Attendance Policy

Policy Information:

Date of last review	**New Policy**	**Review period**	**Annually**
Date approved **9/12/2024**		**Approved by**	**Local Academy Council**
Policy owner	**Headteacher** **Paul Donkersloot**	**Date of next review**	**January 26**

Updates made since the last review:

Review date	**Changes made**	**By whom**
	Addition of new DfE attendance codes	Phil Hughes

	Change of reference to Fast Track procedures to Support First	

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1. Aims

This policy outlines our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024).

We understand the importance of good attendance if we are to

Provide the Confidence and Competence to maximise the living of independent lives

We will achieve good attendance for all pupils by:

- Making attendance and punctuality a priority for all those associated with the school including pupils, families, staff and our Local Academy Council members
- Ensuring our school offer meets the needs of our pupils
- Managing a systematic approach to gathering and analysing attendance related data
- Creating a sense of belonging to an inclusive environment for all our pupils and families
- Creating a physically and emotionally safe environment that all children want to access
- Creating space to listen and respond to Pupil Voice
- Creating space to listen to and respond to the voice of our families
- Maintaining high expectations for the attendance and punctuality of all pupils
- Identifying with pace, families experiencing barriers to good attendance and offering appropriate support
- Building positive working relationships with external agencies to expand our capacity to support
- Being professionally Patient, Accepting, Curious and Empathic in managing attendance that falls below our standards

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- https://www.legislation.gov.uk/uksi/2006/1751/contentsThe Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The Local Academy Council

The Local Academy Council is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across schools
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, or authorising the Attendance Lead to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
    - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
    - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The Pastoral Assistant Headteacher is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Pardeep Kairo and can be contacted via

0121 803 1620 p.kairo@hallmoor.fet.ac

3.4 Class Teachers

Class teachers are responsible for

- recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), within and submitting this information to the school office within the specified times (Appendix 2).
- Monitoring, reporting and recording concerns around patterns of poor attendance

3.5 School admin staff

School admin staff will:

- Take calls from parents/carers and post 16 pupils about absence on a day-to-day basis and record it on the school MIS system
- Follow absence procedures as outlined in Appendix 3
- Report to the Attendance Officer and SLT where any concerns arise
- Take calls from parents/carers and post 16 pupils about absence on a day-to-day basis and record on CPOMS recording system where there is or may be a Safeguarding concern.

3.6 Families

Where this policy refers to families, it refers to the adults the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every timetabled session on time
- Call the school to report their child's absence before 08:50 on the day of the absence and each subsequent day of absence (where requested), and advise when they are expected to return
- Provide the school with more than 2 emergency contact numbers for their child
- Seek support, where necessary, for maintaining good attendance, by contacting school through their child's class teacher

3.7 Pupils

Pupils can expect to be:

- Welcomed into school every day
- Welcomed into every classroom
- Supported to access school and learning
- Supported to overcome barriers to attendance

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 09:00 and ends at 15:00.

Pupils must arrive in school by 8:50 on each school day.

The register for the first session will be taken from 08:50 and will be kept open until 09:20.

The register for the second session will be taken at

Primary and Key Stage 3 12.45 and will be kept open until 12.55.

Key Stage 4 and Sixth Form 13:15 and will be kept open until 13:25

4.2 Unplanned absence

The pupil's family must notify the school of the reason for the absence on the first day of an unplanned absence by 08:50, or as soon as practically possible, by calling the school admin office, who can be contacted via 0121 803 1620.

If an absence remains unexplained, school admin will send a Parentmail message as a reminder.

If there is no reply by 11:00, school admin will make a first day-absence call.

If there is no explanation for an absence after 5 days, an absence reminder letter will be sent out.

After 10 days, an unexplained absence will be recorded as unauthorised.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and families will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's family notifies the school in advance of the appointment.

The pupil's family must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

Independent pupils and pupils not on Local Authority transport who arrive:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Where a pattern of late arrivals develops, school staff will contact the family to discuss any support the family may require.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's family on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out an unannounced home-visit, refer to Social Services, refer to the Police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the family on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, the school will follow the Support First protocols as defined by Birmingham City Council's Education Legal Intervention Team (ELIT).

4.6 Reporting to parents

The school will regularly inform families about their child's attendance and absence levels where there are concerns.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as unavoidable one-off events

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible from the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's family(s) belong(s). If necessary, the school will seek advice from the family's religious body to confirm whether the day is set apart.
- Family(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority

- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Responses to poor attendance

Our school will make every effort to achieve good attendance (Over 90%) for all pupils. Decisions on the support required as well as any consequences, will be made on an individual, case-by-case basis and will be triggered by patterns of non-attendance, attendance falling below 90%, unexplained absences.

Penalty notices

The school will respond to unauthorised absence and poor absence that does not improve, by referring to the local authority and following the Support First process (Appendix 4).

6. Strategies for promoting attendance

Whilst Hallmoor recognises the efforts of pupils and their families, it does not believe a specific reward system to be an effective and equitable approach to encouraging attendance for pupils who are not fully independent, may have medical needs, have families supporting children at schools across the city, have families with specific needs themselves. As such, Hallmoor responds to every concern around attendance from a holistic view, ensuring:

- the school offer supports families to overcome any barriers to attendance
- the school offer is meeting the needs of the pupil
- the curriculum offer meets the needs of learners and develops an intrinsic motivation to attend
- we develop an inclusive environment that pupils and their families want to be part of
- we are transparent about the processes we follow where attendance does not improve

6.1 Pupils absent due to complex barriers, mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will work with the family, the pupil and the local authority to follow our EHCP processes.

6.2 Pupils returning to school after a lengthy or unavoidable period of absence

Pupils returning to school following a period of lengthy or unavoidable absence will be supported on a needs basis, with school providing support through one or all of the below:

- A return to school meeting with families, the pupil and any relevant professionals, on the first day back
- A transition plan in the form of a Provision Support Plan (Appendix 5), Risk Reduction plan or a 5 Point Scale
- A review of provision – day, timetable, access to additional resources/adults to support reintegration
- A review of Pupil Passport, Care-plans, EHCP
- Support from a Thrive Practitioner or School Based Mentor
- Support for the family from the Family Support worker

8. Attendance monitoring

8.1 Monitoring attendance

Attendance data is collected through the school's MIS system. It is analysed weekly, halt-termly, termly and yearly.

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the LAC.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to school staff, to facilitate discussions with pupils and families, and to the governing board and school leaders including designated safeguarding leads
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil’s absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school’s strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement attendance processes, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every two academic year by the school Attendance Lead and the Local Academy Council. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Engagement policy
- Curriculum Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Family travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their family(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

APPENDIX 2 Recording procedures for teaching staff

CLASSROOM ATTENDANCE PROCESS

MORNING REGISTERS OPEN
08:50

↓

Teachers mark / or N only

Make notes on BROMCOM from guide contact, transport team, parental contact (including DOJO).

↓

MORNING REGISTERS CLOSE
09:20

AFTERNOON REGISTERS OPEN
PRIMARY 12:45
KS3/4 12:45
KS5 13:15

↓

Teachers mark / or N only

Make notes on BROMCOM for pupils sent home

↓

AFTERNOON REGISTERS CLOSE
PRIMARY 13:00
KS3/4 13:00
KS5 13:30

If BROMCOM is inaccessible, a paper register must be returned within the same time frames detailed above.

CHILD TAKEN ILL/ATTENDING APPOINTMENT DURING SCHOOL DAY

- Admin staff to Complete "Left Early" form in reception.
- Admin send a 14:30 email to Transport Team listing all early leavers (incl route and class)

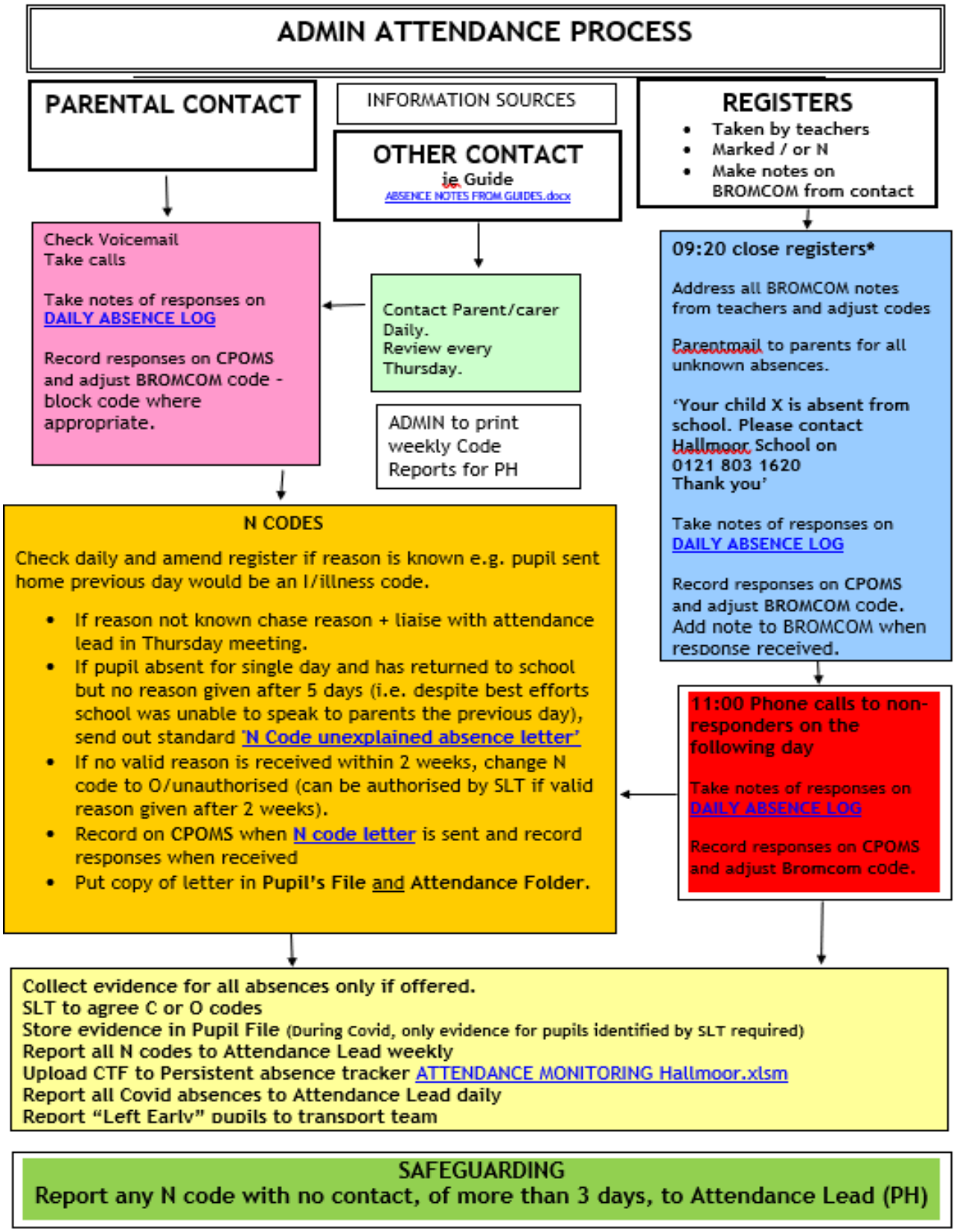
ONCE FIRST DAY ABSENCE CALL IS MADE BY ADMIN, CLASS TEACHERS MAY BE ASKED TO MAINTAIN AN APPROPRIATE LEVEL OF CONTACT WITH THE HOME/PUPIL FOLLOWING DISCUSSION WITH ATTENDANCE LEAD

SAFEGUARDING

Report any attendance concerns i.e. period of absence/pattern of absence through Pupil Support

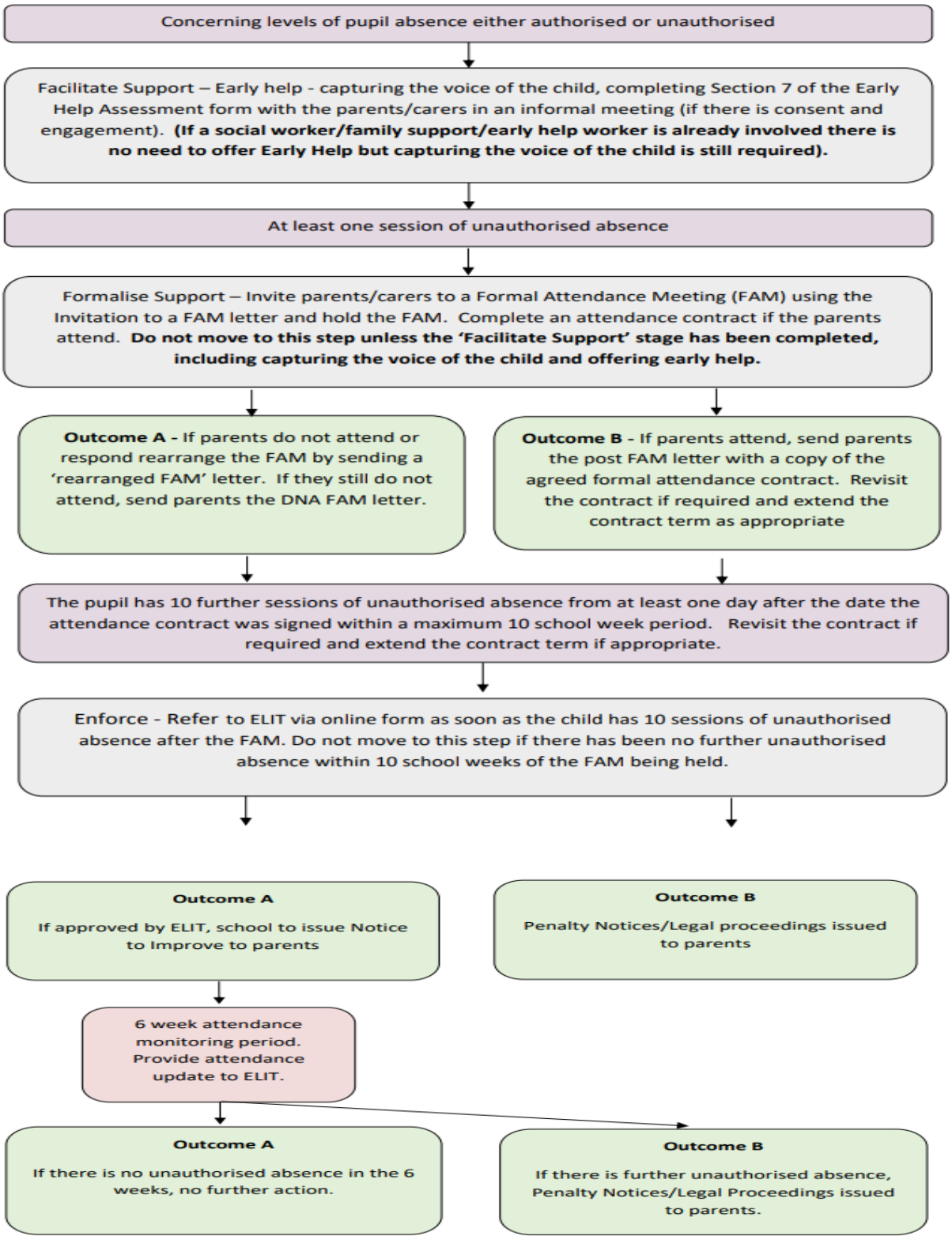
Once First Day Absence Call has been made by Admin - continue with Safe and Well phone calls depending on vulnerability and reason for absence (speak to a DSL to ascertain frequency).

APPENDIX 3 Attendance procedures for admin staff



APPENDIX 4 Support First procedures

9. 'Support First' Quick Guide (please refer to the full guidance)



APPENDIX 5 Provision Support Programme

HALLMOOR SCHOOL

	PROVISION SUPPORT PROGAMME - PSP

PUPIL NAME: DOB:

Tutor: Year Group: Class:

PSP start date: Propose End Date:

Reason for Provision Support:

Hours (attendance in learning should be maintained across all 5 days):

Additional support to aid reintegration:

Pupil voice (where appropriate):

Checklist

Risk Reduction Plan updates

5 Point Scale

Pupil Passport updated

Family informed of right of appeal

Pupil Voice

STAFF ATTENDING	
PARENT/CARER SIGNATURE(S)	

REVIEW DATE:
Review Notes:
Parent/carer Signature:

Review dates: (Max 15 Working days)

REVIEW DATE:
Review Notes:
Parent/carer Signature:

REVIEW DATE:
Review Notes:
Parent/carer Signature: