



ATTENDANCE WEST

We Got You

REFERRAL *Check List*



Please refer to your Attendance Action Plan and make a referral for continuous and non-continuous absence.



Learner must be between the ages of 5 - 16 years old



Current attendance %, Accurate contact details for family, sibling information



Please note any Safety Concerns?

WHY REFER?

If a learner is absent from school and you have concerns, make a referral.

If you are thinking about un-enrolling a learner, talk to your school case manager.

ANY QUESTIONS GET IN TOUCH

If you have concerns around a student please do not hesitate to get in touch.

 attendance@attendancewest.com

 www.attendancewest.com



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ATTENDANCE CODES

Quick guide

PRESENT, IN CLASS

P

Present

L

Late to Class

A

Alternative Provision / Education Provider

V

Un-supervised Exam Leave
SECONDARY SCHOOL ONLY

N

Present but out of class

D

External Appoint.

Q

Board approved offsite activity

If your schools SMS does not allow 1/2 day adjustment in the calendar then the learner should be marked as **J (justified absence)**

JUSTIFIED ABSENCE, NOT IN CLASS

M

Illness Medical absence

U

Stood down suspended

X

Exam leave
SECONDARY SCHOOL ONLY

J

Justified Absence within school policy

UNJUSTIFIED ABSENCE, NOT IN CLASS

E

Explained but unjustified

G

Holiday during Term

T

Unexplained Trivial

?

Temporarily unknown, must be