



**Isle of Man
Government**

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Department of Education and Children
Rheynn Ynsee as Paitchyn

Attendance of Pupils: Legislation, Policy and Procedures

Approved by the Department June 2006 (updated October 2011)

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.
- ensure that the school has at least one designated member of staff whose responsibilities include
 - (i) 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
 - (ii) 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 the Education (Registration of Pupils) Regulations 2004 (*Regulation 8*).

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Attendance of Pupils: Legislation, Policy and Procedures

1 Introduction

This document replaces the Attendance of Pupils Guidelines, which have been in place since 1994 and have therefore been overtaken by new statutory provisions relating to pupil attendance and registration; namely, the Education Act 2001 and the Education (Registration of Pupils) Regulations 2004.

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

2 Department Policy

It is the policy of the Department of Education and Children 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 the Juvenile Court, as appropriate.

Full consultation will normally be undertaken with other relevant Government Departments/Agencies, such as Social Care 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 he 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 either "leave" (see following section) or "reasonable excuse".

In addition to prosecuting parents, section 30 of the 2001 Act also allows the Department, after consultation with the Department of Social Care, 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.

Once a poor attendance record has been identified, appropriate steps **must** be taken to address the problem. This is necessary, 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 statutory 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;
- (b) the child was prevented from attending by reason of sickness or any unavoidable cause; or
- (c) 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 disciplinary reasons (but not formally suspended).
- Sent home for any other reason (eg illness).
- Attending interview (eg 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 (eg 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.
- Family reasons (eg funeral of close relative).
- Newly enrolled but on temporary leave of absence pending arrival of pupil records and assessment by the Special Needs & Psychology Service.

(NB 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.

(NB 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, ie 20 sessions.)

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 (eg 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, and it is for headteachers themselves to determine whether the circumstances of a particular application are “exceptional” if more than 10 days' absence is involved. Authorised leave of absence for in excess of 10 school days annually should not, however, be granted lightly.

There will be occasions when time off school is not in a child's best interests educationally (for example, at the beginning of Years 7, 10 and 11, or where a child already has a poor attendance record) and school prospectuses should therefore make it quite clear:

- that, on educational grounds, neither the Department nor the school either supports or encourages additional time being taken off school for holiday purposes;
- that securing leave of absence for this purpose should not be regarded as a formality;
- that leave of absence will not normally be granted for more than 10 school days in any academic year;

- that 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
- that 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 if 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 Manager of the Department's Legal & Administrative Services.

This letter will inform the parent(s) that any repetition of their actions will automatically result in legal proceedings being initiated by the Department.

Any time taken off school 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.

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.

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:

- (i) sign and date the letter or message and add the relevant code;
- (ii) ensure that the appropriate code/symbol is entered in the attendance register, if satisfied; and
- (iii) arrange for the letter or message to be filed according to term and form.

Filing by individual child is not necessary. However, schools who have adopted this practice to date and prefer this method are free to continue to do so.

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.

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

- (i) unusually frequent absences,
- (ii) patterns of absence (eg regular Friday afternoons), and
- (iii) 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 (<i>see Appendix E</i>) 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. <i>(See Appendix F)</i>
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. <i>(See Appendix G)</i>
1.8	Plus 5 more working days	<p>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.</p> <p>Persons invited to attend the meeting would normally include:</p> <ul style="list-style-type: none"> • both parents and/or guardians (or whoever else has care and control of the child); • 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	<p>Action will normally take the form of a formal 'warning' letter sent to the child's parents by the Manager of the Department's Legal & Administrative Services 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. <i>(See Appendix H)</i></p> <p>The parents will be asked in this letter to arrange to meet with the Manager (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.</p>
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. 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 Manager (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 Manager (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 Manager (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. 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. However, such decisions will not be taken lightly and will usually follow consultation with other agencies; for example, Social Care 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.

Either traditional paper registers or an electronic registration system may be used.





Manual Registers

Where traditional paper registers are used, schools should mark their attendance registers using the following symbols:

Symbol	Colour	Meaning	Classification for Statistical Purposes
Vertical line in column, plus reason	Black or blue	Holiday for all	-
X	Black or blue	INSET day	-
/	Black or blue	Present AM	Present
\	Black or blue	Present PM	Present
○	Red	Absent – no explanation/explanation unsatisfactory	Unauthorised absence
○✓	Circle in red Tick in black or blue	Absent – satisfactory explanation received	Authorised absence
B	Black or blue	Attending alternative education provision (incl Ynnyd Whallid/Cronk Souree) (where pupil is known to have attended)	Present
C	Black or blue	Attending IoM College (where pupil is known to have attended)	Present
D	Black or blue	Sent home for disciplinary reasons (ie formal suspension)	Authorised absence
E	Red	Formally suspended	Authorised absence

H	Black or blue	Holiday (for which leave of absence has been granted)	Authorised absence
I	Black or blue	Illness or medical/dental/hospital appointment/treatment involving one or more missed sessions	Authorised absence
L	Black or blue	Late	[See below]
M	Black or blue	Medical/dental/hospital appointment/treatment where only part of a session is missed	Present
R	Black or blue	Religious observance/family reasons (eg funeral)	Authorised absence
S	Black or blue	Study leave	Present (ie approved educational activity)
T	Red	Truancy	Unauthorised absence
V	Black or blue	Educational visit/approved out-of-school activity (eg games, field trip)	Present
W	Black or blue	Work experience (where pupil is known to have attended)	Present
Y	Black or blue	Enforced school closure	Non-statistical absence
Z	Black or blue	Attendance not required (eg on part-time modified education programme)	Non-statistical authorised absence
/T T\	T in red Diagonal in black or blue	AM (post registration truancy) PM	Unauthorised absence
Ø ⊘	Circle in red Diagonal in black or blue	AM (inadvertently marked absent then found to be present) PM	- -
⋈ ⋈	Black or blue Black or blue	AM (inadvertently marked present then found to be absent – change stroke to PM form an 'A')	- -
—	Black or blue	Horizontal line – Not on roll	-

If a pupil is not in school at the time set aside for registration, the pupil should first report to the school office for a "late mark". The office staff should then mark the attendance register in the following manner:

-  = arrived in school during period 1
 = arrived in school during period 2
 = arrived in school during period 3
 = arrived in school during period 4

At the same time, office staff should also complete the "Late Mark Book" as per the example below:

Date	Name	Form	Time	Reason
23/05/06	Joe Bloggs	10C	10:30	Overslept

Any pupil who arrives in school after the morning or afternoon break should be regarded, for statistical purposes, as having been absent during the whole of that morning or afternoon session.

NB Correcting fluids must never be used in a manual register as this could render the corrected entry inadmissible as evidence in court. In all cases where incorrect entries have been made, the correcting symbols shown above MUST be used.

Electronic Registers

In the case of schools which have adopted electronic registration systems, the following symbols should be used:

Symbol	Meaning	Classification for Statistical Purposes
#	Holiday for all	-
X or \$	INSET day	-
/ or \	Present	Present
B	Attending alternative education provision (incl 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 disciplinary reasons (ie informal suspension)	Authorised absence
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	Late (but before the register closed)	Present
@ or a	Late (after the register closed)	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/family reasons (eg funeral)	Authorised absence
S	Study leave or approved educational activity	Present
T	Truancy (incl post-registration truancy)	Unauthorised absence
V	Educational visit/approved out-of-school activity (eg 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 (eg on part-time authorised modified education programme)	Non-statistical 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	-

The arrangements for recording the arrival of pupils who are late for registration should follow as closely as possible those outlined above for traditional paper registers, using the designated symbols to record a pupil's late arrival either before or after the register has closed.

As in the case of traditional paper registers, it is vital that entries are kept as up to date as possible.

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

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's Executive Officer (Administration/ Legislation) 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.

Standard forms (Form A, Form B, Form C and Form D) have been provided for this purpose. These are shown at Appendix I and may also be accessed via FirstClass (DOE Information > DOE Extras).

Chief Executive Officer

June 2006

School:

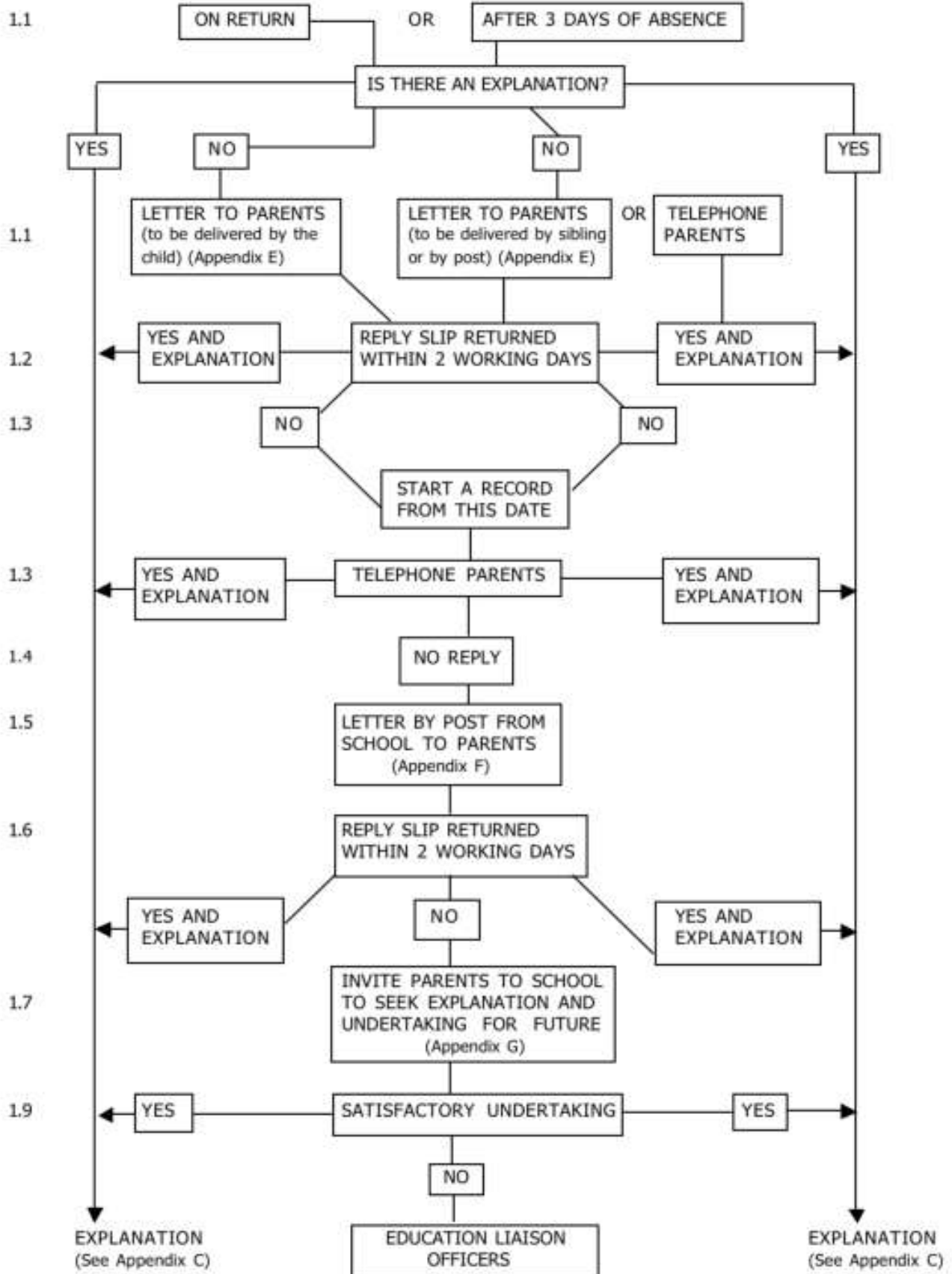
Authorised Absences

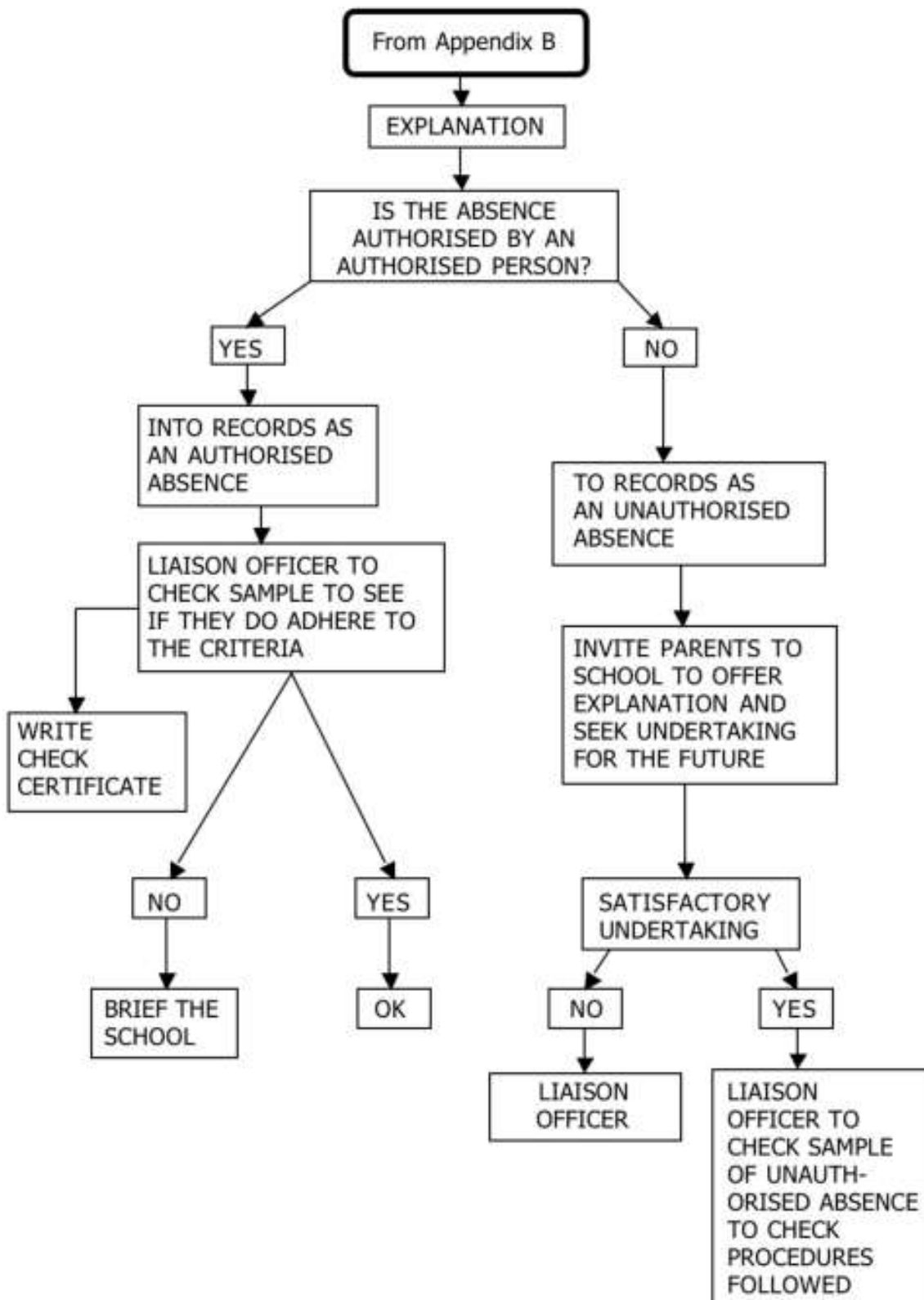
Category of absence	Person(s) who may authorise absence
Sent home for disciplinary reasons	Headteacher only
Sent home for other reasons (eg illness)	Headteacher or (names)
Attending interview	Headteacher or (names)
Illness	Headteacher or (names)
Holiday	Headteacher only
Medical/dental/hospital appointment/treatment	Headteacher or (names)
Approved out-of-school activity	Headteacher or (names)
Day of religious observance	Headteacher only
Family reasons (eg funeral)	Headteacher or (names)
Newly enrolled but on temporary leave of absence pending arrival of pupil records and assessment by the Special Needs & Psychology Service	Headteacher only
Study leave	Headteacher or (names)

Unexplained Absences

Name of Pupil:
Stage

Form:





Model Attendance Checklist

Designated Member of School Staff

- Reason(s) for Concern:
- Attendance well below average
 - Unusual frequent absences
 - Patterns of absence
 - Unexplained absences
 - Unsatisfactory explanations
 - Instances of known truancy

- Action:
- Interview pupil (date)
 - Inform and consent Head of Year/Headteacher (date)
 - Contact parents - phone (date)
 - letter (date)
 - Interview parents (date)

Comments:

.....

Head of Year/Headteacher

- Reason(s) for Concern:
- Attendance well below average
 - Unusual 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:

.....

Referred to Education Liaison Officer on (date)

Sample Letter to Parent

Headteacher:
Tel:

Name of School
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 (dates)

for the following reason

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

Parent/Guardian

Signed

Date

Sample Letter to Parent

Headteacher:
Tel:

Name of School
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 (dates)

for the following reason

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

Parent/Guardian

Signed

Date

Sample Letter to Parent Re Meeting

Headteacher:

Tel:

Name of School

Address

Date

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

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
DSC Social Care Division (where appropriate)

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 and Children 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 pleased if you can contact me immediately in order that we may discuss these. 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 Hamilton House 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>> Manager (Legal & Administrative Services)

cc Headteacher, (school)
(Name), Education Liaison Officer
DSC Social Care Division

Form A – Part 1 Attendance of Pupils

This form should be completed by the Headteacher or their representatives and forwarded to the Department of Education and Children, Hamilton House, Peel Road, Douglas IM1 5EZ **within 7 working days of the end of each calendar month.**

SchoolMonthYear

Attendance Summary

- | | | |
|----|--|--|
| A. | Number of sessions* during month | <input style="width: 100px; height: 20px;" type="text"/> |
| B. | Total possible attendances of pupils during month | <input style="width: 100px; height: 20px;" type="text"/> |
| C. | Total absences for pupils during month: | |
| | Authorised | <input style="width: 100px; height: 20px;" type="text"/> |
| | Unauthorised | <input style="width: 100px; height: 20px;" type="text"/> |
| D. | Total suspensions for pupils during month
(ie the number of sessions* missed due to suspensions)
<i>(details of suspended pupils should be recorded on Form C)</i> | <input style="width: 100px; height: 20px;" type="text"/> |

***Each day consists of two sessions**

Comments/Remarks:

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Headteacher: Signature

Please turn over



Form A Part 2 – Monthly summary of attendance

Isle of Man
Government
Reiltys Ellan Vannin

SchoolMonthYear

School Year	Class/ Form	Sessions	Pupils	Authorised	Unauthorised	Susp.	Total	Poss. Attend	Actual Attend.	% of Attend.

Remarks:
.....
.....
.....

Form B – Attendance of Looked After Children

This form should be completed by the Headteacher or their representatives and forwarded to the Department of Education and Children, Hamilton House, Peel Road, Douglas IM1 5EZ **within 7 working days of the end of each calendar month.**

SchoolMonthYear

Pupil Details

Full name: Date of Birth:

Attendance Summary

- | | | |
|----|---|---|
| A. | Number of possible sessions during month | <input style="width: 100%;" type="text"/> |
| B. | Total actual attendances of pupil during month | <input style="width: 100%;" type="text"/> |
| C. | Breakdown of absences for pupil during month: | |
| | C1. Authorised | <input style="width: 100%;" type="text"/> |
| | C2. Unauthorised | <input style="width: 100%;" type="text"/> |
| | C3. Formal suspension | <input style="width: 100%;" type="text"/> |
| | C4. Refusals | <input style="width: 100%;" type="text"/> |
| | C5. Informal suspension
(i.e. sent home for remainder of School day) | <input style="width: 100%;" type="text"/> |

For pupils on modified timetables only

- | | | |
|----|----------------------------------|---|
| D. | Total possible hours | <input style="width: 100%;" type="text"/> |
| E. | Total actual hours attended | <input style="width: 100%;" type="text"/> |
| F. | Date to be reviewed by Governors | <input style="width: 100%;" type="text"/> |

Comments/Remarks:

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Headteacher:Signature

Form C – Pupil Suspensions

This form should be completed by the Headteacher or their representatives and forwarded to the Department of Education and Children, Hamilton House, Peel Road, Douglas IM1 5EZ **within 7 working days of the end of each calendar month.**

Name of School Month Year

Part 1 - 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 previous sessions suspended	In Public Care <i>(please tick box if pupil is a Looked After Child)</i>

Comments/Remarks:

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Headteacher: Signature

Please turn over



Isle of Man
Government
Reilrys Ellan Vannin

Department of Education and Children

Form C Part 2 – Pupil suspended for 11 days or more

Name of School Month Year

Name of pupil	No of sessions missed due to suspension	Date suspension began	Education provision while suspended	Education taken up while suspended	Date suspension ended	Total number of sessions suspended this term	Date last reviewed by school Governing body	Please tick box if pupil is a Looked After Child

Comments/Remarks:

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.....

Headteacher: Signature



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Department of Education and Children

Form D – Pupils Placed on a modified School Timetable

This form is to be completed by the school and signed by the Headteacher or their nominated representative. The form must include the full timetable for the students listed below and is to be forwarded to the Department of Education and Children, Hamilton House, Peel Road, Douglas IM1 5EZ.

To arrive within 7 working days of the end of the calendar month.

Name of School MonthYear

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Student Information	Day	Venue	Organisation	Contact Person	Education Hours Provided	Education Hours Attended
Name	Monday					
D.O.B.	Tuesday					
Year Group	Wednesday					
Start Date	Thursday					
Review Date	Friday					
End Date						
Reason placed on modified Timetable:						

Comments/Remarks:

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Headteacher: Signature

Letter to School Health

Headteacher:
Tel:

Name of School
Address

School Health
Crookall House
Demesne Road
Douglas
Isle of Man
IM1 3QA

Date

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

Removed from Register

Name of child	Address	D.O.B.	Reason for removal and new address if still of school age

Yours faithfully,

Headteacher

Letter to Previous School/LEA

Headteacher:
Tel:

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 Office (Admin/Legislation)

Letter to New School/LEA

Headteacher:
Tel:

Name of School
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 moved 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	<input type="text"/>
No reply received. Passed to the Department's Executive Officer (Admin/Legislation)	<input type="text"/>

Please 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
.....
.....
.....

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

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

Yours faithfully,

To: Headteacher
(name) School
Isle of Man

For School Use Only

	Date	Signature
Medical records – School Health notified	<input type="text"/>
Educational records and/or work despatched	<input type="text"/>

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