regularly learners diminish the value of education provided for them. Bradford Academy will challenge those learners and their Parents/ Carers who show continued poor attendance and punctuality.

3. Definitions

1. 'Session' is a term related to the recording of absence data - every school day must have two 'sessions' (morning and afternoon), divided by a break, for which attendance must be recorded.
2. 'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence.
3. 'Unauthorised absence' is where the school is not satisfied with the reasons given for an absence.

4. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](#)
- [The Education \(Independent Academy Standards\) \(England\) Regulations 2014](#)
- [Working Together to Safeguard Children 2018](#)
- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)
- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

5. Academy absence procedures

5.1 Attendance register

By law, all schools (except those where all learners are boarders) are required to keep an attendance register, and all learners must be placed on this register.

The attendance register will be taken at the start of the AM session of each school day and at the start of the PM session. Learners will be marked using the DfE attendance and absence codes.

In addition to this and in the secondary phase, an attendance register will be taken at the start of every lesson during the day.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment indicated by their initials

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Secondary learners must arrive in school by 8:15am on each school day. Primary must arrive in school by 8:30am. The AM session for Secondary learners starts at 8:20am. Primary learners it is 08:30am.

In the secondary phase, the register for the AM session will be taken within a 10-minute period of the designated start time. The register for the PM session mark will be taken within the first 10 minutes of Period 4.

In the primary phase the register for the AM session will be taken within a 10-minute period of the designated start time. The register for the PM session mark will be taken between 12.30 and 12:45pm (depending on the year group).

Anyone who arrives after 8:20am (Secondary) and 8:30am (Primary) will be marked as late.

5.2 N Code Procedure

In instances where learners are marked with an N Code on the register when they have previously been in the building, the designated Attendance Officer will communicate with members of the teaching or associate staff to ascertain the location of the learner. If they cannot be located within fifteen minutes, the Attendance Officer will contact Safeguarding who may contact parents to inform them. Once the learner has been located, the register will be updated with the appropriate code.

5.3 Unplanned absence

On the first day of absence, parents should telephone or email the attendance team before 09:45am to inform of the reason for the learner's absence and the likely duration of the absence – Parents will still be required to call school on a daily basis even if they are aware they will not be in unless there is a medical note which covers the duration of absence. Personal or written communication to the academy is also acceptable. Where no information has been received by 09:45am on the first day of absence, the academy will send a message from the Arbor parent app to notify them that their child is absent and to call the Attendance Team to give the reason for absence.

Parents may be required to provide evidence after or during an absence, stating clearly the dates of absence and the reason. Failure to provide evidence following an absence may result in the absence being marked as unauthorised.

Parents should telephone the academy absence line on 01274 256 789 option 1 on each day of absence.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness OR the child's attendance has dropped below 95%.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

5.4 Medical or dental appointments

All appointments, where possible, must be arranged after school.

Parents should provide advance notice by way of a medical card and/or letter for any time off school required for medical appointments.

Time away from school, as a result of an appointment must be kept to a minimum – children should not be absent for the whole day/whole morning/whole afternoon.

The Attendance Office will manage appointments, keeping the Administrative Team and Senior Leader responsible for attendance informed of authorised appointments.

Primary learners and KS3 will not be allowed to leave the school during school hours unless they are collected by a parent.

Secondary learners (KS4 and 5) will only be allowed to leave site with prior permission from parents/carers OR it has been agreed by Safeguarding.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

5.5 Lateness and punctuality

In secondary, any learner who arrives late to lessons will be marked as late by the class teacher and sanctioned according to the positive behaviour policy.

5.6 Following up absence

The school will follow up any absences where contact has not been made to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

On the first day of absence, we will make contact using our communication system to ascertain the reason for the absence.

On the second day of absence, an attendance officer we will make telephone contact to discuss the reason for the learner's absence.

Following this, on the third day of absence, an attendance officer will conduct a home visit.

Any attempt to communicate, will be recorded on our management information system.

The academy employs Attendance Officers that will contact you about prolonged periods of absence or complete a home visit to check on the welfare of your child and anticipated date for returning to the academy.

When visiting and in the event of no one being at the home address, the Attendance Officer will leave a calling card to notify you of their visit which has details of how to contact them on the card.

As a Parent/ Carer it is your statutory duty to ensure your child attends the academy regularly (Over 95%) and to inform us of reasons for their absence.

5.7 Attendance monitoring

If learner's absence continues to rise, we will consider involving support from the local authority and may pursue a fixed penalty fine or legal prosecution for persistent absence – see 6.2.

The persistent absence threshold is 10%. If a learner's individual overall absence rate is greater than or equal to 10%, the learner will be classified as a persistent absentee.

learner-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

We will track the attendance of individual learners, identify whether there are groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as needing intervention and support. Poor attendance and persistent absence at the academy is considered to be a safeguarding issue and we will take necessary steps to ensure the welfare of your child. This includes calling the Police on the 101 service to request a welfare check if all attempts to contact you made by the academy are ignored.

5.8 Reporting to parents

Parents/Carers may request a copy of their child's attendance at any time.

The attendance certificate is a key part of your child's academic report which is provided for you at subject consultation evenings according to the academy calendar and are sent to those who cannot attend for whatever reason.

5.9 Reintegration of learners

The academy recognises the key role it can play in successful reintegration for learners returning after a prolonged period of absence.

The school will work in partnership with parents and external agencies (if appropriate), to assist a smooth reintegration back into the academy, ensuring a flexible approach to meeting the learner's needs.

All relevant staff will be informed of the child's circumstance and a member of staff will be nominated to oversee the learners return.

The learner's peers will also be used to ensure they support the child's reintegration.

6. Authorised and unauthorised absence

6.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to learners during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as one-off events such as a close family member being critically ill e.g., Grandparents, siblings. In which case we ask you to provide as much information as possible in order to help us make this decision.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in section 5.4
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learner's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller learners travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the learner is attending educational provision.

The academy policy is **not** to support the taking of holidays during term time.

In examination years, further complications arise as learners prepare for their examinations which occur at different times or are required to complete internally assessed controlled assessment tasks that contribute to examination grades. These are often to be completed within specific weeks of the year and cannot be accommodated outside these times.

Parents/carers may request leave of absence via the form available from main reception in advance of booking a holiday,

- However, approval for absence is at the Principal's discretion and this is only ever granted in exceptional circumstances. The Academy should also be given sufficient time to process the application. No more than ten days leave of absence will be granted in one school year. It is the learners' and parents/carers' responsibility to ensure that any missed work is caught up on their return.
- Parents/carers are reminded that under the new Government legislation school is not allowed to authorise any requests for family holidays taken during term time and has the right to refuse permission. A fixed penalty notice may be issued if this is the case.
- From the 01st April 2023 the Local Authority introduced new rules for Holidays/Unauthorised LOA taken in term time. A decision has been made by Bradford Council to change their approach to situations where families take two or more periods of unauthorised leave in a 12-month period, or when a period of four or more weeks of leave is taken. In these instances, Bradford Council will utilise the option to start legal proceedings via the magistrates' court, instead of issuing a penalty notice. This means that parents may be liable to receive a significantly higher fine (up to **£2,500 per child, per parent**) if found guilty, as well as receive a criminal record, which may be reportable to employers (for example, via a DBS Check). In rare circumstances, magistrates can consider a custodial sentence for up to 3 months.

6.2 Legal sanctions

The local authority can fine parents for the unauthorised absence of their child from the academy, where the child is of compulsory academy age.

Penalty notices will be issued by the local authority for each learner absent from the Academy.

For Example: If 3 siblings are absent from the Academy, this would result in each parent receiving 3 separate fines.

Penalty notices can be issued for the following reasons:

- **5 consecutive days of term time leave.** Penalty notice fines will be issued for term time leave of 5 or more consecutive days. Training (INSET) days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.
- **10 sessions of unauthorised absence in a 10 week period.** Penalty notices will be considered when there has been 10 sessions of unauthorised absence in a 10 week period. ****Please note that there are 2 sessions with an Academy day. Therefore learners who are persistently late after registration has closed will be considered for a penalty notice.***

First offence	The first time a penalty notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child to be paid within 28 days issued to and to be paid to the local authority. The fine will be reduced by the local authority to £80 per parent, per child if paid within 21 days.
Second offence (within 3 years)	The second time a penalty notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child to be paid within 28 days issued to and to be paid to the local authority.
Third offence and any further offences (within 3 years)	The third time a penalty notice is issued for term time leave or irregular attendance a penalty notice will not be issued. Instead the case will be presented at the Magistrate's court. A Magistrate's fine can be up to £2500 per parent per child. Cases found to be guilty in Magistrates court can show on a future DBS certificate due to failure to safeguard a child's education.

7. Strategies for promoting attendance

At Bradford Academy we reward learners with good attendance above 95% and exemplary attendance of 100%. We also reward those learners who show a significant improvement in attendance. We do this through several strategies appropriate to each phase within our All Through Academy (for details of strategies used, please refer to Appendix 4). We also recognise attendance at our annual prize giving events which we cordially invite Parents and Carers to attend. Please see the academy calendar for dates this academic year.

8. Children Missing in Education

The academy will always follow up with parents/carers when learners are not at the academy. This means we need to have a least two up to date contact numbers for parents/carers/emergency contacts. Parents should remember to update the academy as soon as possible if the numbers change.

The academy recognises that a child going missing from education is a potential indicator of abuse or neglect, and will follow guidance from 'Keeping Children Safe in Education' 2023 and 'Children Missing Education' 2016 to promote their safety and wellbeing.

The procedures in this policy will be followed when dealing with children who go missing from education, particularly on repeat occasions, to help to identify the risk of abuse and neglect and to help prevent the risk of them going missing in the future.

The academy will inform the Local Authority of any learner who fails to attend the academy regularly, or has been absent without the academy's permission for a continuous period of 10 academy days or

more, at such intervals as are agreed between the academy and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State).

Please refer to Appendix 4 of this policy.

9. Learners with Medical Conditions or Special Educational Needs and Disabilities

Some learners face greater barriers to attendance than their peers. These can include learners who suffer from long term medical conditions or who have educational needs and disabilities. At Bradford Academy our ambition for good regular attendance applies to all learners.

To support learners with medical needs, the academy will:

- Ensure the learner has a comprehensive health care (or similar) plan which addresses medical, educational social, emotional, and mental health needs, where needed.
- Consider whether additional support from external agencies (including the Local Authority and health services) would be appropriate and work together with those services to deliver appropriate support.
- Work with Local Authorities, families, and learners to develop support approaches and strategies for attendance for learners with special educational needs and disabilities including access to provision outlined in the learner's education, health, and care plan.

The academy will contact their Local Authority when it is clear that a learner will be away from academy for 15 days or more, whether consecutive or cumulative due to health needs, to establish additional support which may be required in order for learners to continue their education.

Part Time Timetables

All learners, regardless of their circumstances, are entitled to a full-time education.

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a learner's individual needs. For example, where a medical condition prevents a learner from attending full-time education and a part-time timetable is considered as part of a re-integration package.

- A part-time timetable will not be treated as a long-term solution.
- A part-time timetable is not to be used to manage behaviour.
- There will be an identified senior leader who is responsible for monitoring the part-time timetable.
- Part-time timetables must be supported with formal written reviews that will take place at least fortnightly and will include the learner, parents/carers and other professionals as appropriate to ensure that they are in place for the shortest time necessary.
- In agreeing to a part-time timetable, the academy has agreed to a learner being absent from the academy for part of the week or day and therefore must record it as authorised absence using either an X or C2 code.
- If a learner has an EHCP, the local authority should form part of the discussion to ensure that an support package can be reviewed alongside the timetable.

10. Roles and responsibilities

10.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Executive Principal and Principal to account for the implementation of this policy.

10.2 The Senior Leadership Team

The Principals and Primary Vice Principal are responsible for ensuring this policy is implemented consistently across the academy.

The All Through Senior Attendance Officer also supports the senior leadership team in managing the attendance team and

10.3 The Attendance Officers

The attendance officer:

- Monitors attendance data at the school and individual learner level.
- Reports concerns about attendance to the All Through Senior Attendance Officer
- Works with the All Through Senior Attendance Officer, Assistant Principals and Year teams to tackle persistent absence across year groups.
- Arranges calls, meetings and home visits with parents to discuss attendance issues.
- Advises the All Through Senior Attendance Officer and All Through Senior Safeguarding Officer of when to issue fixed-penalty notices and potential legal prosecution for persistent and chronic absence.
- Only Attendance staff are permitted to change any marks within the MIS system. Any staff member who wants to query a mark for a learner needs to discuss with the attendance team first.

10.4 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the attendance office via Arbor. Class teachers/form tutors should also work with the attendance and year teams to help monitor and highlight patterns of attendance within their classes.

10.5 Administration staff

Administration staff are expected to take calls from parents about absence and record it on the school system.

11. Monitoring arrangements

This policy will be reviewed annually by the Vice Principal Support and Guidance. At every review, the policy will be shared with the governing board.

11. Links with other policies

This policy is linked to our child protection and safeguarding policy.

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on academy attendance.

Code	Definition	Scenario
Present in the Academy		
/	Present (am)	Learner is present at morning registration
\	Present (pm)	Learner is present at afternoon registration
L	Late arrival	Learner arrives late before register has closed
Attending a place other than the Academy		
K	Off-site educational activity	Learner is at a supervised off-site educational activity arranged for by the local authority
B	Off-site educational activity	Learner is at a supervised off-site educational activity approved by the academy
D	Dual registered	Learner is attending a session at another setting where they are also registered
P	Sporting activity	Learner is participating in a supervised sporting activity approved by the academy
V	Educational trip or visit	Learner is on an educational visit/trip organised, or approved, by the academy
W	Work experience	Learner is on a work experience placement

Authorised absence		
C	Authorised leave of absence	Learner has been granted a leave of absence due to exceptional circumstances

C1	Authorised leave of absence for the purpose of participating in a regulated performance OR undertaking regulated employment abroad.	Learner has been granted a leave of absence where a license has been issued by the local authority for where a BOPA has been issued by the local authority for activities such as: theatre or television, such as acting in films and commercials, paid or professional sport and/or modelling.
C2	Authorised absence as part of a planned part-time timetable	Where a learner is accessing a part time timetable sitting alongside the present mark in line with the planned timings of the day for that individual.
E	Excluded / Suspended	Learner has been suspended/ excluded but no alternative provision has been made
I	Illness	Academy has been notified that a learner will be absent due to illness (not medical or dental appointment)
J1	Attending an interview for another educational establishment or employment.	Attending a job interview or a meeting at another Academy / College for reasons such as in year transfer.
M	Medical/dental appointment	Learner is at a medical or dental appointment
R	Religious observance	Learner is taking part in a day of religious observance
S	Study leave	Year 11 learner is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Learner from a Traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Learner is on a holiday that was not approved by the academy
N	Reason not provided	Learner is absent for an unknown reason (this code should be amended when the reason emerges, or

		replaced with code O if no reason for absence has been provided within 5 school days)
O	Unauthorised absence	No reason for absence established or the academy is not satisfied that the reason is an authorised absence
U	Arrival after registration	Learner arrived at academy after the register closed

Codes that do not affect Academy attendance		
Q	Unable to attend due to lack of access arrangements	Learner is unable to attend as access arrangements are not in place such as; transport and aides for learners with disabilities.
X	Not required to be in academy	Learner of non-compulsory academy age is not required to attend
Y1	Unable to attend due to transport normally provided not being available	If a learner is not within walking distance (3miles) and transport too / from the academy is not available as it normally would be.
Y2	Unable to attend due to widespread travel disruption	Caused by local, national or international emergency.
Y3	Unable to attend due to part of the Academy premises being closed.	If the Academy cannot safely accommodate all year groups.
Y4	Unable to attend due to the whole site being unexpectedly closed.	Adverse weather such as flooding or snow.
Y5	Unable to attend due to criminal justice detention.	If the learner is unable to attend due to being in police detention, remanded in youth custody or has been detained.
Y6	Unable to attend in accordance with public health guidance or law	For instances where guidance is issued to stop the transmission or instances of infection or disease.

Y7	Unable to attend because of any other avoidable cause	Where an emergency has prevented the learner (not the parent) from attending the Academy. Such as; completing community service.
Z	Learner not on admission register	Register set up but learner has not yet joined the academy
#	Planned academy closure	Whole or partial academy closure due to half-term/bank holiday/INSET day

The Attendance Team

Primary Vice Principal and Secondary Vice Principal

Monitor the impact of systems and processes in place for attendance.



Senior Attendance Officer

Responsible for deploying the team each day, ensuring attendance & reward strategies are consistent across the Academy. Preparing cases for prosecution. To oversee the all-through attendance strategy and implement student support plans with KS, AP, Pastoral and Safeguarding to reintegrate long term PA learners. To maintain records on CPOMs and communicate to relevant staff ongoing attendance issues with learners. To manage data and maintain accurate records within Arbor.



Attendance Officer

Responsible for looking at cohorts of learners who would benefit from intervention. Conducts Home Visits and works alongside Pastoral and Safeguarding ensuring to log all incidents on CPOMS.



Attendance Officer

Office Based - to maintain accurate records within Arbor. Follow up on daily absences using Arbor. Communicate with Pastoral teams regarding missing learners. Work with students to promote positive attitudes to attendance.



Attendance Officer

Office Based – to maintain accurate records within Arbor. Follow up on second day absences with parents/carers. Supporting the senior attendance officer with preparing cases for prosecution.



Attendance Officer

Primary based - to maintain accurate records within Arbor. Follow up on daily absences using Arbor. Communicate with staff regarding missing learners. Work with students to promote positive attitudes to attendance. Conducts Home Visits for Primary.

Appendix 3: Strategies for promoting attendance

A range of strategies are used to help promote and reward good and improved attendance. These include:

Primary Phase:

- Attendance a standing item within collective worship every Monday
- Attendance displayed on classroom doors each week
- Termly awards given for children with 100%
- Termly awards given for children with above 96% attendance
- A selection of certificates and prizes awarded by the attendance team/SLT/class teachers for those with the most improved attendance and for consistently good attendance
- Weekly prize drawers by class teachers for those with 100% attendance and punctuality

Secondary Phase:

- Attendance a standing item within year group assemblies – prizes such as ‘queue-jump’ passes awarded by the HOY
- Weekly tables produced for inter year group attendance award (awarded as part of the end of year celebrations)
- Weekly tables produced for inter form group attendance award (weekly certificates awarded for best attending form group in each year group)
- Half termly prize draw for 95+% attenders in each year group
- End of year prize draw for 100% attenders in school
- A selection of prizes awarded by the attendance and year teams for those with the most improved attendance and for consistently good attendance
- All learners with 95+% attendance or better gain an invite to the end of year school trip

Appendix 3: Children Missing in Education Flowchart

