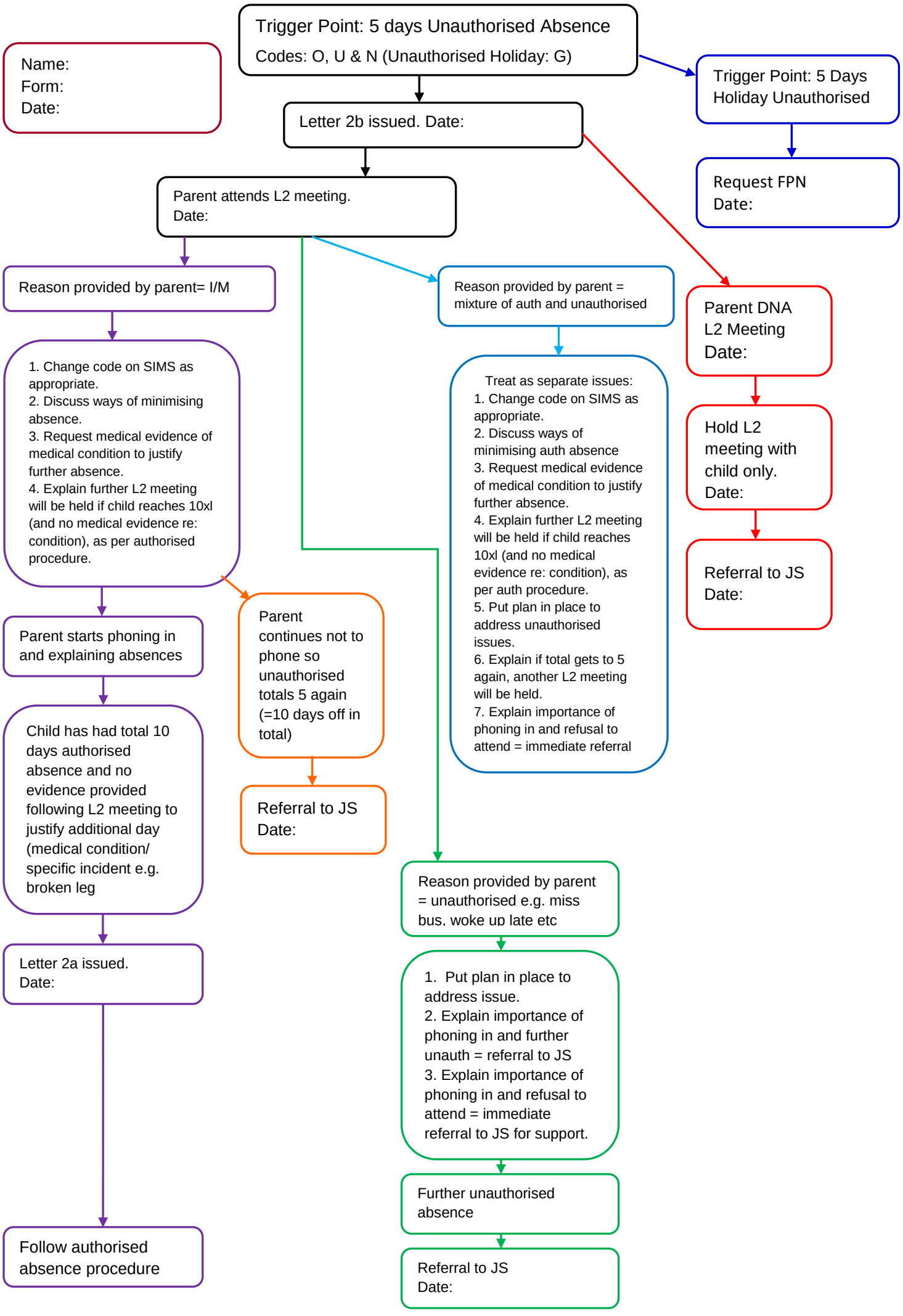
Name:
Form:
Date:
Trigger Point: 5 days Unauthorised Absence
Codes: O, U & N (Unauthorised Holiday: G)
Trigger Point: 5 Days Holiday Unauthorised
Request FPN
Date:
Letter 2b issued. Date:
Parent attends L2 meeting.
Date:
Parent DNA L2 Meeting
Date:
Hold L2 meeting with child only.
Date:
Referral to JS
Date:
Reason provided by parent= I/M
1. Change code on SIMS as appropriate.
2. Discuss ways of minimising absence.
3. Request medical evidence of medical condition to justify further absence.
4. Explain further L2 meeting will be held if child reaches 10xl (and no medical evidence re: condition), as per authorised procedure.
Parent starts phoning in and explaining absences
Child has had total 10 days authorised absence and no evidence provided following L2 meeting to justify additional day (medical condition/ specific incident e.g. broken leg
Letter 2a issued.
Date:
Follow authorised absence procedure
Parent continues not to phone so unauthorised totals 5 again (=10 days off in total)
Referral to JS
Date:
Reason provided by parent = mixture of auth and unauthorised
Treat as separate issues:
1. Change code on SIMS as appropriate.
2. Discuss ways of minimising auth absence
3. Request medical evidence of medical condition to justify further absence.
4. Explain further L2 meeting will be held if child reaches 10xl (and no medical evidence re: condition), as per auth procedure.
5. Put plan in place to address unauthorised issues.
6. Explain if total gets to 5 again, another L2 meeting will be held.
7. Explain importance of phoning in and refusal to attend = immediate referral
Reason provided by parent = unauthorised e.g. miss bus, woke up late etc
1. Put plan in place to address issue.
2. Explain importance of phoning in and further unauth = referral to JS
3. Explain importance of phoning in and refusal to attend = immediate referral to JS for support.
Further unauthorised absence
Referral to JS
Date: