



# Cayman Prep & High School

## Whole School

## Attendance Policy

### School Mission Statement:

*At Cayman Prep and High School, we aim to provide a stimulating learning environment, firmly rooted in Christian principles, in which our Children become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world".*

### Core Values:

<i>Loyalty</i>	<i>Forgiveness</i>
<i>Self-Discipline</i>	<i>Empathy</i>
<i>Integrity</i>	<i>Friendship</i>
<i>Excellence</i>	<i>Caring</i>
<i>Respect</i>	<i>Communication</i>

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## 1.Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Exercising the legal obligations and responsibilities with regards to compulsory attendance as per the Cayman Islands laws and regulations

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Excellent school attendance is one of the best ways of preparing a student for success both in and out of the classroom. It promotes healthy life habits and supports academic attainment.

A student with a high attendance record is more like to feel settled within their school community and is better equipped to develop important social skills and friendships.

Students who miss just a couple of school days per month are more likely to fall behind their peers both academically and socially.

## 2. Legislation and guidance

This policy meets the requirements of The Education Act, 2016 (Law 48 of 2016), The Education Regulations, 2017, and refers to their statutory guidance on school attendance parental responsibility measures.

This Policy also aims to meet the standards of the Successful Schools & Achieving Students documentation from The Cayman Islands Government's Successful Schools & Achieving Students 2 (October 2020) and the Cayman Islands National Attendance Policy (2023).

## 3. School procedures

### 3.1 Attendance register

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day after students return from lunch. It will mark whether every student is:

- Present (/)
- Attending an approved off-site educational activity (B/V)
- Approving Educational activity on site (G)
- Absent - authorised (C) and or unauthorised (O)
- Unable to attend due to exceptional circumstances (C)

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

At High, students must arrive in school by 7:40am and be in tutor for 7:45am on each school day and at Primary students must arrive in school by 7:55am on each school day.

The first register for High will be taken at 7:45am and will be kept open until 7:59am. If the student arrives after 7.45am, they will be recorded as late (L) as school begins at 7.45am. If a student arrives after 10am, this will be classified as an unauthorised morning (O).

At Primary the first session register will be taken at 7:55am and will be kept open until 8:00am.

### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:00am or as soon as practically possible (see also section 6).

If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child’s condition, unless otherwise agreed by the school.

At Primary, parents can notify the school through the Primary School Office 949-5932. Parents can also email the School Office at [psattendance@cayprep.edu.ky](mailto:psattendance@cayprep.edu.ky) .

At High, parents must notify the school either phoning (949-9115) the office by as early as 7.30am or emailing HS Attendances [hsattendances@cayprep.edu.ky](mailto:hsattendances@cayprep.edu.ky) and cc in your child’s tutor.

Parents may self-certify for the first two days of absence due to illness. From day three onward, we request a doctor’s note to be emailed to both the school office and the class teacher (Primary). At High, please email HS Attendances and the tutor.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide 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 parents will be notified of this in advance.

### **3.3 Medical or dental appointments**

Missing school for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we strongly encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

If the school identify patterns with regards to medical or dental appointments, the school may ask parents to provide evidence of appointments. If the school is not satisfied about the authenticity of the appointment, it will be recorded as unauthorised, and parents will be notified of this in advance.

Parents can notify the school in advance of a medical or dental appointment through the Primary School Office 949-5932 or the High School Office 949-9115 as early as 7:30am. At Primary School, parents can also email the School Office at [psattendance@cayprep.edu.ky](mailto:psattendance@cayprep.edu.ky) . At High School, parents can also email HS Attendances or the Form tutor.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in **section 4**.

### **3.4 Lateness and punctuality**

A student who arrives late after the register has closed will be marked as late, using the appropriate code(L). Students arriving late must report to the School Office immediately to be registered.

At Primary, class teachers are to follow up with parents in the first instance where students are regularly late. If lateness persists Year Group Leaders and/or the Pastoral Head will meet with parents.

### **High School Lates Procedure**

Please note that students who arrive after 7.45am will be marked as late, and the form tutor will keep track of the accumulated minutes. A consistent system of tracking lateness in terms of accumulated minutes will also be in place during class periods. Students will be required to attend detention based on the number of accumulated late minutes, and parents will be notified accordingly.

In the event of persistent lateness, we will handle each case individually and may need to implement consequences, including the possibility of losing privileges. However, please be aware that if your child's lateness is due to circumstances beyond their control, such as severe weather or an unforeseen traffic incident, we will notify their tutor not to mark them as late.

If a student arrives after 10am, this will be classified as an unauthorised morning.

### **3.5 Following up absence**

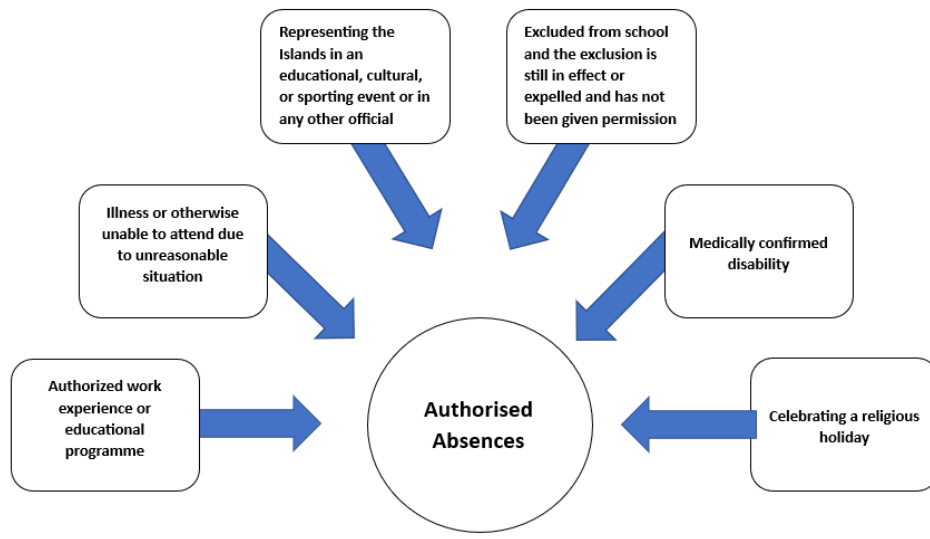
Attendance monitoring and follow-up procedures:

- The School Office/Form Tutors will follow up on any student absences to determine the reason for the absence.
- If necessary, appropriate safeguarding measures will be taken to ensure the well-being of the student.
- The absence will be classified as approved or unapproved.
- The correct attendance code will be assigned to the absence for accurate record-keeping purposes.

Unexplained absences will be followed up by the Primary School Office by 9:00am on the day of absence and by High School Office on the first day of absence by the High School attendance team.

If a student's absence is not verified or explained by a parent or guardian, it will be considered unauthorised and recorded as such.

## 4. Authorised absence



Cayman Prep and High School

Authorised absence means that the school has either given approval in advance for a student to be away from school or has accepted an explanation offered afterwards as justification for absence.

The following information outlines the main circumstances where absence may be authorised by the school:

### 4.1 Illness

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows the 2023 National Attendance Policy ED30, which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as an appointment card, or other appropriate form of evidence, which aids inquiry into every suspected case of unlawful failure to attend school (Education Regulations (2017), r.16 (2) (c)).

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised **(O)**. Where a student has a high level and/or frequency of absence, the school may require medical evidence of some description to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance. The reporting of absence due to illness remains the responsibility of the parent.

### 4.2 Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact our school's Counsellors or Key Stage Coordinator (High School) Head of Year (Primary School), for further information on the support available.

### 4.3 Students taken ill during the school day

If a student needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the student must be collected from the school office by a parent or another authorised adult and signed out in the 'signing out' book. No student will be allowed to leave the school site without parental confirmation. Please note that sixth form students are not permitted to leave site during the school day.

#### 4.4 Medical/Dental Appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the student should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a student must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out in the 'signing out' book. No student will be allowed to leave the school site without parental confirmation.

If a student's number appointment become frequent, we may request further information and ask for supporting evidence to ensure that their education is not compromised.

#### 4.5 Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence.

#### 4.6 Suspension

If the school decides to suspend a student using the Code of Conduct, this will be recorded as **F**. Any suspension must be agreed by the headteacher.

#### 4.7 First Day of Absence Response

If we have had no contact from parents/carers, absent students are recorded with **code (N)** in the register.

At the High School, registers are taken within 10 minutes of the start of form time and within 15 minutes of the beginning of a lesson. After the morning session registration is complete, the Attendance Team will review the sign-in book to determine if any students are absent but still present on site. Additional checks will also be conducted using the Period 1 registration records.

Any missing registration marks will be identified within the school day.

If a student is still not registered, we will:

- Text or email parents/guardian.
- Make phone calls to contact numbers on our records.

Once all absence messages have been sent, **N codes** in the register will be changed to the appropriate authorised code or converted to unauthorised **code (O)**. All N codes are removed by the end of the week.

#### 4.8 Granting approval for term-time absence in exceptional circumstances

The school may not grant a leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as events or problems which are unexpected, and which stop a student being able to perform to the best of their abilities in their learning. For example, bereavement, unexpected personal or family problems or illness might be considered as an **exceptional circumstance**.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted at the Principal's discretion, in consultation with the Director, where necessary. At High School, parental requests must be made in writing to the Principal at least two weeks prior to the period of absence. These can be sent to the attendance team in school by using email [HSattendances@cayprep.edu/ky](mailto:HSattendances@cayprep.edu/ky) and will then be discussed with the Principal.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- A child representing their country in a national competition

Examples of unauthorised absence include (but are not limited to):

- A term-time family holiday
- Overseas family events
- Overseas visitors on island
- General sport's events and fixtures
- Study leave – study leave is not granted by default and is only granted to students in year 11. Provision will still be made available for students who wish to revise in school.
- Flexi-schooling requests will be unauthorised except in exceptional family circumstances

OES Reporting:

The total attendance for each student reported by a school should only include the number of days in which the student attended school or was engaged in an approved education visit or activity. Total attendance figures should not include authorised or unauthorised absence.

#### **4.9 Reporting to parents**

The school reports to parents on their child's attendance record at least twice per year.

#### **5. Legal sanctions**

As a school we are obligated to report attendance to the Department of Education School Attendance Officer if:

- A significant number and or pattern of unauthorised absences occur within a rolling academic year or where attendance drops below 90%
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded student is found in a public place during school hours without a justifiable reason.

#### **6. Strategies for promoting attendance**

We believe, and evidence, supports that high student attendance is directly linked to student wellbeing and academic performance. The school therefore promotes and celebrates high attendance through various strategies: 100% Attendance Certificates are issued and celebrated at three Awards Ceremonies at High School.

#### **7. Attendance monitoring**

The school's designated Attendance Officers (designated at Primary and High School) will monitor student absence data and publish flagged students at the end of each month. Students with exceptional family or medical circumstances will be referred to the Heads of Pastoral Care.

In unexplained circumstances, if a student's attendance drops below 94% in one term, the PS Class Teacher / HS Attendance team will contact the parents to discuss the reasons for this. If there has been no significant improvement within a set fixed period, further action will be taken, as outlined below. If after contacting parents a student's absence continues to rise, we will consider involving the Department of Education School Attendance Officer.

At High School, students will be monitored on a case-by-case basis, however, if there is no improvement in attendance, the following sanctions may apply:

- Contact home to parents by tutor, Head of Year or Key Stage Coordinator (concerning)



- Mandatory attendance to afterschool study sessions
- Letter from Attendance team (serious concern)
- Letter from Head of Pastoral Care and Student Services (severe concern)
- Loss of Privileges: including, but not limited to, participation in extracurricular activities, interhouse competitions, trips, school team or event representation, off site educational activities, or eligibility for certain awards.
- Attendance meetings with the Attendance Officer, counsellors and or pastoral team
- Attendance meeting with Head of Pastoral Care & Student Services or Principal
- Suspension in more severe or repeated instances
- Re-integration meeting with Head of Pastoral Care & Student Services, SENCO, Counsellor or as appropriate
- Director and/or outside agencies involved
- Student removed from school roll (attendance is below 60%)

Attendance is an integral aspect of school achievement, as such, for Year 11 Graduation, in addition to a student's grades, an attendance grade will be made equivalent to examination grades, which will be averaged alongside their overall school grades and determine their overall graduation level.

- A\* - 98% - 100%
- A - 96-97.9%
- B - 94 – 96%
- C - 92 – 94 %
- D - 90 – 92 %
- E - 80 –90 %
- F - Below 80%

Please note that authorised absences do not affect the graduation level, as each attendance case is assessed individually.

### **8. Persistent Absenteeism (PA)**

A student becomes a “persistent absentee” when they miss 20% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to a child's education and we need parents' full support and co-operation to tackle this. We monitor all absences and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will seek to take action.

The school may refer a family to the Department of Education School Attendance Officer if a child's attendance falls below 80%. Parents and carers will be notified when a referral is made.

Unauthorised absences stay on a child's school record.

#### **8.1 Student Re-integration Plans.**

To ensure that students begin to improve or maintain attendance the school will occasionally decide in consultation with a parent/carer/Principal that a Student Re-integration Plan will operate for an agreed fixed term period. These arrangements are put in place to reintegrate a student back to the school. These timetables would only be negotiated through reintegration meetings. These arrangements are kept under review with the aim that the students return to full-time education as soon as possible. The school will work with the relevant agencies and bodies to try and ensure that the needs of the individual are met.

For students on a Re-integration Plan, there must be a reduced timetable form signed by the student/parent. The form explains specifically that the parent takes responsibility for the student when they are not present in the school.

## **8.2. Reduced Timetable**

A reduced timetable is designed to re-integrate the student back to full time education as soon as possible and are only allowed in exceptional circumstances, where:

- There's a specific need for a student - for example a medical condition prevents them from attending full-time education and a reduced timetable is part of a planned re-integration
- It's on a temporary basis, stating when they're expected to return to school full time. It must not be a long-term solution

The reduced timetable will be agreed by the school, Parent and student at the re-integration meeting. The timetable will be reviewed after two weeks. A reduced timetable is designed to last for four weeks and should not exceed 8 weeks.

## **8.3. Removal from School Roll**

If a student has been continually absent for a period of not less than 20 days and (i) the absence has been unauthorised; (ii) there is no good reason for the continued absence such as illness and (iii) the school has provided support via a Re-integration Plan and a reduced timetable for 8 weeks, the school may remove the child from roll.

## **9. Roles and responsibilities**

### **9.1 The Director**

The Director is responsible for monitoring attendance figures for the whole school on at least a termly basis and to report annual attendance figures to the Board of Governors.

### **9.2 The Principal – High School and Primary School**

The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the Director.

The Principal also supports other staff in monitoring the attendance of individual students and report to external services where appropriate.

### **9.3 The Attendance Manager**

The Attendance Manager:

- Monitors attendance data at the school and individual student level
- Reports concerns about attendance to the Pastoral Heads of School and Principal

### **9.4 Class Teachers and Form Tutors**

Class Teachers and Form Tutors are responsible for recording attendance daily, using the correct codes, and submitting this information to the School Office in a timely manner. At High School, Form Tutors and the attendance team are responsible for following up with parents that have not given reason for student absence.

### **9.5 Office Staff**

Office staff are expected to take calls from parents about absence and record it on the school system. At High, the office needs to email tutors and the attendance officer to let them know about absence. At Primary School, they are also responsible for following up on missing codes and following up with parents that have not given reason for student absence

## **10. Links with other policies**

This policy is linked to our Child Protection and Safeguarding policy.

## Appendix 1: Attendance codes (All)

Green indicates High School only

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
A	Missing in Transit	Student does not arrive at a lesson but was present during previous timetabled lesson
L	Late arrival	Student arrives late after register has closed (8:00am)
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school with staff or coaches.
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work Experience	School organised work experience
Code	Definition	Scenario
<b>Authorised absence</b>		
A	Missing in transit	Student who was present during the previous lesson, but has not yet arrived
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
Q	Examinations	Student sitting examination during school hours
D	Counselling	Counselling within the school
F	Excluded	Student excluded from school
J	Interview	Students are attending education interviews
<b>Unauthorised absence</b>		
O	Unauthorised holiday/circumstances	Student is away for a holiday or other activity that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>Other Codes</b>		
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody

#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
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## Appendix 2: follow up letters

## Appendix 2: follow up letters

### REDUCED TIMETABLE RE-INTEGRATION PLAN

<b>Name:</b> <b>Year Group:</b>		<b>Class/Tutor:</b>	<b>Meeting with parents:</b>	<b>Start date:</b>	<b>Review date:</b>	<b>End date:</b>
<b>Assessment of Need:</b>						
<b>Current Concerns</b>						
<b>Reason for Reduced Timetable</b>						
	<b>Plan</b>	<b>Review 1</b>	<b>End Evaluation</b>			
<b>Objectives (what change do we want to see?)</b>						
<b>Success Criteria (what will the change look like?)</b>						
<b>What will the school do?</b>						
<b>Details of any alternative curriculum (if appropriate)</b>						
<b>Additional resources</b>						
<b>Outcomes</b>						
<b>What will parent/carers do?</b> <b>Parent/Carer signature:</b>			<b>What the student needs to do</b> <b>Student signature:</b>			
	<b>Designated teacher with responsibility:</b>					

## School/Parent Part-time/Reduced Timetable Agreement

### Timetable W/C

Please shade in GREEN where student will be expected to attend school.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sun	Mon	
1	Assembly Mrs L Rodgers H212	Science Mr M Williamson H224	Learn Subpo Mrs J van den Bergh H218	Maths Mrs J van den Bergh H218	Ar Mrs V Edmonds H218	Assembly Mrs L Rodgers H212	Spanish Mr Y Hydrig H211	Music Ms S Newman H212	Religion Education Mrs E Roberts H212	Geography Ms N McKinstry H212
2	Geography Ms N McKinstry H212	PE Mrs L Hamilton H211	ICT Mr M Hamilton H211	Spanish Mr Y Hydrig H211	Music Ms S Newman H212	Science Mrs L Hydrig H211	PE Mrs L Hamilton H211	ICT Mr M Hamilton H211	Spanish Mr Y Hydrig H211	Maths Mrs J van den Bergh H218
3	Religion Education Mrs E Roberts H212	Maths Mrs J van den Bergh H218	Science Ms S Newman H212	Science Ms K Swarbrick H218	Drama Mrs E Edmonds H218	Drama Mrs E Edmonds H218	Learn Subpo Mrs J van den Bergh H218	Ar Mrs V Edmonds H218	Maths Mrs J van den Bergh H218	Drama Mrs E Edmonds H218
4	History Ms P Russell H212	History Mr A McLean H212	Religion Education Mrs E Roberts H212	PE Mrs L Hamilton H211	Science Mrs L Hamilton H211	Science Mrs L Hamilton H211	Religion Education Mrs E Roberts H212	English Ms N Tully Hydrig H211	English Ms N Tully Hydrig H211	Science Ms S Newman H212
5	English Ms N Tully Hydrig H211	Learn Subpo Mrs J van den Bergh H218	Ar Mrs V Edmonds H218	English Ms N Tully Hydrig H211	Spanish Mr Y Hydrig H211	History Mr A McLean H212	Music Ms S Newman H212	Science Mr M Williamson H224	Learn Subpo Mrs J van den Bergh H218	English Ms N Tully Hydrig H211
6	Maths Mrs J van den Bergh H218	English Ms N Tully Hydrig H211	Maths Mrs J van den Bergh H218	Geography Ms N McKinstry H212	Vertical Learning Mrs V Edmonds H218	Geography Ms N McKinstry H212	Maths Mrs J van den Bergh H218	PE Mrs L Hamilton H211	English Ms N Tully Hydrig H211	Vertical Learning Mrs V Edmonds H218

<b>Start date:</b>	<b>Review date:</b>	<b>End date:</b>
<b>Objectives of the part-time timetable to support:</b>		
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
<b>Any other comments / arrangements relating to this part-time timetable:</b>		

### Parent/Carer

I understand my child has been placed on a part-time/reduced timetable for a limited period of time. I have discussed the matter fully with the school and agree, during the period of the part time timetable to:

- Take full responsibility for my child during the hours when not attending school
- Work with the school on the reintegration of my child back into school full time education



- Ensure there is supervision of school work
- Ensure there is a flow of work between school and home for marking and guidance
- Take full responsibility for the health and safety of my child when they are not in school

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### School

During the period of the part-time/reduced timetable the school will:

- Monitor the effectiveness of the part-time/reduced timetable
- Listen to the voice of the child
- Arrange and hold regular reviews on the agreed dates
- Provide work for the child to do whilst at home and mark all work completed
- Work with the parent to ensure the swift reintegration of the child back into full time education
- Seek the advise of agencies as necessary with the consent of the parents

School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Signature (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

### Checklist for using Reduced Timetables

It is expected practice for the Principal or Head of Student Welfare to oversee the completion of this 'Checklist' to show evidence that the necessary decisions have taken place to ensure the child is safe. Please return to ISL Access and Inclusion.

Name of child			
Date of Birth		Year Group	

Decision / Action	Completed
An assessment of need has taken place to ensure that a reduced timetable will benefit the student.	
Is taken in the best interests of the child or young person and attracts the understanding, approval and written agreement of parents/carers.	

Risk assessment completed and any risks are managed.	
Complies with Safeguarding best practice i.e. statutory responsibility for safeguarding and promoting the welfare of young people.	
The reduced timetable is for a limited period with review dates set.	
If the child or young person has SEND, the SENCo is consulted	
A parent signature has been obtained	
Appropriate and sufficient work has been set for any sessions the child or young person is away from school	

RISK ASSESSMENT FOR REDUCED TIMETABLE

<b>NAME:</b>		<b>YEAR GROUP(S) /CLASS:</b>		<b>START DATE:</b>		<b>END DATE:</b>	
<b>STAFF MEMBERS:</b>							
<b>TRAVEL</b>							
<b>WHAT ARE THE HAZARDS TO HEALTH &amp; SAFETY</b>	<b>WHAT RISKS DO THEY POSE, TO WHOM AND WHEN?</b>	<b>RISK LEVEL H/M/L</b>	<b>WHAT PRECAUTIONS HAVE BEEN TAKEN TO REDUCE THE RISK</b>	<b>RISK LEVEL L/M/H</b>	<b>WHAT FURTHER ACTION IS NEEDED TO REDUCE THE RISK</b>		
STUDENT SELF-HARMS	<ul style="list-style-type: none"> <li>• SERIOUS INJURY</li> <li>• HOSPITALISATION</li> </ul>	M	<ul style="list-style-type: none"> <li>• Proactive interventions to reduce / de-escalate / manage risk</li> </ul>	M	<ul style="list-style-type: none"> <li>• External support</li> </ul>		
	<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>		
	<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>		