



## Attendance / Truancy Incident Notification Form

### **Attendance / Truancy Incident**

Student Name: **add student name here**

Date of Incident: **add date here**

Time of Incident: **add time here**

Location of Incident: **add location here**

### **Truancy Concern**

- Unauthorised absence
- Late arrival without valid reason
- Left site without permission
- Persistent absence concern (EBSA)
- Persistent absence concern (EBSNA)
- Other (detailed below)

### **Description of Incident / Pattern**

Add description here

## Actions

Action Taken by **RAISE-AP**

- Attendance check completed
- Parent / carer contacted by phone
- Text / email sent
- Meeting offered / arranged
- Pastoral support involved
- Attendance plan in place
- Referral to Attendance Officer / EWO
- Other (detailed below)

## Outcome

- Student returned to provision same day
- Absence authorised following discussion
- Absence remains unauthorised
- Ongoing monitoring required
- Other (detailed below)

## Next Steps / Expectations

- Improved attendance expected
- Parent / carer / linked school / LA meeting required
- Attendance contract to be considered
- Support plan to be reviewed
- Other (detailed below)

## Staff Details

Name:

Role:

Signature:

Date: