

**Rheynn Ynsee Ellan Vannin**

Isle of Man Department of Education

**Attendance of Pupils: Legislation, Policy and Procedures**

**Approved by the Department on 22 July 2008**

**CHECKLIST - HEADTEACHERS**

Things you need to do as a headteacher:

* ensure that all relevant school staff are aware of the procedures outlined in this document and, if you feel that it would be appropriate, are issued with an appropriate ‘aide memoire’.
* draw up a list of staff who can authorise each category of absence.
* prepare standard letters on school headed paper (Appendices E, F, G, J, K and L).
* ensure that all relevant school staff (and staff covering during their absence) are aware of the standard symbols for marking attendance registers and of the circumstances in which each symbol should be used.
* ensure that all absences are (a) authorised or (b) followed up using the flow charts at Appendices B and C.
* ensure that Forms A, B, C and D (Appendix I) are completed within 10 working days of the end of the calendar month and then forwarded to the Department.

*(see section 9 regarding ‘nil’ returns for Forms B, C and D)*

* ensure that the school has at least one designated member of staff whose responsibilities include –

1. ensuring that an explanation is sought for all unauthorised absences on a pupil’s return to school or, at the latest, after 3 working days’ absence; and
2. reviewing all unauthorised absences at the end of each week and ensuring that appropriate follow-up action is being taken.

* ensure that details of pupils whose names have been added to or removed from the admission register are forwarded to School Health, Crookall House, Demesne Road, Douglas, IM1 3QA, and that appropriate follow-up action has been taken using the standard letters at Appendices K and L.
* ensure that the school’s Education Liaison Officer has access to the attendance register and the admission register during school hours, in accordance with the requirements of regulation 8 of the Education (Registration of Pupils) Regulations 2004.

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**ATTENDANCE OF PUPILS: LEGISLATION, POLICY AND PROCEDURES**

**1 – INTRODUCTION**

The following sections set out the respective responsibilities of school staff, the Education Liaison Officers and staff in the Department’s Legal & Administrative Services Section in relation to the attendance of pupils and, in particular, to addressing the problem of poor attendance whenever it occurs.

This document replaces the “Attendance of Pupils: Legislation, Policy and Procedures” issued by the Department in June 2006.

**2 – DEPARTMENT POLICY**

It is the policy of the Department of Education to pursue parents (or those with care and control of children) without delay for the non-attendance of their children and, if necessary, to bring the matter before the Deputy High Bailiff’s Court or a juvenile court, as appropriate.

Full consultation will normally be undertaken with other relevant Government departments/agencies, such as Social Services Division, before a final decision is made to commence legal proceedings.

**3 – THE LAW**

Legal responsibility for ensuring that their children attend school rests with parents and it should be noted in this connection that “**parent**”, as defined in the Education Act 2001, includes any person who has parental responsibility for a child and any person with whom a child is living and who has care of the child.

Section 24(1) of the 2001 Act states that “**it is the duty of the parent of every child of compulsory school age to cause him to receive suitable education, either by regular attendance at school or otherwise**”, and the Department is required to enforce this duty.

“**Suitable education**” is defined in the Act as “**efficient full-time education suitable to [a child’s] age, ability and aptitude and to any special educational needs [the child] may have**”.

In the case of registered pupils, section 29(1) of the 2001 Act states that “**if any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent of the child is guilty of an offence and liable on summary conviction to a fine not exceeding £1,000**”.

Failure to attend regularly includes failure to arrive punctually at the beginning of each session without “leave” *(see following section)* or “reasonable excuse” *(see section 29(2)(b), 2001 Act).*

In addition to prosecuting parents, section 30 of the 2001 Act also allows the Department, after consultation with the Department of Health & Social Security, to apply to a juvenile court for a child to be made the subject of an education supervision order.

**The Department cannot ignore non-attendance**.

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Once a poor attendance record has been identified, appropriate steps **must** be taken to address the problem. This is essential for two reasons; firstly, in order to comply with the requirements of the Act and, secondly, but just as importantly, to safeguard the Department against the possibility of future litigation initiated by or on behalf of former pupils.

It is vitally important, in consequence, to distinguish between **authorised** and **unauthorised** absences, and for schools’ attendance registers accurately to reflect this distinction.

The following section is intended as a guide to help schools determine into which of these two categories a particular absence fits.

**4 – AUTHORISED AND UNAUTHORISED ABSENCES**

**Authorised Absences**

While Section 29 of the Education Act 2001 places a legal duty on parents to ensure that their children attend school regularly, the same section protects a parent from prosecution if –

(a) leave has been granted for the child’s absence;

* 1. the child was prevented from attending by reason of sickness or any unavoidable cause; or
  2. the absence occurred on a day exclusively set apart for religious observance by the religious body to which the parent belongs.

“**Leave**” is defined as “**leave granted by any person authorised in that behalf by the Department or the governing body**”.

Each school should therefore maintain a list showing the names of those members of staff at the school who are able to authorise absences *(see Appendix A).*

Authorised absences are –

* Sent home for the rest of the school day for disciplinary reasons (but not formally suspended).
* Sent home for any other reason (e.g. illness).
* Attending interview (e.g. with prospective employer or with another educational establishment).
* Illness (where the explanation given is considered to be satisfactory).
* Holiday(for which leave has been granted). *[See below]*
* Medical/dental/hospital appointment/treatment. *[See below]*
* Approved out-of-school activity (e.g. representing the Island in sporting activities, taking part in a film being produced on the Island, attending a music examination, etc).
* Day of religious observance in the religious body to which the parents belong.
* Funeral of a member of the immediate family.

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* Newly enrolled but on temporary leave of absence pending arrival of pupil records and assessment by the Special Needs & Psychology Service.

(This arrangement is intended to assist schools where very problematic (usually EBD) children arrive on the Island with either minimal or no accompanying documentation. Leave of absence should not be granted as a matter of course in the case of all new off-Island admissions, or in the case of pupils transferring from one Island school to another, and in any event **should not normally exceed 20 school days**.)

* Study leave.

(Study leave may only be granted in the case of pupils in **Years 11, 12 and 13** and, in the case of those in **Year 11**, for up to a **maximum of 10 school days** (i.e. 20 sessions) prior to the statutory school leaving date in May.

**NB Explained absences are only authorised absences if the explanation given**

**is considered, by the school, to be satisfactory**.

**Work Experience and Educational Visits**

For statistical purposes, pupils on work experience placements organised by schools and those taking part in educational visits or similar off-site activities (e.g. field trips) are regarded as being either present or absent.

Failure to attend a work experience placement or off-site visit/activity should therefore be recorded either as an unauthorised absence or as an authorised one, depending upon whether any explanation is offered subsequently to the school and whether the explanation given is felt to be satisfactory.

In consequence, employers should be alerted to the need to advise the school if a pupil fails to attend his/her work experience placement, and staff should make a similar note of any absentees during educational visits and other organised off-site activities.

**Holidays During Term Time**

Statutory provision regarding holidays taken by pupils during term time is contained in the Education (Registration of Pupils) Regulations 2004, which state that –

**“On application made by the parent with whom the child normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday.**

**Provided that, save in exceptional circumstances, a pupil shall not be granted leave of absence for this purpose for more than 10 school days in any school year.”**

The legal position here is quite clear. Leave of absence for holiday purposes is not an entitlement and is entirely at the discretion of a child’s headteacher.

Each request should be considered on its individual merits. Nevertheless, headteachers are expected to exercise their discretion in this area in the knowledge that taking holidays during term time is a practice which, on educational grounds, the Department neither supports nor encourages.

In **all** cases, leave of absence (thereby enabling a holiday to be recorded as authorised absence) should be granted only in **exceptional domestic circumstances**. Such circumstances include –

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* where time spent together is important to the well-being and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events;
* where a parent’s employment is of such a nature that family holidays cannot be accommodated within school holiday periods (e.g. armed services or emergency services);
* the off-Island wedding of a member of the immediate family.

Leave of absence should not normally be granted –

* where holidays overlap the beginning or end of term, or
* where the reason given includes –

• the availability of cheap holidays;

• the availability of desired accommodation;

• poor weather experienced during school holidays;

• parental difficulty in obtaining leave (other than in the special circumstances mentioned above).

Schools should leave parents in no doubt as to where the Department and the school stand on what has become a contentious issue. School prospectuses should therefore draw parents’ attention to the fact that –

* leave of absence will only be granted in exceptional domestic circumstances, and will not normally exceed 10 school days in any academic year;
* securing leave of absence should not be regarded as a formality;
* any time taken off school for which leave of absence has not been granted will be

recorded as unauthorised absence and is likely to result in legal action being taken against parents by the Department; and

* leave of absence should be applied for in advance, not retrospectively.

If –

* a child takes time off school without leave of absence, or
* is absent for more than the number of days for which leave of absence has been granted, or
* leave of absence is only applied for after a child returns from holiday,

the school should refer the matter to its Education Liaison Officer, who will arrange for an appropriate letter to be sent to the child’s parent(s) by the Head of the Department’s Legal & Administrative Services Section. This letter will inform the parent(s) that any repetition of their actions will automatically result in legal proceedings being initiated by the Department.

**NB Any time taken off school without leave of absence or beyond the number of days for which leave of absence has been granted must be recorded in the attendance register as unauthorised absence**.

**Adverse Weather Conditions**

Where a school is closed due to adverse weather conditions, the number of possible sessions during the month should be adjusted accordingly.

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If a school remains open but individual pupils are prevented from attending due to adverse weather/road conditions, the pupils’ absence should be recorded as authorised absence.

**Medical/Dental/Hospital Appointments/Treatment**

For statistical purposes, a pupil who misses part of a morning or afternoon session due to a medical, dental or hospital appointment/treatment will be regarded as present, **provided** the appointment is confirmed, either by production of an appointment card or by a letter from the child’s parent.

Where a full session or longer is missed, a pupil’s absence will be regarded, for statistical purposes, as authorised absence.

**Study Leave**

Although this appears under the heading ‘authorised absences’, a pupil who has been granted study leave will, for statistical purposes, be regarded as present.

**Letters, Telephone and E-mail Messages**

All letters, telephone or e-mail messages from parents concerning a child’s absence must be referred to a member of staff who has the authority to authorise absences. He or she should then –

1. sign and date the letter or message and add the relevant code;
2. ensure that the appropriate code/symbol is entered in the attendance register, if satisfied; and
3. arrange for the letter or message to be filed.

**Unauthorised Absences**

These cover all absences which, in the opinion of the school, do not fall within the definition of ‘authorised’ absences. Examples include truancy and absences where no explanation has been given or the explanation given is felt to be unsatisfactory.

Each school therefore needs to ensure that it has procedures in place for monitoring all absences, authorising absences that meet the criteria outlined above and following up any unauthorised absences.

The remaining sections in this document outline procedures that comply with both current statutory requirements and Department policy.

**5 – PROCEDURE FOR DEALING WITH ABSENCES**

The aim here is to ensure that all absences are **either** authorised **or** followed up.

Initial responsibility for monitoring pupils’ attendance rests with schools and, in the case of absences which have not been authorised in advance, it is essential that school staff ensure that an explanation is sought –

either (a) on the pupil’s return to school

or (b) at the latest, after 3 working days’ absence,

using the flow chart at Appendix B. The procedure outlined here and in Appendix C should be

followed until such time as the absence becomes authorised.

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Even where absences have been authorised, school staff are advised to look for –

1. unusually frequent absences,
2. patterns of absence (e.g. regular Friday afternoons), and
3. overall attendance levels below 80%.

Where a particular pupil’s attendance gives cause for concern and stage 1.3 below is reached, school staff are advised to consider preparing a checklist *(see Appendix D)* and the matter should be referred to the headteacher/the child’s head of year, as appropriate.

|  |  |  |
| --- | --- | --- |
| **Stage** | **Time Scale**  **(approximate)** | **Procedure** |
| 1.1 | Plus 3 working days | **All unexplained absences should be followed up by the school on the pupil’s return to school or after 3 consecutive days of absence.**  An explanation should be sought, perhaps by giving the pupil a standard letter, with reply slip, to take home *(see Appendix E)* or by trying to contact the parents by ‘phone. |
| 1.2 | Plus 2 more working days | School to review in 2 working days. |
| 1.3 |  | If there is no reply or the reply is felt to be unsatisfactory and the child’s attendance continues to give cause for concern, the school should continue to try to contact the parents by ‘phone in an endeavour to obtain a satisfactory explanation. |
| 1.4 | Plus 2 more working days | School to review in 2 working days. |
| 1.5 |  | If the child’s attendance still gives cause for concern, a letter should be posted to the parents by the school.  *(See Appendix F)* |
| 1.6 | Plus 2 more working days | School to review in 2 working days. |
| 1.7 |  | If there is no satisfactory reply the school should contact the parents, by letter, inviting them to attend a meeting at the school.  *(See Appendix G)* |
| 1.8 | Plus 5 more working days | Parents should be given 5 working days’ notice of this meeting, the aim of which is twofold: firstly, to seek an explanation for the child’s unauthorised absence(s) and, secondly, to obtain an undertaking, from the parents, regarding future attendance.  Persons invited to attend the meeting would normally include –   * both parents and/or guardians (or whoever else has care and control of the child); |

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|  |  |  |
| --- | --- | --- |
|  |  | * a school representative; * the school’s Education Liaison Officer; * a Social Services Division representative (if the child is on the Child Protection Register); and * in the case of a Looked After Child, the child’s designated social worker and the school’s designated teacher for Looked After Children. |
| 1.9 |  | If, at the end of this meeting, either (1) there has been no response from the parents or (2) a satisfactory undertaking has not been given, the school should refer the matter to its Education Liaison Officer. |
| 2.1 | Plus 20 more working days | Education Liaison Officer to make appropriate enquiries and to review weekly for one month. |
| 2.2 |  | If the child’s attendance is satisfactory throughout this period, reviews should be conducted thereafter on a monthly basis. |
| 2.3 |  | If the child’s attendance has not been satisfactory, however, and the Education Liaison Officer’s enquiries have failed to reveal any mitigating circumstances to account for the absences, the Education Liaison Officer should refer the matter to the Department for further action. |
| 3.1 | Within 2 more working days | Action will normally take the form of a formal ‘warning’ letter sent to the child’s parents by the Head of the Department’s Legal & Administrative Services Section reminding them of their statutory duty to ensure that their child attends school regularly and punctually and of the consequences, in terms of legal proceedings, of their failure to do so.  *(See Appendix H)*  The parents will be asked in this letter to arrange to meet with the Head of Legal & Administrative Services and the school’s Education Liaison Officer to discuss their child’s poor attendance.  In the case of a Looked After Child, the school’s designated teacher for Looked After Children may also be invited to attend the meeting. |
| 3.2 |  | The child’s attendance should continue to be monitored closely by the school and its Education Liaison Officer on a weekly basis. |
| 3.3 | Plus 20 more working days | If attendance has been satisfactory for four consecutive weeks, reviews should be conducted thereafter on a monthly basis. |

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|  |  |  |
| --- | --- | --- |
|  |  | If attendance continues to be satisfactory for three months or more after the Department’s ‘warning’ letter but then deteriorates to an unacceptable level, a further ‘warning’ letter will be sent to the parents by the Head of Legal & Administrative Services. |
| 3.4 |  | If there have been any further unauthorised absences during the above four week period, however, the Education Liaison Officer should submit a further report to the Department.  This must be accompanied by a Certificate of Attendance signed by the headteacher and an attendance monitoring sheet covering the same period. |
| 4.1 | Immediately | The Head of Legal & Administrative Services will then write to the Department’s Advocate/Attorney General’s Chambers requesting that arrangements be made for a summons to be served on the parents.\* |
| 4.2 |  | Court hearing. |
| 4.3 | After court hearing | The child’s attendance should be monitored closely by the school and its Education Liaison Officer on a weekly basis during the period following the court hearing. |
| 5 |  | If there are further unauthorised absences a ‘warning’ letter will be sent to the parents by the Head of Legal & Administrative Services requesting an immediate reply. |
| 6 |  | If there is no reply from the parents or the reply is felt to be unsatisfactory and there are further unauthorised absences, the Department’s Advocate/Attorney General’s Chambers will be requested to take the necessary steps to bring the parents back before the court. |

The ‘warning’ letters referred to in stages 3.3 and 5 may be omitted at the discretion of the Department.

\*Alternatively, or additionally, application may be made to the juvenile court for the child

to be made the subject of an **education supervision order**. If such an order is made,

the child’s attendance should continue to be monitored closely by the school and its

Education Liaison Officer. School staff and the relevant Department officers will need to

work closely and in co-operation with the child’s designated social worker for the duration of

the order.

**6 – DECISION TO DEFER COURT ACTION**

Where all other possible courses of action have been explored and have failed, the Department may be left with no alternative other than to commence legal proceedings against parents.

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Specific circumstances may arise, however, in which it would be unnecessary, overbearing or unsympathetic for the Department to act precipitately; for example, where absence is due to a close family bereavement or great emotional trauma.

A delay in such circumstances could lead to an early resolution of a non-attendance problem without recourse to legal proceedings.

The Department can use its discretion at some points in the proceedings to defer court action. Such decisions will not be taken lightly, however, and will usually follow consultation with other agencies; for example, Social Services Division, the Youth Justice Team and the Department’s own Special Needs & Psychology Service.

**7 – MARKING OF ATTENDANCE REGISTERS**

Schools on the Island are required by law *(the Education (Registration of Pupils) Regulations*

*2004)* to maintain admission and attendance registers.

The Regulations require schools to record in their attendance registers for each morning and afternoon session –

* in the case of **every pupil** – whether the pupil is present, absent or attending an approved educational activity, and
* in the case of **all pupils of compulsory school age** – whether any absence is authorised or unauthorised and the nature of any approved educational activity the pupil may be attending.

Legally, either paper registers or an electronic registration system may be used, although all schools on the Island now use the latter.

Schools are required to mark their attendance registers using the following symbols:-

|  |  |  |
| --- | --- | --- |
| **Symbol** | **Meaning** | **Classification for Statistical Purposes** |
| # | Holiday for all | - |
| X or $ | INSET day | - |
| / or \ | Present | Present |
| B | Attending alternative education provision (including Ynnyd Whallid/Cronk Souree)  ***(where pupil is known to have attended)*** | Present |
| C | Attending IoM College  ***(where pupil is known to have attended)*** | Present |
| D | Sent home for the rest of the school day for disciplinary reasons (i.e. informal suspension) | Authorised absence |

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|  |  |  |
| --- | --- | --- |
| E or e | Formally suspended | Authorised absence |
| H | Holiday (for which leave of absence has been granted) | Authorised absence |
| I | Illness or medical/dental/hospital appointment/treatment involving one or more missed sessions | Authorised absence |
| L  @ or a | Late (but **before** the register closed)  Late (**after** the register closed) | Present  Unauthorised absence |
| M | Medical/dental/hospital appointment/treatment **where only part of a session is missed** | Present |
| O | Unauthorised absence | Unauthorised absence |
| R | Religious observance/funeral of a member of the immediate family | Authorised absence |
| S | Study leave | Present/approved educational activity |
| T | Post-registration truancy | Unauthorised absence |
| V | Educational visit/approved out-of-school activity (e.g. games, field trip) | Present |
| W | Work experience  ***(where pupil is known to have attended)*** | Present |
| Y | Enforced school closure | Non-statistical absence |
| ! or Z | Attendance not required (e.g. on part-time modified education programme) | Non-statistical authorised absence |
| Correct to appropriate code **on the same day** | Inadvertently marked absent then found to be present  Inadvertently marked present then found to be absent | -  - |
| \* | Not on roll | - |

If recourse has to be made to manual registration on a temporary basis, the same symbols should be employed.

If a pupil is not in school at the time set aside for registration, he/she should first report to the school office for a ‘late’ mark. Two symbols are shown for this purpose – the first to cover late arrivals before the register has closed; the second to cover arrivals afterwards. Any pupil who arrives in school after the register has closed is regarded, for statistical purposes, as having been absent during the whole of that morning or afternoon session. In the case of most schools (and certainly in the case of all primary schools) the register should normally close **15 minutes** after the end of the time set aside by the school for registration purposes.

It is vital that entries in attendance registers are kept as up to date as possible and, where a pupil arrives after registration time, that the time of arrival and the reason given for being late are recorded.

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**Print-outs of pupils’ attendance records must not be supplied to anyone other than an authorised Department officer without the prior approval of the Department**. The appropriate point of contact for this purpose is the Head of the Department’s Legal & Administrative Services Section.

**8 – ADMISSION REGISTERS - ADDITIONS AND DELETIONS**

Details of admission register additions or deletions should be submitted by schools direct to School Health, Crookall House, Demesne Road, Douglas IM1 3QA using the standard letter shown at Appendix J.

In the case of newly-enrolled pupils, schools should write immediately to a pupil’s previous school or LEA using the standard letter shown at Appendix K.

In the case of pupils of compulsory school age whose names have been removed from the admission register, a standard letter requesting confirmation of enrolment should be sent to a child’s new school or LEA *(see Appendix L).*

If a school is unable to ascertain which school/LEA one of its former pupils has transferred to, it should refer the matter to the Department for investigation.

**9 – MONTHLY ATTENDANCE RETURNS**

Headteachers are required by law *(regulation 9(1) of the Education (Registration of Pupils) Regulations 2004)* to submit to the Department a monthly summary of the attendance of pupils registered at their schools, and the following standard forms have been produced by the Department for this purpose:-

* Form A – Attendance of Pupils
* Form B – Attendance of Looked After Children
* Form C – Pupil Suspensions
* Form D – Pupils on Restricted (i.e. Part-time) Timetables.

All four forms are shown at Appendix I and may also be accessed by schools via FirstClass (DOE Information > DOE Extras > Attendance Forms).

A completed Form A is required from all schools.

In the event of a ‘nil’ return in respect of Forms B, C or D, an e-mail to that effect may be sent by the school to the Department in lieu of the actual form(s).

**Director of Education**

**July 2008**

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**Appendix A**

SCHOOL : ...................................................................................

**AUTHORISED ABSENCES**

**Category of absence Person(s) who may authorise absence**

Sent home for disciplinary reasons Headteacher only

Sent home for other reasons (e.g. illness) Headteacher or (names)

Attending interview Headteacher or (names)

Illness Headteacher or (names)

Holiday Headteacher only

Medical/dental/hospital appointment/treatment Headteacher or (names)

Approved out-of-school activity Headteacher or (names)

Day of religious observance Headteacher only

Family reasons (e.g. funeral) Headteacher or (names)

Newly enrolled but on temporary leave of Headteacher only

absence pending arrival of pupil records and

assessment by the Special Needs & Psychology

Service

Study leave Headteacher or (names)

**Appendix B**

**UNEXPLAINED ABSENCES**

**Name of Pupil: Form:**

Stage

1.1 ON RETURN OR AFTER 3 DAYS OF ABSENCE

IS THERE AN EXPLANATION?

YES NO NO YES

LETTER TO PARENTS LETTER TO PARENTS OR TELEPHONE

1.1 (to be delivered by the child) (to be delivered by sibling or PARENTS

(Appendix E) by post) (Appendix E)

YES AND REPLY SLIP RETURNED WITHIN YES AND

1.2 EXPLANATION TWO WORKING DAYS EXPLANATION

1.3 NO NO

START A RECORD FROM

THIS DATE

1.3 YES AND TELEPHONE PARENTS YES AND

EXPLANATION EXPLANATION

1.4 NO REPLY

LETTER BY POST FROM SCHOOL TO PARENTS

(Appendix F)

1.6 REPLY SLIP RETURNED WITHIN TWO WORKING DAYS

YES AND NO YES AND

EXPLANATION EXPLANATION

INVITE PARENTS TO SCHOOL TO SEEK

* 1. EXPLANATION AND UNDERTAKING FOR

FUTURE (Appendix G)

1.9 YES SATISFACTORY UNDERTAKING YES

NO

EXPLANATION EXPLANATION

(See Appendix C) (See Appendix C)

EDUCATION LIAISON OFFICERS

**Appendix C**

From Appendix B

EXPLANATION

IS THE ABSENCE

AUTHORISED BY AN

AUTHORISED PERSON?

YES NO

INTO RECORDS AS

AN AUTHORISED

ABSENCE TO RECORDS AS

AN UNAUTHORISED

ABSENCE

LIAISON OFFICER TO

CHECK SAMPLE TO SEE

IF THEY DO ADHERE TO

THE CRITERIA INVITE PARENTS TO

SCHOOL TO OFFER

EXPLANATION AND

WRITE SEEK UNDERTAKING

CHECK FOR THE FUTURE

CERTIFICATE

NO YES SATISFACTORY

UNDERTAKING

BRIEF THE OK NO YES

SCHOOL

LIAISON LIAISON

OFFICER OFFICER TO

CHECK SAMPLE

OF UNAUTH-

ORISED ABSENCE

TO CHECK

PROCEDURES

FOLLOWED

**Appendix D**

**MODEL ATTENDANCE CHECKLIST**

**Designated Member of School Staff**

Reason(s) for Concern: Attendance well below average

Unusually frequent absences

Patterns of absence

Unexplained absences

Unsatisfactory explanations

Instances of known truancy

Action: Interview pupil ...................................... (date)

Inform and consult Head of Year/Headteacher ...................................... (date)

Contact parents - phone ...................................... (date)

- letter ...................................... (date)

Interview parents...................................... (date)

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Head of Year/Headteacher**

Reason(s) for Concern: Attendance well below average

Unusually frequent absences

Patterns of absence

Unexplained absences

Unsatisfactory explanations

Instances of known truancy

Action: Interview pupil ...................................... (date)

Contact parents - phone ...................................... (date)

- letter ...................................... (date)

Interview parents...................................... (date)

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**REFERRED TO EDUCATION LIAISON OFFICER on** ........................................................ (date)

**Appendix E**

**SAMPLE LETTER TO PARENT**

Headteacher: Name of School

Tel: Address

Date

Dear <<name of parent/guardian>>,

<<Name of pupil>> has been absent from school on <<date(s)>> without explanation. I should be grateful, in consequence, if you would contact the school by ‘phone or by completing and returning the slip below.

Yours sincerely,

Head of Year/Headteacher

Name of pupil ..................................................................................... Form ............................

Copy: Education Liaison Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REPLY SLIP**

My son/daughter ................................................................................ Form .............................

was absent from school on (date(s)) ..................................................................................................

for the following reason .....................................................................................................................................................................................................................................................................................................................................................................................................................................................................

.......................................................................................................................................................

Parent/Guardian ...............................................................

Signed .............................................................................

Date ................................................................................

**Appendix F**

**SAMPLE LETTER TO PARENT**

Headteacher: Name of School

Tel: Address

Date

Dear <<name of parent/guardian>>,

I still have no satisfactory explanation for <<name of pupil>>’s absence from school on <<date(s)>>.

It would be greatly appreciated if you could remedy this as soon as possible by completing and returning the attached slip.

Yours sincerely,

Head of Year/Headteacher

Copy: Education Liaison Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REPLY SLIP**

My son/daughter ................................................................................... Form ..........................

was absent from school on (date(s)) ..................................................................................................

for the following reason .....................................................................................................................................................................................................................................................................................................................................................................................................................................................................

.......................................................................................................................................................

Parent/Guardian ...........................................................

Signed .........................................................................

Date ............................................................................

**Appendix G**

**SAMPLE LETTER TO PARENTS RE MEETING**

Headteacher: Name of School

Tel: Address

Date

Dear <<name of parent/guardian>>,

**Re: <<name>>**

**<<form>>**

In spite of repeated requests, I still have no explanation for <<name of pupil>>’s absence from school on <<dates(s)>>.

All unexplained absences are viewed seriously by the school and a meeting has therefore been arranged to discuss the matter. I should be grateful if you would make the necessary arrangements to attend this meeting, which is to be held at <<venue>> on <<date>> at <<time>>. Also present will be <<names>>.

I shall, of course, be pleased to make alternative arrangements if this date and time are inconvenient. It would be appreciated if you could contact me at the school as soon as possible should this be the case.

Yours sincerely,

Head of Year/Headteacher

Copies: Education Liaison Officer

DHSS Social Services Division (where appropriate)

**Appendix H**

**PRO FORMA INITIAL DEPARTMENT ‘WARNING’ LETTER**

**TO PARENT**

<<Date>>

<<Name and address of parent(s)/guardian(s)>>

Dear <<name of parent(s)/guardian(s)>>,

The Education Liaison Officer for <<name>> School, <<name>>, has drawn to the Department’s attention his/her concern regarding <<name>>’s current attendance level which, at just under <<percentage>>, is significantly below the average for his/her year group at the School.

Regrettably, this means that it is necessary for me to draw to your attention that the Education Act 2001 places a legal responsibility on you, as a parent/parents, to ensure that your child/children attends/attend school regularly and punctually. The same Act also requires the Department of Education to enforce this duty and legal proceedings are commenced against parents if their children’s attendance falls below an acceptable level.

My purpose in writing to you, therefore, is twofold – firstly to inform you that <<name of Education Liaison Officer>> has been asked to continue to monitor the situation and, secondly, to advise you that unless there is significant improvement in <<name>>’s future attendance record the Department will be left with no alternative but to request the issue of a summons requiring you to appear in court.

I do hope that it will not prove necessary for the Department to have to consider this course of action.

If there are particular family reasons that make it difficult or impossible to ensure that <<name>> attends school regularly, then I will be happy to discuss these with you. At the same time, I would urge you most strongly to make every possible effort to ensure that he/she attends school regularly, and punctually, in the future.

The matter will be reviewed regularly with <<name of Education Liaison Officer>> and, as part of this process, you are asked to attend a meeting with <<name of Education Liaison Officer>> and myself on <<date>> at <<time>>. This meeting will be held at the Department’s offices in St George’s Court and will last approximately 30 minutes. Please contact my Secretary, <<name & tel no>>, to make an alternative appointment if these arrangements are not convenient.

[<<Name of Education Liaison Officer>> and I will also wish to speak with <<name of child>> and it would therefore be appreciated if you could ensure that he/she accompanies you to the meeting.]\*

Yours sincerely,

<<name>>

Head of Legal & Administrative Services

\*Delete, as appropriate

cc Headteacher, (school)

(Name), Education Liaison Officer

DHSS Social Services Division

**Appendix I**

**DEPARTMENT OF EDUCATION**

**FORM A – ATTENDANCE OF PUPILS**

**PART ONE**

**This form is to be filled in by the Headteacher of each school within 10 working days of**

**the end of the calendar month and then forwarded to the Department of Education,**

**St George’s Court, Upper Church Street, Douglas IM1 2SG.**

**In accordance with the Legislation, Policy and Procedures on the Attendance of Pupils, every effort should be made to obtain an explanation, in writing or by ‘phone, for all unexplained absences.**

Name of School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_

**ATTENDANCE SUMMARY**

A. Number of **sessions\*** during month

B. Total **possible attendances** of pupils during month

C. Total **absences** for pupils during month:

authorised

unauthorised

D. Total **suspensions** for pupils during month (i.e. the number

of sessions missed due to suspensions)

*(The details of these pupils should be recorded on Form C)*

E. School average attendances as a **percentage of B**

F. Authorised absences as a **percentage of B**

G. Unauthorised absences as a **percentage of B**

H. Suspensions as a **percentage of B**

\**Each day consists of two sessions*

REMARKS (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEADTEACHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART TWO

**SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MONTH \_\_\_\_\_\_\_\_\_\_\_ YEAR \_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTHLY SUMMARY OF ATTENDANCES** | | | | | | | | | | | |
|  | | **Number of** | | **Absences** | | | | **Attendances** | | | **Remarks** |
| **School Year** | **Class/**  **Form** | **Sessions** | **Pupils** | **Auth.** | **Unauth.** | **Susp.** | **Total** | **Poss. Attend.** | **Actual**  **Attend.** | **% Attend.** |  |
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FURTHER COMMENT

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**DEPARTMENT OF EDUCATION**

**FORM B – ATTENDANCE OF LOOKED AFTER**

#### CHILDREN

|  |
| --- |
| This form is to be filled in by the Headteacher/Designated Teacher of each school within 10 working days of the end of the calendar month and then forwarded to the Department of Education, St George’s Court, Upper Church Street, Douglas IM1 2SG.  **(Please mark for the attention of the LAC Co-ordinator)** |

|  |  |  |  |
| --- | --- | --- | --- |
| School: |  | Month & Year: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil Details** | | | |
| Surname: |  | Date of Birth: |  |
| Forename(s): |  |  |  |

### ATTENDANCE SUMMARY

|  |  |  |
| --- | --- | --- |
| A. | Number of possible session during month |  |
| B. | Total actual attendances of pupil during month |  |
| C. | Breakdown of absences for pupil during month: |  |
|  | C1. Authorised |  |
|  | C2. Unauthorised |  |
|  | C3. Formal suspensions |  |
|  | C4. Refusals |  |
|  | C5. Informal suspensions (i.e. sent home for the rest of the school day) |  |
| ***For pupils on modified (i.e. part-time) timetables only*** | | |
| D. | Total possible hours |  |
| E. | Total actual hours attended |  |

|  |
| --- |
| **Remarks (if any)**:  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

Name (please print): .......................................... Signature: ........................................

**DEPARTMENT OF EDUCATION**

**FORM C – PUPIL SUSPENSIONS**

**This form is to be filled in by the Headteacher of each school within 10 working days of**

**the end of the calendar month and then forwarded to the Department of Education,**

**St George’s Court, Upper Church Street, Douglas IM1 2SG.**

**The submission of accurate information regarding pupil suspensions is, with attendance, one of the few legal requirements placed on schools by their Articles of Government and the Education (Registration of Pupils) Regulations 2004.**

Name of School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_

**PART ONE - Pupils suspended for up to 10 days:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Pupil | Number of sessions missed  due to suspension | Date suspension  Began | Date suspension ended | Number of days previously suspended this term | In public care  *(please tick box if pupil is a Looked After Child)* |
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/over

**FORM C - PART TWO - Pupils suspended for 11 days or more:**

**NAME OF SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MONTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR \_\_\_\_\_\_\_\_\_\_\_\_**

Name of Pupil No of Sessions Date Education Education Date Total No of Date Last In Public Care

Missed During Suspension Provided Whilst Taken Up Whilst Suspension Sessions Reviewed by *(please tick box*

the Month due Began Suspended Suspended Ended Suspended Governing *if pupil is a Looked*

to Suspension (hrs/week) (hrs/week) this Term Body *After Child)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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REMARKS (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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HEADTEACHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## DEPARTMENT OF EDUCATION



## FORM D – PUPILS ON RESTRICTED (i.e. PART-TIME) TIMETABLES

## *(Revised January 2008)*

**This form is to be filled in by the Headteacher of each school within 10 working days of the end of the calendar month and then forwarded to the Department of Education, St George’s Court, Upper Church Street, Douglas IM1 2SG.**

**NAME OF SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MONTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pupil: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| DoB: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Pupil: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| DoB: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| --- | --- | --- | --- | --- | --- |
| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Pupil: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| DoB: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pupil: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| DoB: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

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| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

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| Pupil: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| DoB: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
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| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
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| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
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| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
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| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Date timetable ended: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
| Monday |  |  |  |  |  |
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| DoB: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Year Group | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date timetable commenced: | | | | \_\_\_ / \_\_\_ /\_\_\_\_ |
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| Reason: Behaviour/ Additional Needs/  Other *(specify)* | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| --- | --- | --- | --- | --- | --- |
| **Day** | **Venue(s)** | **Organisation** | **Contact Person** | **Education**  **Provided**  **(hrs/day)** | **Education**  **Taken Up**  **(hrs/month**) |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

REMARKS (IF ANY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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HEADTEACHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix J**

**LETTER TO SCHOOL HEALTH**

Name and Address of School

Headteacher:

Telephone:

School Health

Crookall House

Demesne Road Date

DOUGLAS

Isle of Man

IM1 3QA

Dear Sir/Madam

The following children joined or left this school during <<month>> <<year>>:-

**Added to Register**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Child** | **Address** | **D.o.B.** | **Former address and school previously attended** |
|  |  |  |  |
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|  |  |  |  |
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**Removed from Register**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Child** | **Address** | **D.o.B.** | **Reason for removal and new address if still of school age** |
|  |  |  |  |
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|  |  |  |  |

Yours faithfully,

Headteacher

**Appendix K**

**LETTER TO PREVIOUS SCHOOL/LEA**

Headteacher:

Telephone:

Name of School

Address

Date

Dear Sir/Madam,

**Name of Pupil and Date of Birth**

The above named student enrolled at this school on (date) and I should be most grateful if you could forward all necessary information/records to me as soon as possible.

Medical records should be forwarded to School Health, Crookall House, Demesne Road, Douglas, Isle of Man, IM1 3QA.

Yours faithfully,

Headteacher

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**FOR SCHOOL USE ONLY**

**Date Signature**

Satisfactory reply received ..........................................

Records and/or work received

..........................................

No reply received. Passed

to the Department’s Executive

Officer (Administration/ ..........................................

Legislation)

**Appendix L**

**LETTER TO NEW SCHOOL/LEA**

Headteacher: Name of School

Tel: Address

Date

To ................................................................

................................................................

................................................................

................................................................

Dear Sir/Madam,

It is understood that

......................................................................................................... d.o.b. .................................

......................................................................................................... d.o.b. .................................

who recently resided at ..................................................................................................................

......................................................................................................................................................

......................................................................................................................................................

and formerly attended this school has/have removed to ..................................................................

......................................................................................................................................................

......................................................................................................................................................

His/her last date of attendance was ................................................................................................

Yours faithfully,

Headteacher

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**FOR SCHOOL USE ONLY**

The following checks to be carried out one month after pupil(s) departure:

**Date Signature**

Satisfactory reply received .................................................

No reply received. Passed

to the Department’s Executive .................................................

Officer (Admin/Legislation)

**P*LE*ASE RETURN ENQUIRY WITH REPLY**

From ..................................................................

..................................................................

..................................................................

..................................................................

Dear Sir/Madam,

The information given is/is not correct. The child(ren) is/are now attending ....................................

.......................................................................................................................................... School.

Educational records and/or work should be forwarded to ..............................................................

....................................................................................................................................................

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Medical records should be forwarded to ........................................................................................

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Any other information ....................................................................................................................

....................................................................................................................................................

....................................................................................................................................................

Yours faithfully,

..............................

To: Headteacher

(name) School

Isle of Man

**FOR SCHOOL USE ONLY**

**Date Signature**

Medical records -

School Health notified .................................................

Educational records

and/or work despatched .................................................

Date and initial boxes when completed and pass to Headteacher for certification.

I certify that all necessary information/records have been passed to School Health and the new school/LEA.

Signed:

Headteacher File

The information in this document can be provided in large print or on audio tape, on request.

Department of Education

St George’s Court, Upper Church Street

Douglas, Isle of Man, IM1 2SG

www.gov.im/education