



Policies & Procedures

Attendance and Absence Policy

Name of Policy	Attendance and Absence Policy
ISSR	Part 3: Welfare, health and safety of pupils
Reviewed by	Alley's Oakfield SLT
Author/SLT	Miss Tenesha Buckley Head of Pre-Prep and Attendance Champion
Date of school review	January 2026
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Policy Overview

This policy applies to all pupils in Alley's Oakfield, including those children in the EYFS. It provides guidance to parents on attendance, including information relating to authorised and unauthorised absence. It also details specific attendance and absence procedures operated in the School.

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1. Aims

Alleyn's Oakfield recognises the importance of good attendance which is reflected in its whole school approach to pupil wellbeing. It aims to:

- Ensure every pupil in Reception to Year 6 has access to the full-time education to which they are entitled
- Facilitate pupils' attendance at school through clearly communicated expectations, systems and structures;
- Have robust and consistently applied measures to reduce absence and address issues around punctuality;
- Work closely with parents to address any issues relating to attendance or punctuality at an early stage
- Ensure an early response to address absence and/or patterns of absence, treating poor attendance as a pastoral matter and in some circumstances, a safeguarding concern;
- Work with external agencies where necessary to address more pronounced and persistent attendance concerns

2. Relevant Guidance and Legislation

This policy has been written with reference to:

- [Working Together to Improve School Attendance \(DfE 2024\)](#) and the accompanying [Summary Table of Responsibilities](#).
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- Paragraph 15 of The Education (Independent School Standards) Regulations 2014
- [Children Missing Education \(2024\)](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023)
- [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023)
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017)

This Policy should be read in conjunction with other relevant school policies, including but not limited to:

- Safeguarding and Child Protection Policy
- Pupil Code of Conduct and Expectations for Learning
- Students' Social and Emotional Wellbeing and Mental Health Policy

3. Responsibilities of the School

The school has various responsibilities in relation to attendance. It ensures that it:

- Has a clear Absence and Attendance Policy (this document) which all staff, pupils and parents understand, and which is publicly available on its website.
- Develops and maintains a whole school culture that promotes the benefits of high attendance
- Maintains an admission register which contains details of all pupils on roll

- Maintains attendance registers which record morning and afternoon attendance accurately, using the designated codes for absence
- Has effective systems which monitors day to day absence, including rigorous processes for following up on non-attendance
- Uses absence data to monitor patterns and trends to identify those at risk of severe/persistent absence
- Is aware of the reasons why persistent absence could occur, including health issues, SEND requirements or other vulnerabilities
- Works collaboratively with parents
- Liaises with external agencies where absence is persistent or severe or is at risk of becoming so.

4. Responsibilities of Pupils

Pupils are expected to:

- attend school each day and to be present for key registration times
- be punctual and attend all timetabled lessons
- speak to a member of staff if they are having difficulties that discourage or prevent them from attending school or specific lessons
- not leave the school site during the school day except when collected by their parents if they are unwell or attending an appointment as an authorised absence (e.g. medical appointment)

Failure to attend school regularly or punctually; failure to attend registration and/or lessons without good reason; and leaving the school site without permission can constitute a breach of the school's Behaviour Policy.

5. Responsibility of Parents

Parents have a legal duty to ensure that their child receives an effective full-time education suitable to their age and any other relevant circumstances (for example, SEND requirements). This means ensuring that their child attends school punctually each day except in a small number of specific circumstances such as being too ill to attend or if parents have written to the school in advance and have received permission for absence. Such 'authorised absence' is only granted in exceptional circumstances, outlined in paragraph 8 below.

Arriving late is upsetting for the child concerned and disruptive for other children in the class, as it prevents a smooth start to the day. Families who are repeatedly late bringing their child to school will be spoken to by the form tutor and should lateness persist, the Head of Prep will request a meeting with parents.

The School requires all parents to:

- notify the School of any absence on the day, as soon as possible (preferably before 8.30am) and to provide an accurate explanation for the absence;
- make any application for an authorised leave of absence at the earliest opportunity;
- ensure the school has up to date contact details, including those for emergency contacts
- inform the school if there is a change of address or if the living arrangements for their child changes
- as far as possible, to arrange routine dental and other appointments during the school holidays or outside of school hours.
- to inform the School (prior to departure) of the name and contact number for a temporary guardian if they are away from home overnight during term time

Parents are also expected to work with the school to explore any possible barriers to attendance and to support any measures put in place to improve their child's attendance. The DfE considers absence from 10% of school, over an

extended period to be 'persistent'. The School may work with appropriate external agencies to understand the reasons for low attendance and to seek guidance about supporting greater attendance at school. Where attendance does not improve, the local authority may take a number of measures. This may include a Penalty Notice, a School Attendance Order, a Parenting Order or prosecution.

6. Designated Champion for Attendance

Miss Tenesha Buckley (Head of Pre-Prep) is the school senior leader who champions attendance.

7. Good Attendance as a School Culture

Good attendance is a learned behaviour, and we recognise the importance of developing good patterns of attendance from the outset. At Alleyn's Oakfield we believe that excellent attendance is a shared responsibility and a cornerstone of pupil success. We actively foster a positive culture where regular attendance is valued and celebrated through clear communication, consistent routines and recognition of improvement. Expectations are embedded in our school ethos and reinforced through assemblies, tutor sessions, registration periods and parental engagement. All staff receive regular training on the importance of attendance and their role in monitoring and promoting it, ensuring they understand how to complete registers accurately, identify patterns of concern, when to raise a concern and how to engage families in supportive conversations. We work proactively to identify and remove barriers to attendance, offering tailored support for pupils with additional needs and collaborating closely with families to ensure every child feels safe, included, and motivated to attend. By promoting the benefits of good attendance and linking it to wellbeing and achievement, we aim to create an environment where pupils thrive and learning opportunities are maximised. We proactively raise the importance of good attendance with parents through beginning of year written communications, parent meetings and through the school newsletter.

8. Responsibilities of Staff

(a) The Head has responsibility for dealing with any parental requests for absence. The Head is also responsible for contacting parents to remind them of the proper procedures should their child be away from school for a reason that has not been authorised.

(b) The Attendance Champion has responsibility for:

- monitoring and analysing attendance data.
- raising staff awareness to the dangers of pupils missing regular education and other safeguarding concerns related to absence
- coordinating any intervention required for pupils
- reporting to Local Authority any case of concern about patterns of absence, including after 10 continuous days of unauthorised absence
- monitoring pupil absences over time in consultation with the Head.

(c) The office receptionist has responsibility for:

- contacting parents if a pupil has not yet arrived by the end of the morning registration window at 9am and no explanation for absence has been received.
- ensuring the registers are completed at each morning and afternoon session and that appropriate absence codes are used
- alerting the Attendance Champion of any pupils whose attendance causes concern, for further action if appropriate
- annually and regularly reminding parents of the protocol for seeking permission for absence in exceptional circumstances

9. Authorised and Non-Authorised Absence

The responsibility for authorising absence lies with the School. The School will normally authorise absence for the following reasons:

- **Illness:** Where the school accepts that a pupil is ill, absence will be authorised. The school can and will at times request parents to provide medical evidence to support absence for illness.
- **Appointments:** The school will usually grant dental and medical appointments as authorised absences. Where possible such appointments should be made outside of school hours and patterned absence for these reasons may be challenged.
- **Religious observance:** Alleyn's is proud of its cultural diversity and, although holy days are taken into consideration in the setting of term dates, the School recognises that different faiths have days of observance that fall within term time. In balancing this with the academic welfare of pupils, parents are encouraged to consider ways of observing faith holidays that do not affect school attendance. Each request for absence on the grounds of faith will be considered on a case-by-case basis.
- **Exceptional circumstances/unavoidable causes:** Authorised absence can be granted for compassionate reasons such as a serious family illness or bereavement.

Where absence is authorised, pupils will be expected to make their best effort to catch up on the work missed. Their teachers will support them in this endeavour, but teachers will not ordinarily prepare work in advance for absent pupils or set specific tasks. Individual support will be offered to those pupils authorised as absent on a medium to long term basis, for example, because of a period of ill health.

An unauthorised absence occurs when a pupil is absent from school without a valid reason or without the school's approval. This includes family holidays during term time (unless the Head has granted leave in exceptional circumstances), absence without explanation, late arrival after the register has closed without a legitimate reason, truancy, or absences for activities not approved by the school such as shopping trips or leisure activities. Absence in exceptional circumstances does not ordinarily include the following: birthdays, holidays, days out and family celebrations. Absence for such reasons will be recorded as unauthorised. Unauthorised absences may lead to further action, including meetings with parents, involvement of the local authority, and, where applicable, penalty notices in line with statutory guidance.

10. Daily Processes Pre-Prep (Nursery to Year 2)

See Also Supervision Policy

Morning Registration

The school gate opens at 08.35. Nursery pupils go straight to their classrooms at drop off time and are registered at 8.50am, via Engage by their Form Teachers.

Reception, Year 1 and Year 2 Pupils are collected from the Playground at 08:45 and taken to their form rooms. The register is taken via Engage by Form Teachers at 08.50.

At 08.50 the school gate is closed, and parents and children must then enter through the main door, which is manned from 08.50 to 08.55 by the Head of Pre-Prep.

After 08.55 parents and pupils must buzz at the at the white door. The School Office then calls the relevant Pre-Prep class, and a member of staff comes down to collect the child.

Any pupil who arrives between 08.55 and 09.00 will be considered late and registered as such using the L code.

The AM registration period closes at 09.00. Any pupil arriving after 09.00 will be registered as absent using the U code.

Afternoon Registration

Lunchtimes are staggered and the timings for afternoon registration reflect this.

Nursery children are brought to their classrooms by the lunchtime supervisors at 12.45 and registration is completed via Engage by 13.00.

Reception children are collected by the class teachers from the playground at 13.15 and the register is completed by 13.30.

Year 1 and 2 children are collected by the class teachers from the playground at 13.45 and the register is completed by 14.00.

11. Daily Processes Prep (Year 3 to Year 6)

See also the school's Supervision Policy

Morning Registration

The school gate opens at 08.30. Pupils are collected from the Playground 8:40am and taken to their form rooms. The register is taken via Engage by Form Teachers.

Any pupil who arrives after 8.50 will be considered late and registered as such using the L code.

The school gate is locked at 8.50am, any pupils arriving after this time must enter the building through the School Reception. The morning registration period closes at 9.00am. Any pupil arriving after that point will be registered using the U code.

Afternoon Registration

Pupils are collected from the playground at 13.45 and registered via Engage in their Form Rooms. The register is completed by 14.00.

Pupils attending fixtures are registered using the 'P' code prior to their departure. The School Office checks this information via Engage to ensure the PM registration window is completed appropriately.

Pupils attending trips are registered by trip leaders using the 'V' code on their departure. The School Office cross references this information with the PM registers to ensure that all pupils are accounted for.

12. Reporting Absence and Advance Requests for Absence

Parents are asked to send an email to the School Office (office@alleyns.org.uk), copying in their child's form teacher with reasons for absence. Alternatively, they may ring the school office on 0208 670 4206

Parents are required to do this each day a pupil is absent.

If a child has had any vomiting or diarrhoea, they should remain off school for a full 48 hours after their last bout of illness.

Dental or Medical Appointments

For appointments that parents are unable to schedule for outside the school day, parents should email the same group of staff as noted above.

Lateness and early collection from school

If a child arrives after the gates have closed at 8.50am they must take their child in through the main school door and at the Pre-Prep or Prep. Any child arriving after this time is considered late. If a child needs to be collected early, then they should be collected from the same building and signed out from there.

Advance Requests for Absence

Parents should only request absence from school in exceptional circumstances. Any request should be submitted to the Head, in advance by filling in the Absence Request Form (see Appendix 2), available from the school office. #

13. Day- to- Day Absence Procedures

To safeguard pupils and maintain accurate records, the school follows a clear process for managing absence:

First-Day Response

If a pupil is absent and no reason has been provided by 09.30 the school will contact parents/carers on the first day of absence. This may include phone calls, text messages, or emails. If contact cannot be established, the school will escalate to emergency contacts.

Escalation and Safeguarding

If no contact is made and the absence remains unexplained; the school will consider a home visit or involve external agencies if there are safeguarding concerns. Persistent unexplained absence will trigger a targeted support meeting with parents and may involve the local authority.

Evidence for Absence

For repeated illness or extended absence, the school may request medical evidence (e.g., doctor's note, appointment card) to authorise the absence.

Recording and Monitoring

All absences are recorded promptly in the attendance register using the correct DfE codes. Staff monitor patterns of absence and lateness, and concerns are referred to the Attendance Champion for follow-up

14. Addressing absence causing concern & working with external partners

Attendance intervention at Alleyn's Oakfield is coordinated by Tenesha Buckley, Head of Pre-Prep and Attendance Champion. When required, Danny Walsh supports her in this in his role as Designated Safeguarding Lead.

Where the school is aware that a pupil has a social worker, the school will inform the social worker if the pupil is absent, even if an explanation has been provided by the parent.

The school is required to work with the Local Authority to agree an approach for pupils with persistent or severe attendance. The school has agreed to inform the Local Authority if, for any pupil, unauthorised absence exceeds 10% of their total attendance over a sustained period.

The School will also contact the Local Authority if any single absence raises safeguarding concerns, including if a pupil has ten consecutive days of unauthorised absence in a given period. This may trigger Early Help or Team Around the Child (TAC) processes when attendance flags deeper need.

Working Together to Improve School Attendance (2024), sets out the National Framework for Penalty Notices which may be used if parents and/or careers have failed to ensure that their child is regularly attending school.

15. Data Monitoring

The School Receptionist produces school attendance data, both authorised and unauthorised, for review on a weekly basis. During the week, they will raise any concerns (for example a child who has been absent for 3 days) to Tenesha Buckley who reviews the school's attendance data from the Prep and Pre-Prep on a weekly basis. Information is compared across the sites to ensure family patterns are spotted and consistency is maintained. In some cases, the School Receptionist or the Head may be asked to provide them with further details.

Where a child's attendance falls below 95% a concern email is sent from the school office to alert the parents and encourage them to strive for better attendance for their child (see Appendix 3). Where this does not improve to acceptable levels in the course of a few weeks the Attendance Champion will telephone parents to understand any internal or external barriers to attendance and discuss possible solutions with them. Should progress not be made a second email will be sent to parents (see Appendix 4) and following this a meeting with the Head will be arranged if the situation does not improve. Again, understanding the cause of the problem and supporting with solutions is the focus including signposting to any external agencies or support groups.

Where a child's attendance falls below 90% a formal attendance letter will be sent to parents (see Appendix 5), where the Head is required to meet with the family. During that meeting the Head will make it clear that there is a duty to report poor attendance to the local authority. Should attendance still not improve, the Head will follow through with this.

In addition to the School's daily and weekly oversight, the Attendance Champion also produces attendance data every half term, along with an annual summary at the end of the academic year. The data is analysed and reviewed by the Head, DSL and relevant members of the Senior Leadership Team to identify:

- Any trends or patterns in attendance of individual pupils or cohorts
- The statistics relating to authorised and unauthorised absence
- Patterns in the use of certain codes
- Any specific days of poor attendance
- Any other relevant factors
- Analysis by age group, gender and comparison to local and national data

Following analysis each half term, the Head, Attendance Champion and DSL take appropriate action necessary to address any areas of concern which have arisen, including in relation to communication with parents.

16. Admission Register

The details of all pupils on roll at Alleyn's Oakfield are statutorily required to be recorded in the Admission Register. The Admission Register is held by the Registrar, who is also the schools Deputy Business Manager. The pupil's name will be entered with an agreed start date. If a pupil fails to attend on the agreed date, the school will undertake reasonable enquiries to establish the child's whereabouts and will consider notifying the Local Authority.

The Admission Register must include for each pupil, details of their:

- full name
- name that the pupil uses at school
- sex
- address
- the full name and address of each of the pupil's parents known to the school
- which of the pupil's parents, if any, the pupil normally lives with
- at least one telephone number by which each such parent can be contacted in an emergency
- day, month and year of the pupil's birth
- day, month and year of the pupil's starting day at the school
- name and address of the last school the pupil attended, if any

If the parent of a pupil notifies the school that the pupil will live at another address, the school will record in the Admission Register:

- The full name of the parent with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at the address

A pupil's name must only be deleted from the admission register if one of certain prescribed grounds are met. These are set out in detail in *Working Together to Improve School Attendance (2024)*, paragraphs 222 to 281.

16. Additions and Deletions from the Admission Register

The school is required to inform the Local Authority of any pupils joining or leaving the school at non-standard transition points.

A non-standard entry point is any year group other than Nursery or Reception

A non-standard departure point is at any time other than the end of Nursery or Year 6

When a pupil's name is added to the Admission Register at a non-standard entry point the school will inform the Local Authority within five days.

When a pupil's name is deleted from the Admission Register at a non-standard departure point the school will inform the Local Authority as soon as possible.

If a pupil leaves at a non-standard departure point parents/carers are requested to notify the School in writing of their departure, giving details of the new school and the expected start date. The School will seek confirmation from the new school to confirm the pupil is registered and confirmation of the start date. The school will inform the Local Authority as soon as possible.

Alley's will record in the Admission Register:

- The name of the other school
- The date when the pupil first attended school

In any case where a pupil of compulsory school age is to be deleted from the register where the next school is not known, including if the parents do not disclose the destination school, the school will report the circumstances, as soon as possible, to the local authority.

If any pupil with a social worker is to be removed from the Admission Register, the school will notify the social worker of this as soon as possible.

Appendix 1 – School Attendance Codes

Code	Official meaning of Code	DFE Mapping
/	Marked Present AM	Present AM
\	Marked Present PM	Present PM
L	Late before register closed	Present
#	Planned whole school closure	Does Not Count
N	Reason for absence not yet established	UnAuth Abs
I	Illness	Auth Abs
M	Medical or Dental appointment	Auth Abs
C	Leave of absence for exceptional circumstance	Auth Abs
C1	Leave of absence for purpose of participating in a regulated performance or undertaking regulated employment abroad	Auth Abs
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Auth Abs
U	Arrived in school after registration closed	UnAuth Abs
V	Educational visit	AEA
P	Approved sporting activity	AEA
S	Leave of absence for the purpose of studying for a public examination	Auth Abs
W	Work experience	AEA
K	Attending education provision arranged by the local authority	AEA
Q	Unable to attend the school because of a lack of access arrangements	Does Not Count
O	Absent in other or unknown circumstances	UnAuth Abs
R	Religious observance	Auth Abs
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Auth Abs
G	Holiday not granted by the school	UnAuth Abs
E	Excluded or permanently excluded	Auth Abs
B	Attending any other approved Educational Activity	AEA
D	Dual registration at another school	AEA
T	Parent travelling for occupational purposes	Auth Abs
X	Non-compulsory school age pupil not required to attend school	Does Not Count
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
Z	Prospective pupil not on admission register	Does Not Count

Appendix 3 – Concern Email 1

Dear (Parents names),

As well as being the Head of Pre-Prep, one of my responsibilities is monitoring attendance across the whole school.

Since (state the date), (Child's name) attendance is currently (attendance percentage), this is due to (state the reasons for absences).

According to the Department for Education, children should maintain attendance of **at least 95%**. Falling below 90% is considered persistent absence, which triggers formal intervention. You will find their attendance rates below:

Attendance Rate	Description
≥95%	Good
90–95%	Cause for concern
<90%	Persistent absence

At (attendance percentage), (Child's name) is below the 'good' threshold and could potentially approach the persistent absence threshold. I am intervening now to prevent this from happening and to support improved attendance.

Please confirm if there are any underlying reasons for (Child's name and the absence reasons) and let us know how we can work together to improve his/her attendance.

Thank you for your cooperation and support.

Kindest Regards,

Miss Tenesha Buckley

Head of Pre-Prep, Deputy Safeguarding Lead and Attendance Champion

Appendix 4 - Concern Email 2

Dear (Parent/Carer),

I hope you are well.

I am writing to update you regarding (Child's Name)'s attendance, which is currently (insert current attendance). As mentioned in my previous email sent on (insert date), when your child's attendance first fell below 95%, we have continued to monitor their attendance closely.

Because (Child's Name)'s attendance hasn't improved and is now (nearing/below) 93%, we are moving into the next stage of our attendance procedures. We will now require evidence for all medical appointments and illness-related absences. Acceptable forms of evidence include:

- Appointment cards or medical letters
- Confirmation texts or emails from GP surgeries or clinics
- Hospital or urgent care discharge notes
- Prescribed medication labels or pharmacy collection receipts
- Any other official medical documentation that verifies the reason for absence

This documentation enables us to accurately authorise absences and ensure transparency as we work together to improve (Child's Name)'s attendance. I would also like to remind you that a parent or carer's legal duty to ensure their child attends school regularly is outlined in Section 7 of the Education Act 1996, which states that:

"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude and to any special educational needs he may have either by regular attendance at school or otherwise."

Our aim is to support you in preventing (Child's Name)'s attendance from falling below 90%, at which point we may be required to involve external agencies to provide further support.

If you would like to discuss this matter or feel that your child may need additional assistance, please do not hesitate to contact me.

Kind regards,

Tenesha Buckley

Head of Prep, Deputy Designated Safeguarding Lead and Attendance Champion

Appendix 5 – Formal Letter

Alleyn's Oakfield

office@oakfield.dulwich.sch.uk | 020 8670 4206

Alleyn's Oakfield, 125-128 Thurlow Park Road, West Dulwich, London, SE21 8HP



date

Dear (Parent Name)

We are writing to inform you that (child's name) attendance has fallen below 90%. At Alleyn's Oakfield our primary goal is to create a safe and supportive school community where your child can thrive. We believe that regular attendance throughout the year is essential for children to experience a sense of belonging, success and fulfilment. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement.

(Child's name) attendance is currently (attendance percentage) and falls within the Department of Education's 'persistent absence' category. We understand that children may occasionally miss school for various reasons related to physical or mental health or school/family related factors, nonetheless we request that you make every effort to ensure her attendance improves.

In line with the Department for Education's guidance "*Working Together to Improve School Attendance*", we will now implement the following interventions:

1. **Initial Meeting** – We will arrange a meeting with you to discuss any barriers to attendance and agree on a plan to support improvement.
2. **Attendance Monitoring** – Your child's attendance will be closely monitored over the coming weeks, and we will provide you with regular updates.
3. **Support Plan** – Where appropriate, we will offer tailored support to address any underlying issues impacting attendance.
4. **Escalation if Needed** – If attendance does not improve, further steps may include formal letters and involvement of external agencies, in line with statutory guidance.

We appreciate your cooperation and commitment to ensuring (child's name) attends school regularly. Please contact us as soon as possible to arrange the initial meeting or if you require any assistance.

Thank you for working with us to support your child's education.

Kind regards

Ali Wright
Head, Alleyn's Oakfield

Appendix 5 – Absence Follow-Up Flow chart

