

TOWER HAMLETS ATTENDANCE AND WELFARE SERVICE

Criteria for Referral to the Attendance and Welfare Service

- 10 consecutive days of unauthorised absence.
- (a) 10 sessions of unauthorised absence in a five week period (secondary);
(b) five sessions of unauthorised absence in a five week period (primary).
- 15 late marks **L** in a five week period.
- The Designated Teacher should refer any child who is the subject of a Child Protection Plan in accordance with the contents of the Child Protection Plan or may contact the Child Protection Advice Line.
- 15 sessions of authorised absence in a five-week period with no medical certificate received.
- Failure to return to school following a fixed term exclusion.
- Failure to attend alternative provision after the fifth day of an exclusion.
- Pupils known to have returned from extended leave where an application for re-admission has not been received.

- Pupils whose parents have notified the school in writing that they are educating the child at home.

*Please note: An absence can only be authorised by the headteacher of a school when an acceptable reason is received supported by evidence as appropriate – for example, a medical certificate in the case of absence due to illness.