Attendance & Punctuality (Including Register Marking) Policy

SHOOTERS HILL
SIXTH FORM COLLEGE
Transforming Lives

Adopted and ratified by:	Quality Standards Committee September 25
Review Date:	September 2025
Accountability:	Deputy Principal
Responsibility:	All Staff
For Action By:	All Staff
For Information to:	All Staff

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The first six weeks

For the purpose of this policy, the first six weeks of term we operate a different attendance protocol until the young person is fully engaged in their study programme, and their enrolment has been reported to the Department for Education.

Below is the attendance process that will be followed:

Stage 1

- On Friday, 5th of September 2025, course tutors will telephone the first-named contact of each of their tutees. A note will be placed on every young person's record noting whether contact has been made or not.

Stage 2

- If a young person is absent on any day that they are due to be on site, a member of the attendance monitoring team will attempt to telephone either the first or second named contact on the student record.

Stage 3

- If the contact does not answer the telephone, a voicemail message will be left (if possible). A note will also be placed on the young person's record. Parents and carers can view these records on parent portal.

Stage 4

- Every Wednesday afternoon starting from 10th September 2025, departmental teams will evaluate the attendance records of every student in the college. If a young person has dropped below 95% and the college is unable to reach the named contacts, the young person will be withdrawn. A notification letter will be sent via email to the first-named contact.

Stage 5

- If there are mitigating circumstances for the young person's attendance dropping below 95%, the named contact(s) should ensure that communication with the personal tutor or head of department is maintained, so that the college can support the young person in engaging with their studies. We will not withdraw a young person if communication is maintained with the college.

Stage 6

- After six weeks, and up until 10th October 2025, the processes and protocols of the various stages of attendance within this policy will be applied.

Please note

- If a young person is absent for any individual lesson, a text message will automatically be sent notifying the first-named contact on the student record.

1. Introduction and Aims

This policy outlines the approach taken by Shooters Hill College (SHC) with regard to attendance and punctuality. We have high expectations of excellent attendance and punctuality to help improve student retention, achievement, personal and academic development, and employability skills. This policy addresses the attendance and punctuality expectations and the processes and procedures to be followed. It also covers the specific procedure for recording and monitoring attendance and punctuality. This policy applies to all our students, including delivery on and off site.

We are committed to meeting our obligations with regards to college attendance by:

- Setting the expectation that attendance and punctuality is 100%.
- Promoting excellent attendance.
- Reducing absence, including persistent absence.
- Ensuring every student has access to their entitlement of full-time education.
- Enhancing student progression through attending and being on time for all learning sessions.
- Acting early to address patterns of absence or those students identified as 'at risk' due to absence.

2. The Whole College Approach to Improving Attendance and Punctuality (Ready, Respectful and Safe).

Some students may find it harder than others to attend college and therefore we need to work with students/parents/carers to remove barriers to attendance by building strong and trusting relationships, putting the right support in place. Understanding the reasons for poor attendance and punctuality is at the heart of devising strategies to tackle it successfully. At SHC the focus on improving attendance and punctuality incorporates:

- The quality of teaching in the classroom-High expectations by teachers and high-quality teaching in the classroom has a positive impact on attendance.
- Student-centered timetabling - all students attend college at least 3 days a week. Timetables are planned to avoid large gaps.
- Early intervention for 'at risk' students.
- Robust reporting of attendance and punctuality-College MIS reports on our Staff Hub provide a wide range of reports to support all staff with attendance.
- A consistent college-wide approach to following up poor attendance and punctuality by all curriculum areas to avoid students being confused by inconsistency between subject teachers and curriculum areas.
- Daily Communication with Parents/Carers
- Student ownership of attendance and punctuality - all students accept it is their own responsibility to monitor their attendance and punctuality and keep it within acceptable margins, ensuring it is accurately recorded, and where appropriate, students should be taking appropriate action to speak to teachers of missed lessons to catch up on content, stay up to date with work and remain on track on their learning journey.

3. Roles and responsibilities (specific roles and responsibilities).

3.1 The Board of Trustees

The Board of Trustees is responsible for holding the College Strategy Group accountable for monitoring and tracking attendance and improving this in line with the College Key Performance Indicators. It also holds the Principal to account for the reviewing, approving and implementation of this policy.

3.2 The Principal

The Principal is responsible for:

- Reviewing, approving and implementing this policy, monitoring college-level absence data and reporting it to the Board of Trustees.

3.3 Heads of Department (HODs) and where applicable supported by Programme Managers

- Take responsibility for the attendance and punctuality of all students within their department.
- Monitor attendance reports, liaise with teaching staff (including English and Maths teachers) around student attendance and ensure all attendance issues are followed up through Parent/Carer meetings and communications.
- Conduct meetings with students who have been identified as at risk by the Teacher/Course Tutor/PDTs.
- Support teachers with strategies to help improve attendance and / or punctuality.
- Check Course Tutors and Teachers are following agreed processes, reviewing absence by regularly checking the SMART targets set will enable students to improve.
- Conduct Learning Walks and drop into sessions to check attendance and behaviour for learning, supporting teachers, providing training/development where applicable.
- Identify trends on courses where poor attendance may require rapid improvements through investigation and action planning. Review, feedback and monitor the actions needed to mitigate or eliminate the reason.
- Carry out corridor walks to ensure all students are all their expected sessions.

3.4 Course Tutors and Personal Development Tutors (PDTs)

- As part of induction the importance of attendance and punctuality needs to be explained to ensure all students are aware of expectations and the processes for reporting any type of absence. Students also need to be clear on what counts as an authorised and non- authorised absence and the impact this has on their attendance.
- Explain that if students do not attend and are absent for at least 4 continuous weeks and have not informed the College of any reason for absence they will automatically be withdrawn from their programme of study (appeals against withdrawals may be referred to the relevant Assistant Principal, or the Deputy Principal).
- Check that the contact details of parents are up to date (both email and mobile phone numbers). This is to enable swift follow-up in cases of concern.
- Personal Development Tutors ensure that every student in their tutor group completes the Pro Monitor sections on 'My Goals' and 'Strengths and Development – about me' to identify any problems early on and to log these on the Group Profile.
- PDTs (as part of the weekly tutorial time) and Course Tutors (as part of the RAP sessions) plan one-to-one meetings of 10-15 minutes with each student during the first 4 weeks of term. This is either a congratulations short meeting to recognise 100% attendance and punctuality, or a longer meeting to find out what the issues are and to address them.
- Refer students to Student Services where there is a health, welfare, or safeguarding reason for absence or if there is a concern about the attendance of students who are children looked after, young carers, care Leavers and or safeguarding issues.

- Course Tutors- should discuss withdrawals with their Head of Department.
- For the remainder of the academic year, the Course Tutor/PDT will continue to follow up unauthorised absences, as a minimum, every week and check the student's attendance every six weeks and during every one-to-one meeting, not forgetting to specifically look at their attendance in English and Maths classes.
- Notice should be paid to the pattern of absence, e.g., subjects/session times/days, to identify potential issues. Students with attendance of over 90% require just a reminder that attendance is expected to be 100%. Students with below 90% attendance require a step-by-step action plan to improve attendance with SMART targets set and recorded on ProMonitor. See Appendix 2.
- Every six weeks (as a minimum) PDTS will check their student's attendance and punctuality to ensure it has not fallen below 90% attendance or 97% punctuality. If this is the case, then this is followed up and discussed with the students to find out the reason for this. An action plan/targets will be recorded on Pro Monitor with a reasonable timeframe for this to be completed and reviewed to evaluate the impact.

* To note, the expectation is that Course Tutors and PDTs will work closely together.

3.5 Teachers

- Ensuring all lessons start on time regardless of the number of students in class and the classroom door is closed to indicate that the lesson has started. How a late student is brought 'up to speed' is at the teacher's discretion, but this must not be at the expense of the learning of other students who arrived on time.
- Students will always be admitted to the lesson, providing they arrive within 70 minutes of the session starting. Lateness must be addressed robustly. Teachers should praise students who are on time and ready to learn. They will discuss the reason for lateness with late arrivals at appropriate times during the lesson so that other students are not disrupted. Students who are continuously late for lessons with no legitimate reason will be referred to the Head of Department, also notifying the Course Tutor.
- Students that arrive more than 70 minutes late, without any notification and acceptable reason (e.g. known traffic issues, bus routes etc.) that they will be late, are asked to join their next session and to wait in the ALZ or DLZ until that time. The register is marked with a J mark to indicate that they are on college premises but too late to join the learning session. The J mark is a negative mark and impacts attendance.
- The J mark is also used if a student does not return to a lesson e.g. following a rest break.
- Reinforce the College ethos of always being ready to learn and being respectful by being on time.
- Recording attendance daily by completing registers within the first ten minutes of every learning session, using the correct codes.
- Late students should be marked with the L mark and the number of minutes late to a lesson.
- Registers need to be marked on time and accurately as they help to ensure the safety of our students.
- Teachers are responsible for following up on non-attendance of students in any of their sessions. For example, through sending a message through MS Teams, to say they have missed the student today.
- Discuss with the student any concerns with punctuality and the importance of being on time to all sessions.
- If a student misses more than 3 sessions, then concern needs to be raised and discussed with the Course Tutor and Personal Development Tutor (PDT). Any actions should be recorded on ProMonitor.
- See Appendix 2 for the Process of Managing and Improving attendance.

3.6 The Student Support Officers

- Liaise with students who wish to leave the College early due to illness or emergency or any other reason and record this on the central College system and update registers where appropriate, with the correct register marks.

3.7 Attendance Officer.

- Monitor attendance data across the College, using MIS reports to identify programmes at risk.
- Work closely with Heads of Department/Assistant Principals to support poor attendance and or punctuality for students identified at risk by working with a set caseload.
- Work with/liaise with the MIS team to ensure accurate register marking.
- Arranges meetings with parents to discuss attendance issues, on behalf of the HODs.
- Ensure Heads of Department/APs are on top of unmarked registers or registers that have missing marks, unexplained absences or where punctuality is not being recorded accurately.

3.8 The Safeguarding and Behaviour Team (S&B)

- Carry out regular corridor and area walks in lesson times to ensure all students are in their timetabled sessions. Handheld attendance devices are used to enable staff to see not only the student timetable but also their current attendance and punctuality.
- Those students on site but not in their timetabled sessions are taken to their session, if there are any barriers then these are discussed with a member of the S&B Team and supportive actions or interventions put in place and recorded on ProMonitor and shared with all relevant staff.
- Support and signpost students to relevant external agencies to help with any identified barriers both internally and externally.
- Add or follow-up on attendance targets on ProMonitor.
- Report concerns regarding attendance and punctuality to the appropriate HoD – (attendance links to achievement)
- The Head of S&B records and report trends to the appropriate Assistant Principal.
- Those students not onsite due to poor attendance or other reasons, the S&B Team can follow up with the appropriate HoD to see what support can be given to re-engage them back on to the programme.

3.9 MIS

- Send automatic SMS text messages to parents/carers daily, including the session the student was absent from.
- Suspend text messages if requested by parents/carers in the case of a known health condition.
- Ensure parents/carers can access Parent Portal where eligible (liaises with Digital Services).
- Providing reports for teachers and managers, making them available on the Staff Hub.
- Implementation of 'Bulk Marking' for example exams or remote working.
- Sending out letters to all students with below expected attendance, in line with the relevant stages.
- Training relevant staff in the use of ProSolution.

3.10 Finance

- Pays bursaries to students if attendance is 90% or above and pay students on a pro-rata basis if attendance falls below 90%.
- No payment will be made if attendance is below 80%.
- If the student disputes their attendance, they must talk to their Course Tutor or PDT, who will investigate and inform the student of the outcome.

3.11 The Student

- Attend all lessons on their timetable and arrive before the start of the lesson properly equipped and prepared. Be ready and be respectful.
- Always inform the College in advance of any unavoidable absences, using ProPortal.
- Students should be aware of what will be considered an authorised absence, and absence must be supported by providing the evidence or documentation required.
- Where the absence is unauthorised the register will be marked accordingly.
- Regularly monitor their own levels of attendance on the Student Portal and set targets for improvement.

- Inform the College of any updates to their parents/carers contact details.
- Understand the expectations of attendance (100%) and punctuality (97% and above), and the potential consequences of poor attendance and punctuality in relation to their progress, achievement, and employability.
- Arrange doctors and other appointments out of college hours, wherever possible. We understand urgent appointments may arise.
- Not have work commitments that clash with their college timetable; any absence for work will be unauthorised by the college (except where it is agreed work experience).
- Not taking holidays in term time.
- Make arrangements to catch up on any work missed during their absence with support as required.
- The process of managing and improving attendance is in **Appendix 2.**

4 Recording Attendance

4.1 Student Notification of Absence

- All unplanned absences should be reported using ProPortal (student or parent/carer version) before 8.30 a.m. on each day of absence, or as soon as practically possible.
- Students who become ill during the day and need to leave college should first speak to the teacher or PDT they are with; the member of staff agrees to the next steps. If the student is not in a lesson, then they must go to Student Services, in the first instance, who will follow the procedure in line with college guidance.
- Students/Parents/Carers need to give the reason for absence, and how long they expect to be absent. Relevant evidence to support absences, where applicable, must be given on their return and this should be given to their course tutor.
- **Absence due to illness is recorded as authorised unless the College has a genuine concern about the authenticity of the illness,** however, **absence due to illness will still count against a student's overall attendance rate** as the student has missed lessons, the register is marked with an S.
- If the authenticity of the illness is in doubt, the College may ask the student's parent/carer 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 College **is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised,** and parents/carers will be notified of this in advance.

4.2 Planned Absence

- **Attending an urgent medical or dental appointment will be counted as authorised if the student's parent/carer notifies the College in advance of the appointment. However, absence due to an urgent medical or dental appointment will count against a student's overall attendance rate** as the student has missed lessons.
- We encourage parents/carers to make medical and dental appointments out of college hours where possible. Where this is not possible, the student should be out of college for the minimum amount of time necessary.
- The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to 4.3 to find out which term-time absences the College can authorise.

4.3 Approval for Term-Time Absence

The Principal will only grant a leave of absence to students during term time if they consider there to be exceptional circumstances. A leave of absence is granted at the Principal's discretion. The College considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student or the student's parents belong. If necessary, the College will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes.
- Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the College and where it is not known whether the student is attending educational provision.

4.4 Following up Unknown Absences

Where any student we expect to attend college does not attend, or stops attending, the College will:

- Notify the absence with their parent/carer via text message, this includes the session/s missed.
- Follow up continued absence or where attendance falls below our expected standard.
- Record any continued absence and the reason on ProMonitor.
- Ensure proper safeguarding action is taken where necessary.
- See Appendix 2

4.5 Attendance Registers

We have a statutory duty to record attendance for all students enrolled at the College. This means that if we fail to mark registers we are failing in our legal obligations. We use an integrated timetabling system that is part of ProSolution. All registers are solely available for marking through the web based ProSolution interface. The registers are used to collect student attendance data. This is used by the following organisations:

- External Auditors – to validate our funding claim/s.
- Ofsted – to assess student attendance/engagement.
- Local Authority – to monitor Children looked after.
- Police – to determine the whereabouts of a student at a specific time.

The attendance data is also used within the College to:

- Monitor Student attendance.
- To make Learner Support Fund payments
- Initiate non-attendance communication with Students and their Parent/Carers

Register Rules

1. All timetabled lessons must have a register.
2. A register must be completed for every timetabled session.
3. All off-site trips or visits must have a register.
4. All on-site registers must show:
    - Date
    - Start time
    - Finish time
    - Teacher's name

- Room
- Student Reference number(s)
- Offering Code

5. All off-site registers must show:
    - Date
    - Start time
    - Finish time
    - Student Reference number(s)
    - Offering Code
    - Teachers names
    - Location

6. All lessons where the member of staff has been issued with a laptop, must have their registers marked within 10 minutes of the start time of the lesson. Any amendments to the register must be made within 10 minutes of the end time of the register.

7. All lessons where the member of staff has not been issued with a laptop (e.g., agency staff) or where the teaching environment makes use of a laptop impossible (e.g., a teaching kitchen) must have their register marked within 30 minutes of the close of any session. No amendments to the register will be expected.

8. All students arriving after the start time of the lesson will be marked as late by the teacher. The number of minutes late should also be included on the register. Students should not be sent to Student Services to obtain a late mark. Students in attendance within 70 mins of the session start time should be marked as 'Late' and not 'Absent' with the minutes of lateness recorded. Those arriving more than 70 minutes late are marked with a 'J' mark and asked to join their next session.

9. If a teacher or cover supervisor is covering another teacher's lesson, then they must mark the existing teacher's register. If a member of staff is covering a teacher's longer-term absence, then the timetable needs to be amended so that the correct register is allocated to the correct teacher.

10. Teachers are accountable for the information on each of their registers and must ensure that it is true and correct. If they believe it to be incorrect, they must take action to resolve it by either discussing it with their line manager or reporting to MIS.

4.6 Register marks

Teaching staff will normally only have access to these register marks:

/ - Present	Positive
L - Late	Positive
Z - Work Experience	Positive
O - Unauthorised Absence	Negative
N – Notification of absence	Negative
S - Reported sickness by family or student	Negative
J - More than 70 minutes late without notification and acceptable reason or e.g. does not return after a comfort break.	Negative
D - Directed Study	Not included
E – Exam (only needed when small number/individual students retake an exam)	Not included

- Other register marks are available to other appropriate staff (e.g. Attendance Officer, MIS team) who will amend registers as necessary to reflect a student's situation.

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- Register marks can either "positively" affect attendance percentages, "negatively" affect attendance percentages or are "not included" in percentage calculations at all as indicated above and in the tables in Appendix 1.

4.7 Compliance

- Should any teacher/relevant member of staff be unable to comply with the above protocols, in the first instance, this is raised with their line manager.
- Non-compliance with the above requirements will be dealt with via the Human Resources disciplinary process. Namely, failure to mark a register on 3 or more occasions within the term will result in a verbal warning. Further non-compliance will result in formal disciplinary action.

4.8 Lateness and punctuality

- A student who arrives late will be recorded as late on the register and the number of minutes late also recorded.
- Late marks for individual students are monitored and if a pattern forms then action will be taken, (see Appendix 2) this could be through targets, an action plan or meeting with parents/carers for example.
- Students who do not have a timetabled lesson and wish to access the site for independent study will be granted access.
- Alternative arrangements to address punctuality will be used for vulnerable students and those with an Education Health Care Plan (EHCP). We do still however, have high expectations for all students.

4.9 Reporting to parents

- Absence for lessons is reported to parents/carers via text message on a daily basis (providing all contact details are up to date)
- Parents/carers are notified of overall attendance via twice yearly parental reports (November and March).
- Parents/carers can access attendance via ProPortal. Instructions and information can be found on the College website.

5. Links with other Policies and Documents

This policy links to the following policies:

- Safeguarding policy
- Behaviour policy
- Personal Development Strategy
- Course Tutor Expectations
- Teaching, Learning and Assessment Policy.
- Working_together_to_improve_school_attendance_-_August_2024.pdf
- Bursary Policy

Appendix 1: Attendance Codes

/ - Present	Positive
@ - Remote Learning	Positive
L – Late	Positive
Z - Work Experience	Positive
O - Unauthorised Absence	Negative
M - Medical reason (Hosp/Docs Appt)	Negative
S - Reported sickness by family or student	Negative
N – Notified of absence (not sick or medical)	Negative
J- More than 70 minutes late without notification and acceptable reason.	Negative
C – Completed	Not included
D- Directed Study	Not included
Y – Self Isolation	Not included
E – Exam	Not included
F - Religious festival	Not included
G - Unforeseen college closure	Not included
H - Authorised absence due to clash	Not included
P - Personal (counsellor/camhs appointments)	Not included
R – Residential	Not included/
T – Transferred	Not included
V - Trips and Visits	Not included/
W – Withdrawn	Not included
X – Cooling off Period	Not included
# - Planned Whole or Partial College Closure	Not included
~ - Study Leave	Not included

Appendix 2: Process for Monitoring and Improving Attendance

If a student has missed 3 or more sessions and/or their attendance has dropped below 90% then the following process is followed.

Stage 1

The Course Tutor

- Once it is apparent that there are issues with a student's attendance, the Course Tutor will initially hold discussions with the student to identify potential barriers to attendance and punctuality.
- Where external barriers are identified, students are referred to the Safeguarding and Behaviour Team.
- Where internal barriers are identified, depending on their nature, either a referral to the Safeguarding and Behaviour Team or a discission with the Head of Department.
- Discussions should also be held with parent/career to share concerns.
- An action plan using SMART targets should be set on ProMonitor.
- The Risk indicator is then changed to Amber (if Green previously).
- The SMART targets are reviewed and updated/signed off by the Course Tutor following the timeframes given (no more than 4 weeks).
- For students with a Social Worker, inform the Safeguarding Team of said concerns.
- A cause for concern, stage 1 letter is emailed to the parents/carers, if an EHCP student then the Head of Learning support should also be notified.

Safeguarding & Behaviour Team (S&B)

- Where external barriers are identified, the S&B Team should offer/signpost any required services in the first instance. This should be documented on ProMonitor and made available to the Curriculum Team and PDT.
- Where internal barriers are identified, the same process above should be followed.
- Discussions should also be held with parents/careers, where required/appropriate.
- For students with Social Workers, the S&B Team should inform the student's social worker of any unexplained absences, concerns, and the plan of action/intervention/support in place.

Where attendance improves following intervention, the target/s should be marked as completed. The students risk indicator should be reverted to green by the Course Tutor (see the Behaviour Policy for rewards and recognition).

Where attendance fails to improve following intervention and support, the student is then progressed to Stage 2.

Stage 2

The Course Tutor

- Continued poor attendance will result in further SMART targets being set on ProMonitor to resolve the barriers affecting attendance.
- The risk indicator should be changed to Red.
- Parent/Carers notified of the lack of improvement via telephone and followed up in writing/email with a stage 2 letter.
- Notify the Head of Department and Attendance Officer and a that a letter has been sent and that a meeting needs to be set up with the parents/carers.
- If a student with an EHCP then the Head of Learning Support should also be notified.
- The student and parent/carer have a meeting with the Head of Department.
- The SMART targets are reviewed and updated/signed off by the Course Tutor following the timeframes given (no more than 4 weeks).

Safeguarding & Behaviour Team (S&B)

- Discussions should also be held with parent/career, where required.
- Intensify support where required.
- For students with a Social Worker, the S&B Team informs the student's social worker of the lack of improvement in attendance and/or punctuality, and that the student is now at Stage 2.

Attendance Officer

- Sets up a meeting with the Head of Department and Parent/Carer.

Head of Department

- Has a meeting with the student and parent/carer to reinforce expectations and to outline what happens if there is no improvement in attendance.

Where attendance improves following intervention, the target/s should be marked as completed. The students risk indicator should be reverted to green by the Course Tutor (see the Behaviour Policy for rewards and recognition).

Where attendance fails to improve following intervention and support then the student is progressed to Stage 3.

Stage 3

The Course Tutor (Supported by the PDT)

- Continued poor attendance will result in a final set of SMART targets being set on ProMonitor.
- The risk indicator remains at Red.
- Notify the Attendance Officer that a letter needs to be sent home to the parents/carer and a meeting set up with the Head of Department and the Assistant Principal.
- Notify the Head of Department.
- Notify the Head of Learning support if a student has an EHCP

Attendance Officer

- Letter is sent to the parent/carer asking for a meeting, this is followed up by a call.
- The meeting with the HOD and parents/carers is confirmed.

Head of Department (AP where applicable or needed)

- Has a meeting with the student and parent/carer to discuss concerns and review any progress in improvement.
- Parent/carer are clear that withdrawal from the programme is an option at this stage.
- Updates both the Course Tutor and AP of the outcome and actions following the meeting.
- Options are withdrawal or an improvement plan/set of targets monitored by the HOD.
- If the student has a social worker, then they must be notified, via the S&B Team and, if withdrawal is imminent. If a student has an EHCP the Head of Learning support if notified.
- If the student is to be withdrawn (this excludes those students with an EHCP, this will need a different meeting) then this needs to be made clear to the student, a withdrawal request added to ProSolution and the parent/carer notified. These actions must be agreed between teacher, HOD and Assistant Principal (AP), approved by the AP and both student and parent/carer informed in writing.