



Policy Name	Attendance and Absence Policy				
Effective Date	January 2022	Date of last revision	November 2024	Version No.	1
Author	Head of School				

Version History				
Version	Approved by	Revision Date	Details of Changes	Author
1		10.09.2024	Initial quotation replaced with updated quotation from 2022.	Head
			School leaving age amended quotation	
			Removal of Covid related guidance and updating of all related documents	
			Re-wording of the approach to students who have under 95% attendance	
			Additional mention of support for families in addition to the example provided for DP students	
			Mention of working with families to address any issues impacting attendance, including health, well-being, or external factors.	
			School refuses the right not to authorise requested absence.	
			ICS London will inform the local authority of any student who is at	



			risk of missing education or who has been absent without explanation for 10 school days. The school will work with the local authority to conduct reasonable enquiries in line with statutory requirements."	
			Support for families may include referrals to external agencies and access to pastoral or mental health support services.	
1.2		11.11.2024	Addition of clear regulatory references	Head
			Addition of breakdown of authorised and unauthorised absence	
			Addition of the Senior Attendance Champion	
			Expansion on the ethos and assisting with support for students which have an attendance of below 95%	
			Addition of the reference to remote learning	
			Reporting duties and timeframes are clear	

Policy Statement

"There is a strong correlation between regular attendance and academic success. The Department for Education (2022) highlights that missing school even for a short period can affect children's learning and development."

"Children must receive full-time education between the school term after their 5th birthday and their 18th birthday (School Leaving Age, DfE). This may be fulfilled through school attendance, an apprenticeship, or approved training."

The aim of this policy is to:

- Make explicit the responsibilities of different members of the school community in promoting student attendance.
- Highlight the safeguarding implications of absence.
- Make clear how the school will record and report attendance and lateness figures.

Key School Contacts

<p>Senior attendance champion: (including EYFS provision) Michael Neville</p>	<p>Email: michael.neville@icslondon.co.uk Telephone number: 02074029273</p>
<p>Key staff / contacts Primary School: Nancy Loga Secondary School: SallyAnn Sholgami</p>	<p>Email: primary@icslondon.co.uk secondary.attendance@icslondon.co.uk Telephone: Primary: 02074029273 Secondary: 02074029273</p>

Scope and Terms of Reference

The following government guidance has been consulted in the writing of this policy:

- [Working Together to Improve School Attendance](#) August 2024
- [Keeping Children Safe in Education](#) September 2024
- [Children Missing Education](#) August 2024

Regulatory References:

- Education (Independent School Standards) Regulations 2014 – Ensures that the policy aligns with independent school attendance standards.
- EYFS Statutory Framework for Group and School-Based Providers (DfE, January 2024) – Applicable to ensure early years attendance standards are met.
- Education and Skills Act 2008 – Establishes legal attendance requirements for children up to age 18.
- Children Act 1989 and Childcare Act 2006 – Reinforces legal expectations regarding the welfare and attendance of children.

- School Attendance (Pupil Registration) (England) Regulations 2024 – Mandates specific attendance recording requirements.
- Equality Act 2010 – Ensures fair treatment in attendance policy, particularly regarding any disability or SEND needs.
- Data Protection Act 2018 and UK General Data Protection Regulation (GDPR) – Outlines requirements for handling personal attendance data and sharing it responsibly.

Working Together to Improve School Attendance (DfE, August 2024) – Provides updated guidance for promoting and improving school attendance.

Summary Table of Responsibilities for School Attendance (DfE, August 2024) – Offers a breakdown of attendance-related responsibilities across stakeholders.

NHS Guidance - "Is My Child Too Ill for School?" (April 2024) – Aids in clarifying expectations for illness-related absences.

School Behaviour and Attendance: Parental Responsibility Measures (DfE, May 2020) – Reinforces parental accountability in attendance.

Mental Health and Behaviour in Schools (DfE, November 2018) – Ensures attendance support for students with mental health considerations.

Supporting Pupils with Medical Conditions at School (DfE, August 2017) – Helps guide attendance management for students with health-related needs.

SEND Code of Practice: 0 to 25 Years (DfE and Department of Health, May 2015) – Ensures that attendance practices support students with special educational needs or disabilities.

The following ICS London policies should be read in conjunction with this policy:

- Safeguarding Policy
- Behaviour Policy

This policy applies to:

- Staff
- Parents and Guardians – referred to as Parents
- Students

Access

This policy is available on the ICS website and is available on request from the school offices. We also inform parents and guardians about this policy when their children join ICS. The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct.

Failure to Comply

Members of staff at ICS who do not comply with this policy must expect intervention from the Senior Leadership Team. Register checks by administrators will take place at 9:30am and 2pm to ensure they have been completed. If a register is incomplete, the relevant member of staff will receive an email reminder from the school administrators. Principals are copied into any such correspondence.

Parents/guardians who do not ensure that their children go to school regularly must understand that ICS is legally required to inform the Local Authority or Home Office, as applicable.

School Responsibilities - Promoting Attendance

ICS London is committed to creating a school culture that integrates attendance into our values, including academic achievement and emotional well-being. ICS London is committed to supporting all students.

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

While 100% attendance is ideal, the school will work collaboratively with parents and local authorities to intervene where attendance drops below 95%. Early intervention, regular communication with parents, and tailored support will be provided to prevent escalation of absenteeism. Administrators will monitor attendance rates via ISAMs and update the Head of School/Primary Principal, fortnightly, via spreadsheet with percentage rates and reasons for absence.

Should a student not arrive at school by 8.42 and no explanatory telephone call or email has been received, the administrators will contact the student's parents immediately. The process of phone calling will be complete by 9:30am.

Attendance figures are noted on student reports and commented on where appropriate.

In Secondary, certificates are issued termly for excellent attendance. In keeping with our inclusive approach this may or may not equate to 100% attendance. For example a student who needs regular weekly therapy sessions but attends all lessons otherwise, should not be penalised.

During assemblies we acknowledge excellent attendance and time keeping.

Where attendance issues arise, the school will work with the student and family to identify barriers to attendance. Interventions will focus on support, while privileges may be reviewed as part of a wider strategy to encourage improvement. For example, Diploma students will not be allowed to go out for lunch.

See Appendices 2 and 3 for Procedures regarding Lateness and Absence.

Staff Responsibilities

The Senior Attendance Champion

A senior member of staff of the School's leadership team is the Senior Attendance Champion to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

The Senior Attendance Champion's responsibilities are

1. to set a clear vision for improving attendance in school;
 - (a) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
 - (b) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
 - (c) to have oversight of and analyse attendance data; and
 - (d) to communicate clear messages on the importance of attendance to pupils and parents.

All staff

The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with students and parents about it.

The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

Teachers will record attendance to every lesson (Secondary) and at AM and PM points during the day (Primary) on the school management system, ISAMs.

Attendance register is taken at 8:45am and 1:20 pm in Primary. In secondary the Form Teacher takes register at 8:45am. The Register should also be taken at the beginning of each Secondary lesson.

All of the above applies to cover teaching as well.

Teachers will report concerns about repeated absences to the leadership team.

Parental Responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

The school expects all parents to:

- provide up to date contact phone numbers, along with emergency numbers. It is important that, should the need arise, the school can contact a responsible adult without delay.
- It is the responsibility of all parents and guardians to report their child's absence from school by 8.45am by telephone or email to the school office.
- For students who take the school bus, we request parents additionally inform the school bus service as early as possible on the day of absence.
- Appointments should be made out of school hours wherever possible.
- Parents to not allow their children to have time off school unless it is genuinely necessary and permission has been granted through the school request for leave form (Appendix 1).
- The Head of School/Primary Principal reserves the right to request medical evidence before deciding whether to authorise an absence.

- Cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- Support their children to leave home with adequate time to allow for delays on public transport or traffic hold-ups as applicable.

Parents who do not give an acceptable reason for their child's absence must understand that the absence will be recorded as unauthorised.

The school will work closely with families and provide targeted support for those experiencing difficulties in maintaining regular attendance. This may include referrals to external agencies and access to pastoral or mental health support services.

Parents must ensure that their children attend school regularly. The school will work closely with families to address any issues impacting attendance, including health, well-being, or external factors.

Monitoring Attendance

The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing fortnightly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to form tutors to facilitate discussions with pupils and to leaders (including Coordinators and SENCO)
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the advisory board to support this work.

Student Responsibilities

ICS London requires students to understand attendance expectations and potential consequences for poor attendance or lateness, supported by various incentives.

ICS London will continue to promote the importance of attendance to school with all students,

Students must attend all lessons that are noted on their timetables and any additional lessons that they are given reasonable notice of.

Students will not leave the school site without permission from staff.

Persistent lateness disrupts the education of both the student responsible and the rest of the class. If a child is late on a continuous basis, the school will communicate with parents to work together to identify causes and potential solutions.

If lateness persists, a formal letter will be issued to parents stating our concerns with a copy placed on the student's file.

Students should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance;
 - communication with parents;
 - reporting to other agencies such as children's social care; and
 - sanctions against them or their parents in line with the School's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their form tutor in the first instance.

Pupils are entitled to expect this information to be managed sensitively.

Additional Needs

The School recognises some pupils may find it harder than others to attend school regularly and we will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

Lateness

At the start of the school day all students are expected to be present for registration.

Registration for all students is 8.45am*

*Secondary students who arrive after 8.42 must sign the late register as they are expected to be seated in their form room by 8.45, in order to hear all daily notices.

Any child arriving later than registration should enter via the main entrance reporting to the school office. If accompanied, a parent or carer should give a reason for the lateness, which will be added to the register

Procedures regarding lateness are outlined in Appendix 2.

Authorised Absences

Authorised absence means that the Head of School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Parents have a legal duty to ensure that their children go to school regularly.

ICS is legally required to inform the local authorities when a student is persistently absent and the Home Office under the Visa Sponsorship Programme.

A child may miss school:

- if they are too unwell to attend.
- If they have received advance permission from the school.

Absences will only be authorised in exceptional circumstances. Any request for absence should be made in advance using the designated form. The school reserves the right to refuse requests that could negatively impact the student's education.

Parents are informed when their child joins the school that authorisation for anticipated absences must be requested from the Head of School/Primary Principal. The form is available via the school website and in Appendix 1 of this policy. This form must be completed at least two weeks in advance of expected absence..

If a Request Form is submitted after the absence has begun, the absence will automatically be marked as unauthorised. There are exceptional circumstances that will be taken into account on a case by case basis.

The Head of School/Primary Principal will decide how many days of an absence will be authorised. Parents will be notified how absence will be recorded. See Appendix 1 for the Request for Absence form.

Unauthorised Absences

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Head;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

Reporting Duties

The School has statutory reporting obligations. If a pupil fails to regularly attend, their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

Each time the School's attendance register is completed it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Children at Risk of Missing Education

ICS London will inform the local authority of any student who is at risk of missing education. The school will work with the local authority to conduct reasonable enquiries in line with statutory requirements.

This includes students who:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education.
- Have ceased to attend school and no longer live within a reasonable distance of the school at which they are registered.
- Have been permanently excluded.

If the absence is linked to wider safeguarding concerns about a student, we would refer to and follow the procedures in our Safeguarding Policy.

ICS London informs the local authority of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

Where a student has not returned to school for ten days after an authorised absence or has been absent without authorisation for twenty consecutive school days, the student can be removed from the Admissions Register. This will only take place if the school and local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This happens if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause. Please refer to Appendix 3 - CME Reasonable Enquiries document for process flowchart. If necessary, Appendix 4 - Reasonable Enquiries Form, will be completed.

ICS London must inform the local authority using the 'Starters and Leavers' form designated by Westminster Council to notify the authority of children that have not arrived as expected and children who have left. This takes place on the Friday of any week where a child has joined or left the school.

Recording Attendance

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;

- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

Accurate record taking is vital for monitoring student attendance, tracking patterns of absence and highlighting safeguarding concerns.

The school management system is used to take attendance for morning registration and every lesson thereafter. The data collected will be reviewed regularly to identify patterns of absence and enable early intervention to support students at risk of falling behind.

The school management system is used to take attendance for morning registration and every lesson thereafter (Secondary) and AM and PM attendance (Primary). See Appendices 2 and 3 for related procedures.

Staff are educated during induction to understand the safeguarding implications of absence, and therefore the vital role that accurate registers play in protecting children.

Remote Education

The School is required to record all absence from in-person lessons.

The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but

this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

Overnight Trips

As a part of our curriculum, both Primary and Secondary students may be asked to attend an overnight trip during term time. These trips are considered a part of our regular school attendance and absence from these trips must be requested in advance, like any other anticipated absence. Only in exceptional circumstances will absences from these trips be authorised.

Appendix 1: Request for Absence during Term Time

Please submit the requests to the front desk or email them to secondary.attendance@ics.uk.net

REQUEST FOR LEAVE OF ABSENCE IN THE SCHOOL TERM

Please submit this request to SallyAnn Sholgami at least **2 weeks** before the absence is due to start.
Each request will be reviewed by the school principal.

STUDENT/PUPIL DETAILS		
NAME OF STUDENT:	YEAR LEVEL/FORM:	
SIBLING DETAILS AT PRIMARY/SECONDARY ICS SITE:		
Name:	YEAR LEVEL:	Primary/Secondary
Name:	YEAR LEVEL:	Primary/Secondary
I request permission for my child to be absent from school between:		
First Day of Absence from School	Date of Return to School	Total School Days absent
<p>Please detail below the reason for your request for absence from school in term time and include any supporting information. The Principal will not be able to consider your request without a clear rationale and you may be requested to submit supporting documentation.</p> 		
NUMBER OF DAYS PREVIOUSLY REQUESTED THIS ACADEMIC YEAR _____		
Signed (Parent/Guardian):		Date:
Print Name:		
For School Use Only		
The school has considered your request for absence in exceptional circumstances and the absence will be recorded as follows:		
Number of Authorised Sessions:	Number of Unauthorised Sessions:	Number of Unauthorised Sessions to date:

Signed:	Position:	Date:
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Appendix 2: Procedures regarding Lateness and Absence

Lateness

1st instance of more than 2-3 minutes – check reason

2nd instance – student reminded of expectations

3rd instance – contact or speak with parents and further sanction.

Further occurrences:

The Designated Safeguarding Lead will work with the student and their parents to establish the causes of lateness and develop solutions to these problems including bespoke interventions.

If none of the above make a positive impact, parents will be invited to a meeting with the DSL and Principal/Head of School at which point an improvement plan will be put into place.

If the improvement plan is ineffective, parents will be invited to a meeting with the Head of School to further discuss the necessary steps to improve attendance and punctuality.

Absence

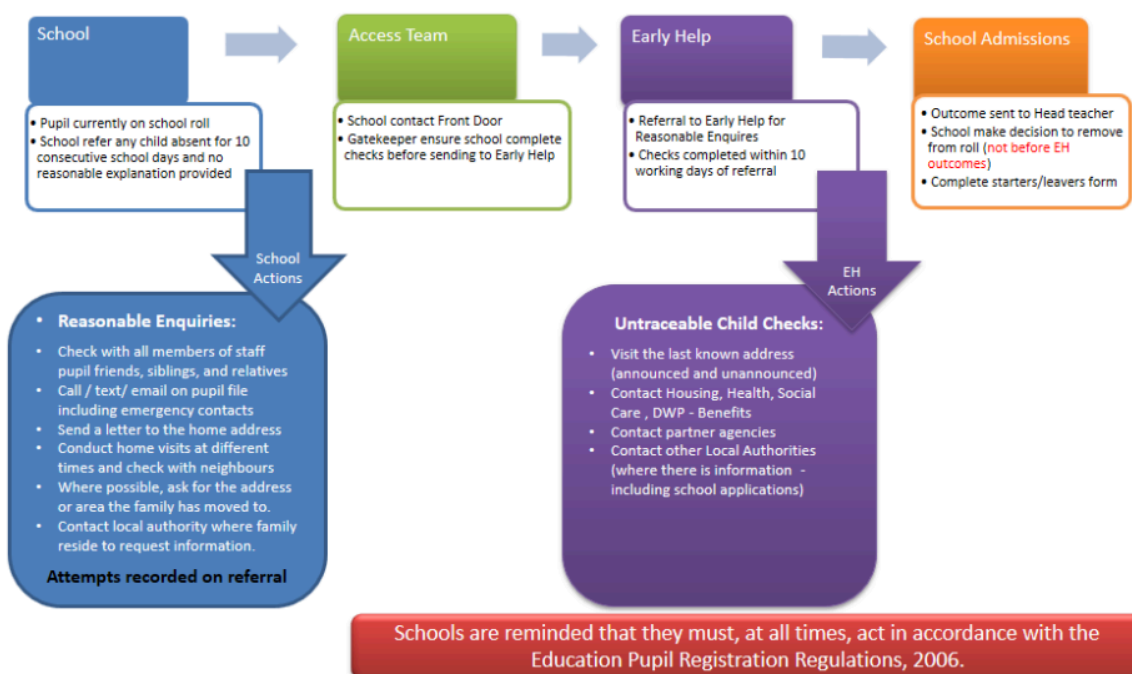
Where a student's attendance falls below 95%, the school will action the below on a term by term basis:

Step	Action
Step 1: Below 95% attendance	Initial letter is sent home explaining concerns.
Step 2: No improvement after a month	Second letter is sent home, followed by a phone call and request for medical evidence where appropriate.
Step 3: No improvement across the half term	Parent is asked to meet to discuss these concerns and strategies are put into place in

	a person attendance plan. This is actioned and monitored by the Senior Attendance Champion
Step 4	Parents are asked to meet with the HOS to determine next steps, including a referral to the Local Child Protection Team.

Appendix 3: Reasonable Enquiries

The below chart is an outline of necessary steps the school should take, as requested from the Royal Borough of Kensington and Chelsea (RBKC) and Westminster.



Appendix 4: School Reasonable Enquiry Form

Leading to Children Missing Education/ Off Roll

When schools should use this form

- Where pupils have stopped attending, attempts to make contact have not been successful, no leavers form has been completed and where the destination of the child is not known.

When should schools NOT to use this form

- Pupils who have stopped attending but who have not moved (e.g. parents still liable for council tax at the home address) are non-attenders NOT CME; they must remain on the school's roll and be dealt with as non-attenders.

When is it appropriate to take a pupil off the school roll?

- 20 days continuous unauthorised absence, after both the school and Local Authority have tried to locate pupil and Reasonable Enquiry has been undertaken, and this form has been returned to the LA CME team who have agreed off rolling after council tax and social care checks, and/or confirmed referral made to CME in new LA.

SCHOOL NAME:

SCHOOL ATTENDANCE LEAD:

PUPIL DETAILS	
NAME:	DOB: / /
Last attendance date / /	<i>Please attach school attendance certificate</i>

PARENT DETAILS	
ADDRESS	
FATHER/CARER NAME Number	
MOTHER/CARER NAME Number	
EMAIL	
Ethnicity	
ADDITIONAL and /or EMERGENCY CONTACT DETAILS	
FAMILY/FRIEND NAME	
Email	
Telephone number	



ENQUIRIES MADE BY SCHOOL			
PHONE CALL 1	Tel:	Date: / /	Outcome:
PHONE CALL 2	Tel:	Date: / /	Outcome:
PHONE CALL 3	Tel:	Date: / /	Outcome:
LETTER SENT	Date: / /	Outcome	
Name:		Tel:	
Home Visit Date: / /	Time, Visit made by ...		
Outcome: Anyone Home? Accommodation appears uninhabited? Bins Empty .Post Piled Up, Estate agent Other			
Neighbor checked House No. Outcome			
Letter sent by school	Date: / /	Outcome:	

OTHER INFORMATION	
Was absence following a holiday?	Authorised <input type="checkbox"/> Unauthorised <input type="checkbox"/>
Any previous long absences or holiday?	
Housing Check.	<input type="checkbox"/> Yes <input type="checkbox"/> No Outcome:
Known to Childrens Social Care?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name of Social Worker: Social Worker Tel:
Any welfare/vulnerability concerns? <i>E.g. domestic violence, SEN, temporary accommodation, mobility.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Give details:
Traveller's?	<input type="checkbox"/> Yes <input type="checkbox"/> No Previous known destinations:
Asylum Seeker?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Friends</p> <p>Facebook?</p>	<p>Any comments</p>
<p>Previous Schools Attended?</p>	
<p>Any recent breakdown in relationships known e.g. in school between pupils, or between pupil or parent and school? E.g. over different opinions relating to behaviour, exclusions or SEN</p>	

ADDITIONAL INFORMATION

SCHOOL SIGNATURE	
Name: Role:	Date: / /
SCHOOL ATTENDANCE SERVICE WORKER SIGNATURE	
Name:	Date: / /
CME SIGNATURE	

Name:	Date: / /
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OFF ROLL DECISION

Name:	Date:
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