

## Absence procedure

Every school must notify each provider of their attendance officer's and their L2W co-ordinator's email address and telephone number.

1. At the start of each session (am and pm), the group must be registered. By 10.30am for a morning session and 2.30pm for an afternoon session.
2. Any absentee must be immediately reported by email to their school's attendance officer and their L2W co-ordinator.
3. In the case of a student attending a morning session but not the afternoon session, or if any student leaves the session without permission (eg does not return from a break), the absence should be immediately phoned through to the school's L2W co-ordinator as well as an email sent to the school's attendance officer. If the co-ordinator cannot be contacted by phone then the email should be copied to the co-ordinator.
4. All absences should be followed up by the school in the usual manner. Feedback should also be sent to the Provider.
5. At the end of each term, the term's register should be emailed to the school's L2W co-ordinator.

Attendance officers (as at September 2009):

Barley Lane	Debbie Richards 01392 430774 drichards@barleylane.devon.sch.uk or Wendy Hoaken <a href="mailto:whoaken@barleylane.devon.sch.uk">whoaken@barleylane.devon.sch.uk</a>
Cullompton Community College	Sarah Dinsdale 01884 33364 sdinsdale@cullompton.devon.sch.uk
Clyst Vale Community College	Sarah Cammack 01392 461407 CammackS@clyst-vale.devon.sch.uk
Exeter Deaf Academy	Lori Fox 01392 267072 <a href="mailto:lfox@exeterdeafacademy.ac.uk">lfox@exeterdeafacademy.ac.uk</a>
Exmouth Community College	Jan Atwell 01395 255679 <a href="mailto:jan.atwell@exmouthcollege.devon.sch.uk">jan.atwell@exmouthcollege.devon.sch.uk</a>
EOTAS	Michelle Dickinson, administrator 01392 363597 mdickinson@exeter-eotas.devon.sch.uk

Grenville Unit	01392 445446 admin@grenville-pru.devon.sch.uk
Isca College	Mandi Soltane 01392 204082 ext 266 msoltane@iscacollege.devon.sch.uk
Southbrook	01392 258373 admin@southbrook.devon.sch.uk
Sidmouth College	Karen Furzey 01395 514823 kfurzey@sidmouthcollege.devon.sch.uk also copy Nicky Young into all attendance matters nyoung@sidmouthcollege.devon.sch.uk
St James	Tracey Wadeley-Jones 01392 209922 ext 283 Tracey.Wadeley-Jones@st-james.devon.sch.uk and Tracey Grimes tracey.grimes@st-james.devon.sch.uk
St Luke's	Jan Worth 01392 204600 ext 208 mrs.worth@st-lukes.devon.sch.uk or Jill Thomas 01392 204600 ext 208
St Peter's	Sue Thackway 01392 204764 ext 234 thackway@st-peters-exeter.devon.sch.uk
Tiverton High School	Tracey Daniel 01884 234874 or ext 255 tdaniel@tiverton.devon.sch.uk
West Exe	Nicky Archard 01392 660100 ext 302 narchard@westexetc.devon.sch.uk