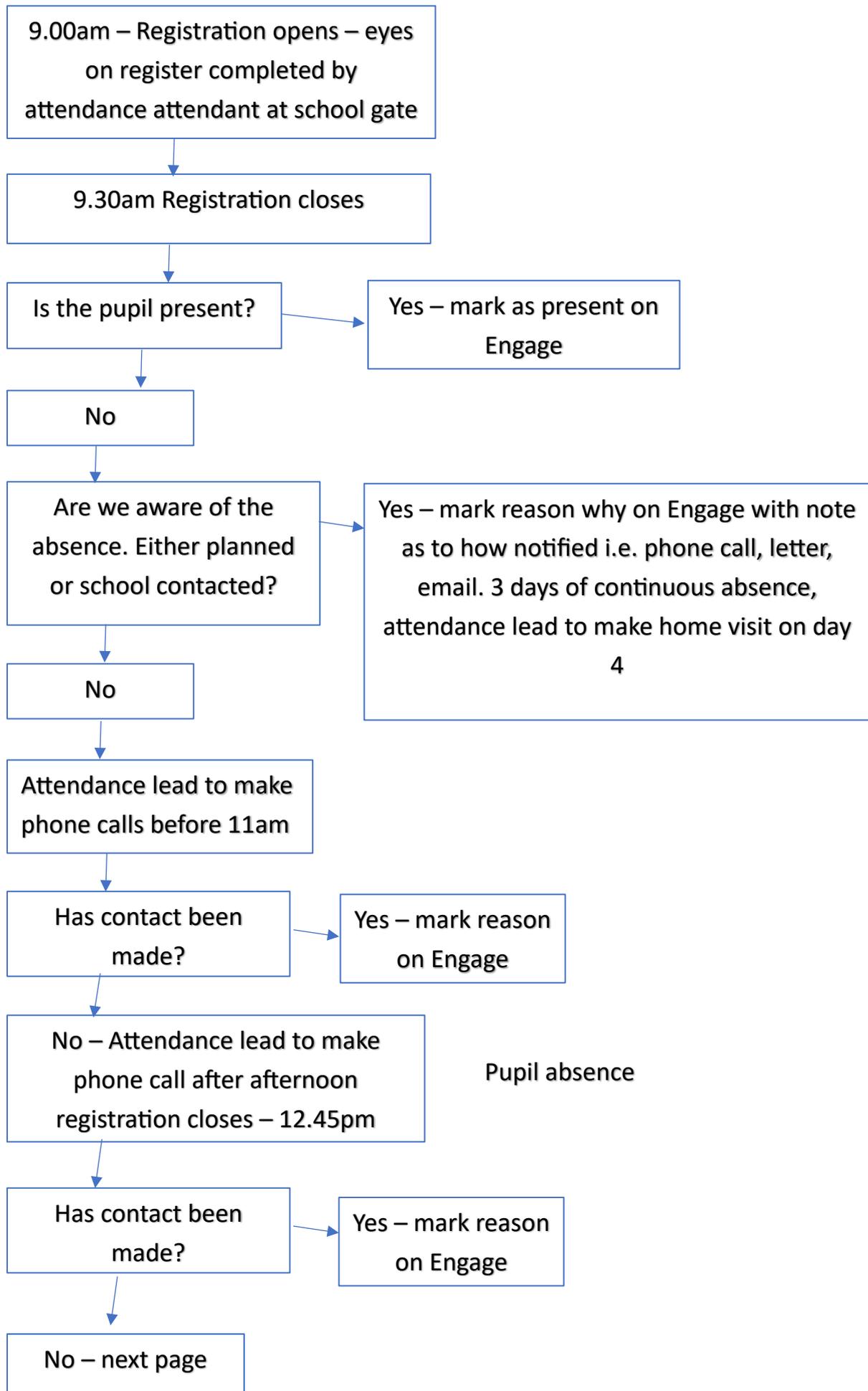
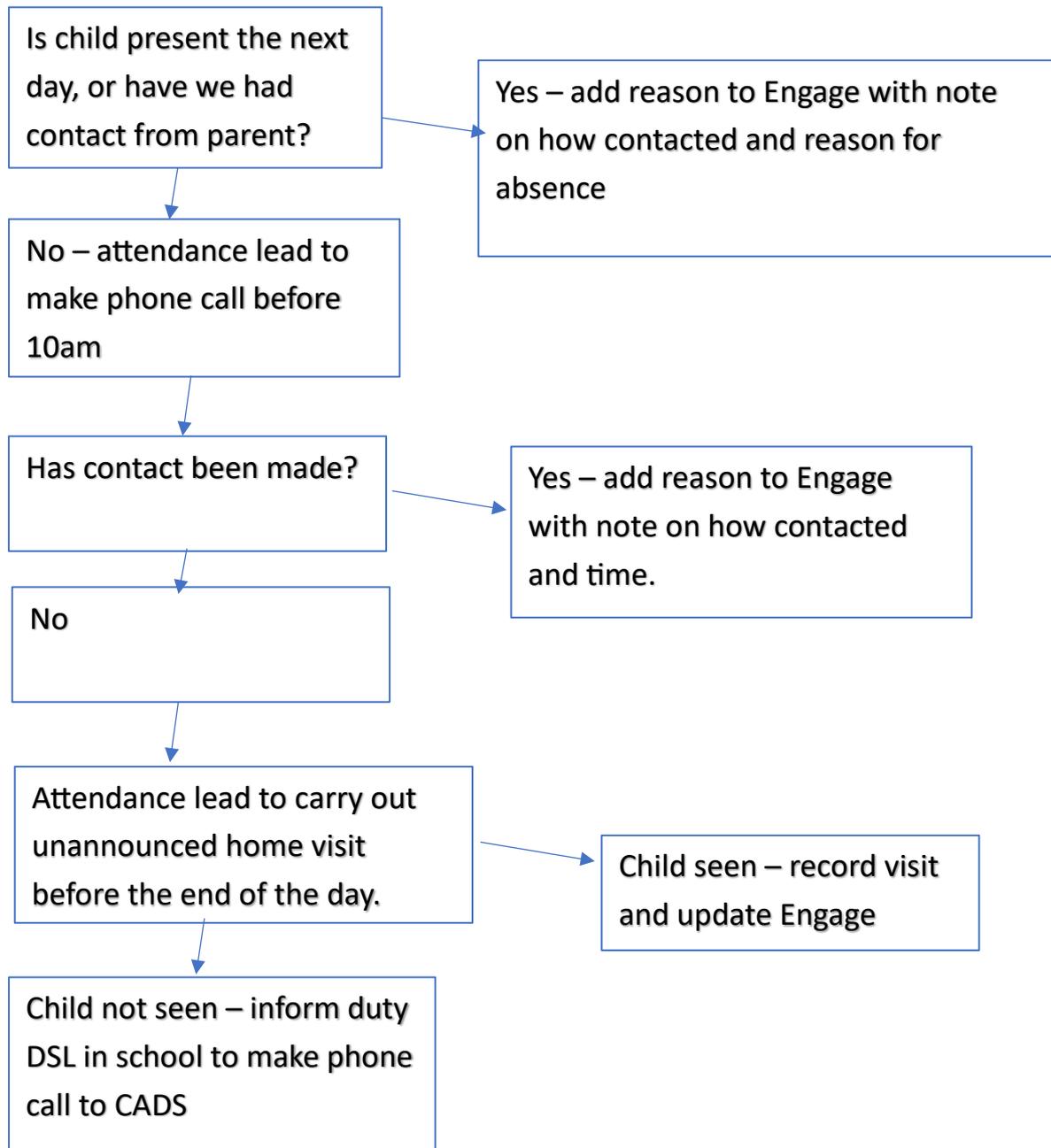


Sheridan School absence flow chart guidance – following up and recording pupil absence



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**Codings / part time timetables / Nudge**

-The registration opens at 9am and closes at 9.30am.

-If a pupil has a part time timetable agreed and signed by parent and pupil start after reg closes, it is a C. This includes if there is Nudge in place but Nudge starts after 9.30am

- If no part time timetable is in agreement and no reason is given it is an unauthorised absence

- If pupils are being educated by Nudge in the afternoon, it is a B

- All other codes to be used when contact has been made with parent / carer as displayed on Engage Attendance module

- Any questions regarding coding, please call Norfolk attendance advice on 01603 223681