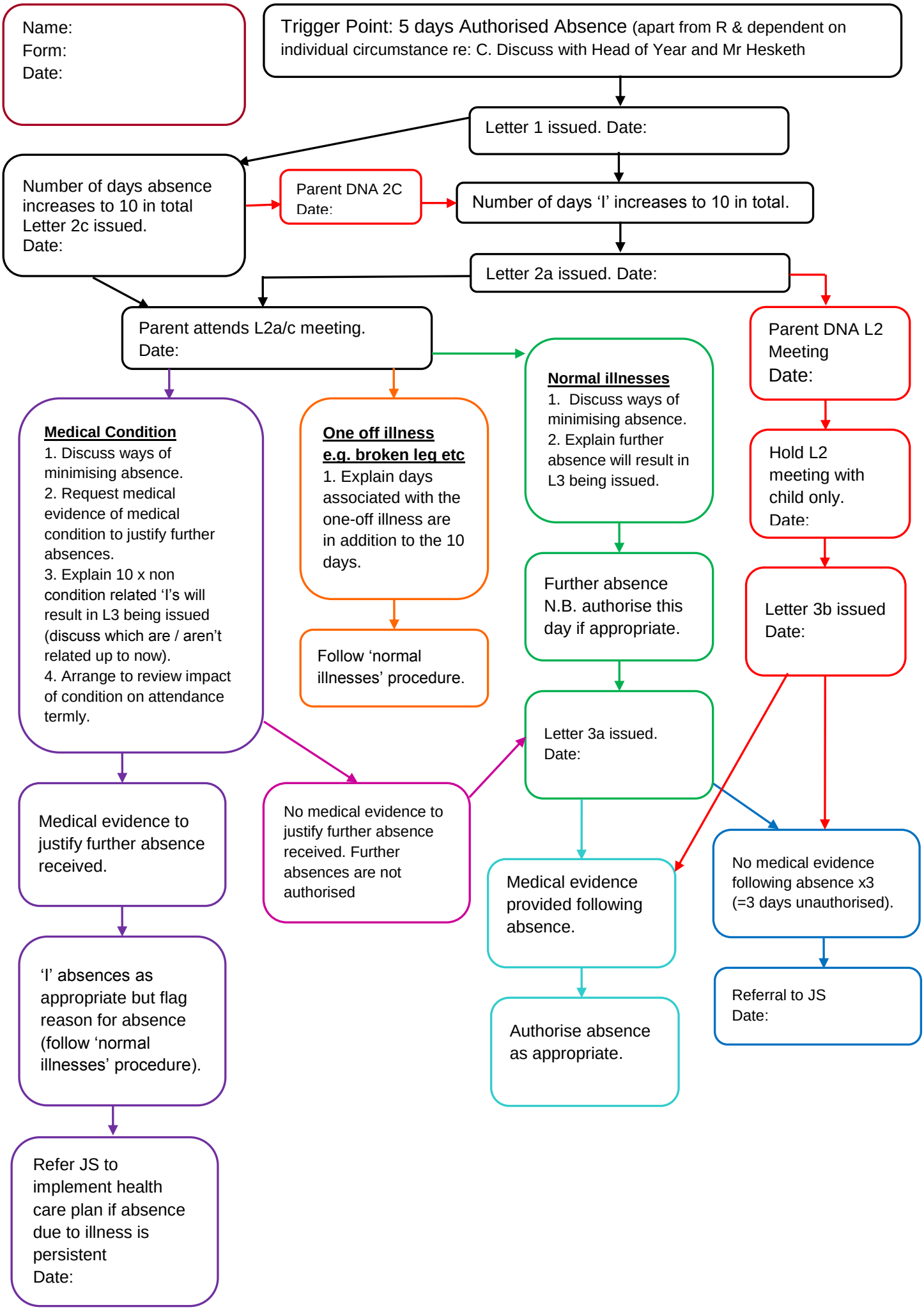
Name:
Form:
Date:
Trigger Point: 5 days Authorised Absence (apart from R & dependent on individual circumstance re: C. Discuss with Head of Year and Mr Hesketh
Letter 1 issued. Date:
Number of days absence increases to 10 in total Letter 2c issued. Date:
Parent DNA 2C Date:
Number of days 'I' increases to 10 in total.
Letter 2a issued. Date:
Parent attends L2a/c meeting. Date:
Parent DNA L2 Meeting Date:
Hold L2 meeting with child only. Date:
Letter 3b issued Date:
Medical Condition
1. Discuss ways of minimising absence.
2. Request medical evidence of medical condition to justify further absences.
3. Explain 10 x non condition related 'I's will result in L3 being issued (discuss which are / aren't related up to now).
4. Arrange to review impact of condition on attendance termly.
One off illness e.g. broken leg etc
1. Explain days associated with the one-off illness are in addition to the 10 days.
Follow 'normal illnesses' procedure.
Normal illnesses
1. Discuss ways of minimising absence.
2. Explain further absence will result in L3 being issued.
Further absence N.B. authorise this day if appropriate.
Letter 3a issued. Date:
Medical evidence to justify further absence received.
'I' absences as appropriate but flag reason for absence (follow 'normal illnesses' procedure).
Refer JS to implement health care plan if absence due to illness is persistent Date:
No medical evidence to justify further absence received. Further absences are not authorised
Medical evidence provided following absence.
Authorise absence as appropriate.
No medical evidence following absence x3 (=3 days unauthorised).
Referral to JS Date: