



Barley Fields Primary School

Attendance Policy 2022-23

Date Issued:	September 2018+
Date Revised:	July 2022
Prepared by:	Head Teacher /Deputy Head Teacher
Review date:	July 2023
Date Adopted by Governing Body:	July 2018

This policy aims to safeguard children by ensuring that they attend school regularly and when they do not attend, school is aware of the reason for absence. By law parents/carers are required to ensure that their children of compulsory school age, are registered at school and attend regularly.

Absence should only occur when a child is unfit to learn or has a day of religious observance. Absence for the purpose of religious observance can only be authorised if the observance itself is recognised by a religious calendar produced by an officially recognised religious organisation.

As a Rights Respecting School, the UN Convention on The Rights of the Child is fundamental to our effective practice. Implementation of this policy supports Article 28: **Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.**

Children are expected to attend school for the full academic year, unless there is a valid reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (where the school does not approve absence)

Regular attendance is a legal requirement and vital if children are to benefit fully from the opportunities education offers them. All pupils benefit from regular school attendance: staff, pupils and parents need to work together to enable this to happen. Any problems hindering full attendance need to be identified and acted upon as quickly as possible. The aim of the school is to facilitate regular and sustained attendance at school, thus enabling children to achieve their full academic potential.

All staff should be clear about how absence is to be managed in school and their role in the process. Parents/carers, pupils and school governors should be made aware of the attendance policy and of the expectations and responsibilities placed upon them.

Please refer to DFE publication, *School Attendance, Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities* (published May 2022) for information and definition relating to authorised absence, unauthorised absence, approved educational activity and presence at school. Definition of national attendance codes can also found within this document. This document should be read in conjunction with the statutory guidance on *School behaviour and attendance: parental responsibility measures* (updated 29 May 2020).

In line with local policies, guidance and advice, school will ensure that:

- Referrals for penalty notices for unauthorised leave of absence for the purpose of a family holiday in term time are made to the Local Authority;
- Attendance monitoring is robust and proactive and supported by Education Welfare Ltd. Attendance officers from Education Welfare Ltd will regularly monitor our electronic registers and provide analysis of individual attendance patterns;
- Close monitoring of attendance for children with poor attendance patterns takes place on a regular basis;
- That all attendance updates from the DFE or from the Local Authority are adhered to as the year progresses;
- Where engagement with our education officer from Education Welfare Ltd does not lead to improvement in attendance, school will refer individual cases to the local attendance team employed by Stockton council.

Registration

School has a legal requirement to keep an attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent. The Education (Pupils Attendance Record) Regulations 1991 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised. The school uses an electronic registration system but manuscript registers will be utilised if there is a failure (the administration staff will provide a paper copy register for this purpose).

Reporting an Absence

- If a child is absent due to illness, parents/carers are expected to telephone the school on the first day of a child's absence by 10.00am stating a reason. The school will then decide whether to authorise the absence. If authorisation were to be refused parents will be informed.
- If contact explaining the child's absence fails to be made by parents/carers the office team will attempt to contact parents by telephone. **If there is no contact the absence will be deemed unauthorised.**
- The class teacher will forward all notes explaining a child's absence to the school office.

First Day Response

If a child is absent from school and the school has not yet received a phone call or other message from the parent/carer, a first day absence call will be made. The school administrator will follow this system:

- Telephone parents' contact numbers(s).
- Repeat this during the first morning of absence if no response.
- When first day response contact is not achieved and there are concerns for the safety of a child, a senior member of staff will make a home visit.
- School administrator and/or senior member of staff to speak to the parents/carers at home time, if they are in school to pick up other children.
- Speak to the parent/carer face to face or by phone the next day and establish reasons for absence and update contact numbers if required.
- The parent/carer will be asked to provide a reason as to why the child is not in school. If a legitimate reason for absence has not been made within 2 days of the absence, then the absence will be recorded as unauthorised.

Medical and Dental Appointments

Parents/carers are requested to make any medical appointments outside of school hours wherever possible. If appointments are allocated during school hours, evidence should be provided – this could include an appointment card or letter from the hospital. **If evidence cannot be provided the absence will be classed as unauthorised.**

Lateness and Punctuality

When pupils regularly arrive late for school, their learning is seriously disrupted. Our policy is to encourage punctuality.

Five minutes will be allocated for registration purposes at the beginning of each session. Children will be recorded as being late once registration has taken place. In order to encourage good punctuality, school doors open at 8.40 a.m. which is five minutes before the official start to the school day. Children are encouraged to attend school from 8.40 a.m. to engage in morning learning activities. The external doors are manned by teaching assistants as teachers are busy delivering morning learning in their classrooms from 8.40 a.m. External school doors close at 9.00 a.m. at which point any children not already in school will need to enter the school building via the main school office. **Registers close at 9.00 am precisely and any child arriving after this time will be marked as late.**

In recognition of local circumstances (such as bad weather or occasional transport difficulties), we may keep registers open longer, for a reasonable period of time. Where a pupil does arrive late, they must report to the school office. **Pupils arriving late must be accompanied to the school office by a responsible adult where a parent/carer will need to inform staff why their child is late. This is vital in the event of any emergency evacuation of the building so that we know exactly who is in the building at any given time as well as reasons for poor punctuality.**

Teachers of pupils who persistently fail to arrive on time without a valid reason need to seek an early meeting with parents whilst keeping the Head Teacher informed. If the parents do not have any valid reason for the child's persistent lateness the Head Teacher will consult with the Attendance Officer (Viv Pearson of Education Welfare Ltd).

Where lateness is a persistent problem and where there are no valid reasons for lack of punctuality, parents will be informed about their child's lack of punctuality in writing and the school's attendance officer will request a meeting with parents to discuss particular concerns.

Leave of Absence during Term Time

The Department for Education made amendments to regulations with regard to school attendance. From 1st September 2013 regulations specified that Head Teachers could not grant any leave of absence to pupils during term time unless there were exceptional circumstances. We cannot grant any leave of absence for pupils during term time unless there are **exceptional circumstances** (see below).

The Head Teacher may only grant leave in term time where the circumstances are exceptional. Before deciding whether to authorise leave of absence the Head Teacher will also consider:

- The impact for the students' academic progress
- The pupil's attendance over the academic year.

Examples of exceptional circumstances include:

- Death of parent/carer or sibling of the pupil.
- Life threatening illness or critical illness of parent/carer or sibling of the pupil.
- Parent/carer recuperation and convalescence from critical illness or surgery (medical evidence may be required).
- Funeral of parent, grandparent or sibling – Head Teacher will use their discretion having heard from parents/carers about travel and funeral arrangements and taking into account the distance to be travelled.
- Sudden loss of housing through eviction or domestic violence.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement.
- Religious observance (as recognised by official religious calendars).

Examples of circumstances **NOT** considered as exceptional include:

- Holidays taken in term time due to parental work commitments, non-negotiable shift patterns or costs.
- Holidays for the purpose of visiting a sick relative, except where the person is seriously ill (medical evidence may be required).
- Pilgrimages by parents.

Requests for a leave of absence must be made in writing to the Head Teacher using the appropriate request form stating the reason for and the length of the request. **Submission of the request does not guarantee authorisation.**

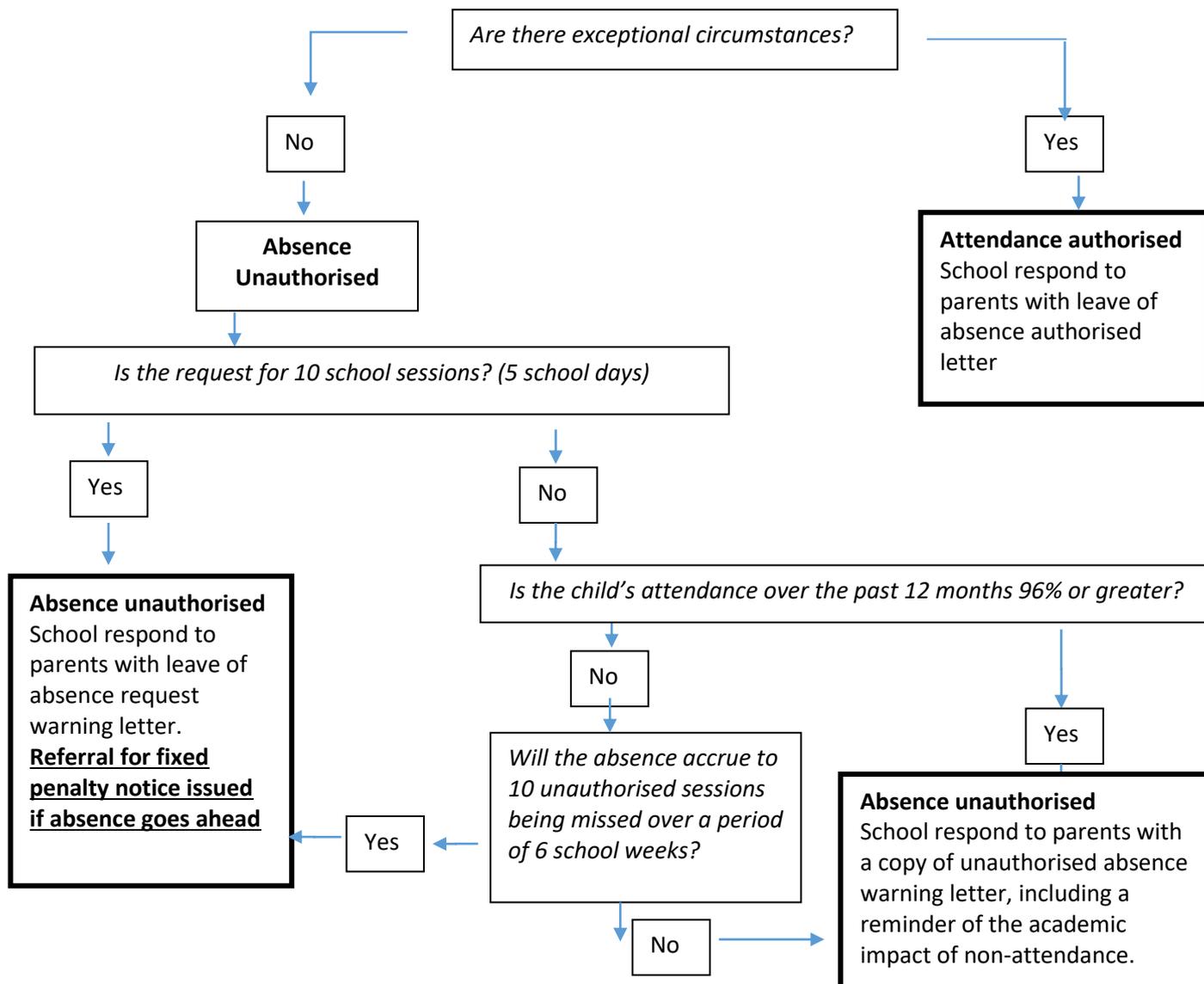
Dealing With Absence Requests:

Requested absence may be:

- Authorised
- Unauthorised (no fixed penalty referral)
- Unauthorised (fixed penalty referral)

The following flowchart will determine the school response to leave of absence requests.

Flowchart Demonstrating the Procedure for Dealing with Leave of Absence Requests.



The school will respond in writing to leave of absence requests (see flowchart) to all adults with parental responsibility for the child(ren) named in the request.

Authorisation of Absence

Only the school, within the context of the law, can authorise absence, not parents. The fact that a parent offers a note or other notification (telephone call or personal contact) in relation to absence does not, of itself, oblige the school to accept it. Where the school does not accept the explanation offered as a valid reason for absence if, after further investigation doubt remains about the explanation offered – or where no explanation is forthcoming at all, the absence will be treated as unauthorised. Where parentally condoned unjustified absence appears to be a problem in relation to a particular pupil, the school will involve the attendance officer employed by the Local Authority at an early opportunity.

- Section 444 of the Education Act 1996 provides that no offence is committed where a pupil of compulsory school age is prevented from attending school by reason of illness. If school is satisfied that a pupil is absent as a result of illness the absence will be treated as authorised.
- Where we have reason to doubt the validity of an explanation offered in respect of a particular absence, further information will be requested by the Head Teacher from the child's parents. If the school continues to be dissatisfied then the absence will be treated as unauthorised.
- Where there is doubt about the authenticity of absence attributed to illness, school or the Attendance Officer can request evidence of medical appointments and treatments.
- Leave for medical or dental appointments will be authorised where confirmation has been received from the parent (either in person, in writing or by a telephone call) or on production of an appointment card.

As a school, we recognise that there are occasions when children are not well enough to attend but **following three episodes of illness that have been authorised, and where there is a lack of medical history to support further absence, we will request medical evidence from parents to support further authorisation of absence.** This evidence could be in the form of an appointment card from a GP which details the child's name and the time and date of an appointment; it could be in the form of a copy of a prescription from a GP or a letter from a consultant.

Monitoring Attendance and responding to Persistent Absence

Attendance will be regularly checked by the school's attendance officer (Viv Pearson) who is supplied to us by Education Welfare Ltd. Information will be shared with the Head Teacher and the Deputy Head Teacher. Individual circumstances will be discussed and action regarding attendance for individual children may follow at this point.

The persistent absence agenda dictates that schools should be aware of reasons for children's non-attendance at school and furthermore take steps to improve this whether the absence is deemed authorised or unauthorised. Attendance for every child on roll of a school is collected via the school census on a termly basis. Any statutory school age child with less than 90% attendance at the end of the fifth half term will be reported as a persistent absentee for the school. In Stockton the Attendance and Exclusion Team collect and monitor this information on a half termly basis. The rate of persistent absence for each school is calculated on a % per school population basis. Only cases of unauthorised absence can be progressed through attendance procedures. If the school accepts that the reason for absence is acceptable and therefore authorises the absence of the child there is no offence committed and therefore no case to answer for the parent.

The attendance officer monitors attendance on a weekly basis. If individual attendance falls below 90% over the course of a half term, further monitoring will be initiated as follows:

- We will inform parents by telephone or in writing when children are at risk of falling into the persistent absentee category.
- We will inform parents by telephone and in writing when their child's attendance has fallen below the 90% benchmark and we will request an informal meeting to discuss attendance concerns.
- We may request attendance panel meetings with parents and carers which involve the Local Authority Attendance Officer and a member of our governing body.
- We will refer attendance concerns to the Education Attendance Service when attendance falls below 80% (or before this point in the case of historic or ongoing concerns about absenteeism); the Attendance Service has the authority to take legal action against parents and carers where absence is not covered by medical evidence and attendance is not improving.
- We will request medical evidence to authorise absence following a maximum of three episodes of illness.
- Where the need arises, we will initiate the completion of an Early Help Assessment
- Attendance will be monitored and reviewed regularly by the Attendance Officer

Rewarding good attendance

As well as taking appropriate action against parents who fail to secure the regular attendance of their children, we will take steps to reward good attendance and punctuality at Barley Fields Primary School. This will take the form of regular recognition of high attendance rates through the award of an attendance cup to the class with the highest attendance rate each week.

Involvement of the Local Authority

It is the duty of the Local Authority to enforce the law in regard to parental responsibility for unauthorised absence from school. The Local Authority Attendance and Exclusion Team discharge that duty and work with parents,

children and schools to prevent unauthorised absence. There is a clear expectation that schools investigate all unauthorised or unexplained absence. This investigation should be thorough before referral to the Attendance and Exclusion Team is made. School will closely monitor and act upon the early signs of a child's disengagement including absence from school.

Cases will be referred to the Local Authority Attendance and Exclusion service when:

- a child's unauthorised absence has not been resolved between the school and the parent and details of school intervention can be clearly evidenced;
- unauthorised absence is recent (within the current half term), and attendance has fallen below 80%;

Penalty Notice Procedures

To be read alongside Stockton on Tees, Penalty Notice Procedures for Attendance and Exclusion, June 2017

The Local Authority can issue a Penalty Notice for several different criteria:

- In cases of unauthorised leave of absence for the purpose of a family holiday for at least 10 school sessions (5 school days)
- In cases of parents condoning absence identified through a truancy patrol
- A minimum absence of 10 sessions (5 school days) which are classed as unauthorised.

Penalty notices will be issued by the Local Authority working in partnership with the school. Penalty notices will not be issued without fair notice, good reason and evidence taken from the school registers.

Failure to ensure your child's attendance is an offence under Section 444 of the Education Act 1996.

If the reasons given for a child's absence from school are not satisfactory then the Local Authority may take legal proceedings against parents for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty of up to **£120** , failure to pay the penalty due will result in prosecution before Teesside Magistrates Court
- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment**.

Children Missing Education

Referrals will be made following the Local Authority Policy (**ref:** Policy and Procedures for Children Missing Education including Children at Risk of Missing Education) in instances where;

- there has been continuous unauthorised absence of two weeks or more and contact has not been established with the parent or family/ carer. This would action a Child Missing Education (CME) referral;
- there are concerns that the family and/or pupil have moved out of the area and no forwarding address or school has been confirmed (see Children Missing Education Procedure and Policy).



Stockton-on-Tees
BOROUGH COUNCIL

Children and Young People

Big plans for the young people of our Borough

PENALTY NOTICE CODE OF CONDUCT AND PROCEDURES FOR ATTENDANCE AND EXCLUSION

(This applies to all maintained schools, academies and free schools)

Reviewed and Updated June 2017

**Code of Conduct for Penalty Notices
(Anti-Social Behaviour Act 2003, Section 23)**

1. Rationale

Regular and punctual attendance of students at school is both a legal requirement (Section 7 of the Education Act 1996) and essential for students to maximise the opportunities available to them to reach their full potential. It is parent(s)/carers responsibility to ensure their child/ren receive(s) efficient full-time education that is suitable to their child's age, aptitude and to any special educational needs the child may have.

Education-related penalty notices were introduced by the Anti-social Behaviour Act 2003 which amended section 444 of the Education Act 1996 to allow parents to be issued with a penalty where they failed to ensure their child of compulsory school age (5-16) and school registered had regular attendance.

Section 103 of the Education and Inspections Act 2006 also requires parents of excluded pupils to ensure that their child is not found present in a public place during school hours in the first five days of their exclusion from school without a justifiable reason.

The Education (Penalty Notice) (England) (Amendment) Regulations 2012 effective from 1st September 2012 increase the amount payable from a parent when a Penalty Notice has been issued. This applies to any parent who fails to ensure the regular attendance of their child who is of compulsory school age and who is a registered pupil at a school or who fails to ensure their child who is subject to an exclusion from school is not found in a public place during school hours without a justifiable reason.

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 effective from 1st September 2013 reduce the timescales for paying a penalty notice bringing attendance penalty notices in line with other types of penalty notices. Parents must, from 1st September 2013, pay £60 within 21 days or £120 within 28 days. Penalty Notices are still issued per parent per child.

If parents fail in their duties they commit an offence either under section 444A of the Education Act 1996 or section 103 of the Education and Inspections Act 2006 and can be served with a penalty notice by an authorised officer. Full payment of the penalty discharges the parent from liability for prosecution.

Penalty Notices offer a means for swift intervention, which the Local Authority will use to improve attendance as an early measure to prevent non-attendance becoming entrenched.

The Attendance and Exclusion Team will continue to investigate causes of unauthorised absence from school through the Attendance Procedures, instigating statutory action where appropriate.

Stockton-on-Tees Local Authority will ensure the smooth administration of the necessary process in order to fully comply with the legislation on Human Rights and ensure the consistent, fair and transparent application of Penalty Notices. This Code of Conduct will govern the issuing of Penalty Notices in Stockton-on-Tees Borough Council.

This Code of Conduct was reviewed following the case of *Isle of Wight Council (Appellant) v Platt (Respondent)* [2017] UKSC 28 which was heard in the Supreme Court in 2017. That case clarified the definition of "regular attendance" and found that "regular" means in accordance with school rules. If the school requires that a child attends i.e. the school have not authorised a request for leave of absence during term time then the parent/carer commits an offence if he takes the child out of school.

2. Guidance and Legislation

2.1 Personnel authorised to operate this Code must have regard to the following legislation and guidance:

- The Race Relations (Amendment) Act 2000
- The Race Relations (Statutory Duties) Order 2001
- Disability Discrimination Act 1995

- Data Protection Act 1998
- Children Act 1989
- Crime and Disorder Act 1998
- Special Educational Needs and Disabilities Code of Practice 2015
- Education Act 1996
- The Education and Inspections Act 2006
- The Equality Act 2010
- The Education (Penalty Notice) (England) (Amendment) Regulations 2012
- The Education (Penalty Notice) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

2.2 Section 576 Education Act 1996: Definition of a Parent

The education-related provisions of the Anti-Social Behaviour Act 2003 apply to all parents who fall within the definition set out in this section of the Education Act 1996. This defines 'parent' as:

- All natural parents, whether they are married or not.
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person – having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law.

Throughout this document, all references to 'parent' mean each and every parent coming within this definition, whether acting jointly or separately, and should not be taken to mean that provisions only apply to 'parent' in the singular.

3. Procedure for the Issue of Penalty Notices

- 3.1** Penalty Notices will be issued by the Attendance and Exclusion Team, with the agreement of the Attendance and Inclusion Manager. The Attendance and Inclusion Manager will ensure that the issuing of Penalty Notices is closely monitored and evaluated and complements the other duties carried out by the Attendance and Exclusion Team.
- 3.2** No Penalty Notice will be issued without the issue of the relevant warning notice and the pursuance of relevant assessment of the individual case.
- 3.3** The Attendance and Exclusion Team will issue Penalty Notices by First Class Post, thereby reducing the risk of aggression/violence from hand delivery.
- 3.4** No one parent will receive more than two separate Penalty Notices resulting from the unauthorised absence of an individual child in any twelve month period.
- 3.5** The Attendance and Exclusion Team on behalf of Stockton Borough Council will receive and administer all referrals for the issue of Penalty Notices from all schools in its area including academies and free schools. Referrals may also be accepted from Cleveland Police Force. These requests will be actioned providing:
- The information received meets the criteria for the issue of a Penalty Notice which is specified in the Code of Conduct and;
 - All necessary information is provided to the Attendance and Exclusion Team in order to establish that an offence has been committed under Section 444 (1) of the Education Act 1996.
- 3.6** The Attendance and Exclusion Team will ensure that duplicate Penalty Notices are not issued and that any action taken is compliant with the relevant legislation and that no conflict arises with other statutory interventions.

3.7 Each parent will receive a separate warning letter and Penalty Notice for each child.

4. Criteria for Issuing a Penalty Notice

4.1 That the issuing of the Penalty Notice would be effective in getting the pupil back into education.

4.2 The parent must not have a previous conviction for non-attendance and attendance procedures must not be currently instigated.

4.3 A minimum absence of 10 sessions (5 school days) which are classed as unauthorised during the past 6 school weeks must be on the pupils attendance register.

4.4 In cases of parents condoning absence identified through a truancy patrol. The parent must be issued a warning by the Local Authority and a period of 3 weeks monitoring instigated before the penalty notice is issued. A minimum absence of 10 sessions (5 school days) which are classed as unauthorised during the past 6 school weeks must be on the pupils attendance register.

4.5 Where it is believed that the issuing of the Penalty Notice would assist in re-engaging Key Stage 4 pupils in their education. A minimum absence of 10 sessions (5 school days) which are classed as unauthorised during the past 6 school weeks must be on the pupils attendance register.

4.6 In cases of unauthorised leave of absence for the purpose of a family holiday the Head teacher/ Principal of the School/ Academy should issue to the parent a warning letter incorporating their decision not to authorise the leave. A minimum absence of 10 sessions (5 school days) for taking holiday leave during the current term without permission of the school must be accrued and forwarded to the Local Authority Attendance and Exclusion Team. A copy of the warning letter issued by the Head teacher and all relevant and requested referral information should be sent to the Attendance and Exclusion Team before a Penalty Notice can be issued. (Please see Appendix 7 for Penalty Notice Checklist)

4.7 Following a referral from Cleveland Police, the pupils absence is checked and found that a minimum absence of 10 sessions (5 school days) which are classed as unauthorised during the past 6 school weeks is on the pupils attendance register.

4.8 In cases where the pupil has been found to be in a public place during school hours without reasonable justification. The letter of exclusion sent by the Head teacher at the point of exclusion is considered to be the warning letter in these instances.

5. Withdrawal of a Penalty Notice

5.1 The Local Authority may withdraw a Penalty Notice in any case which the Authority determines:

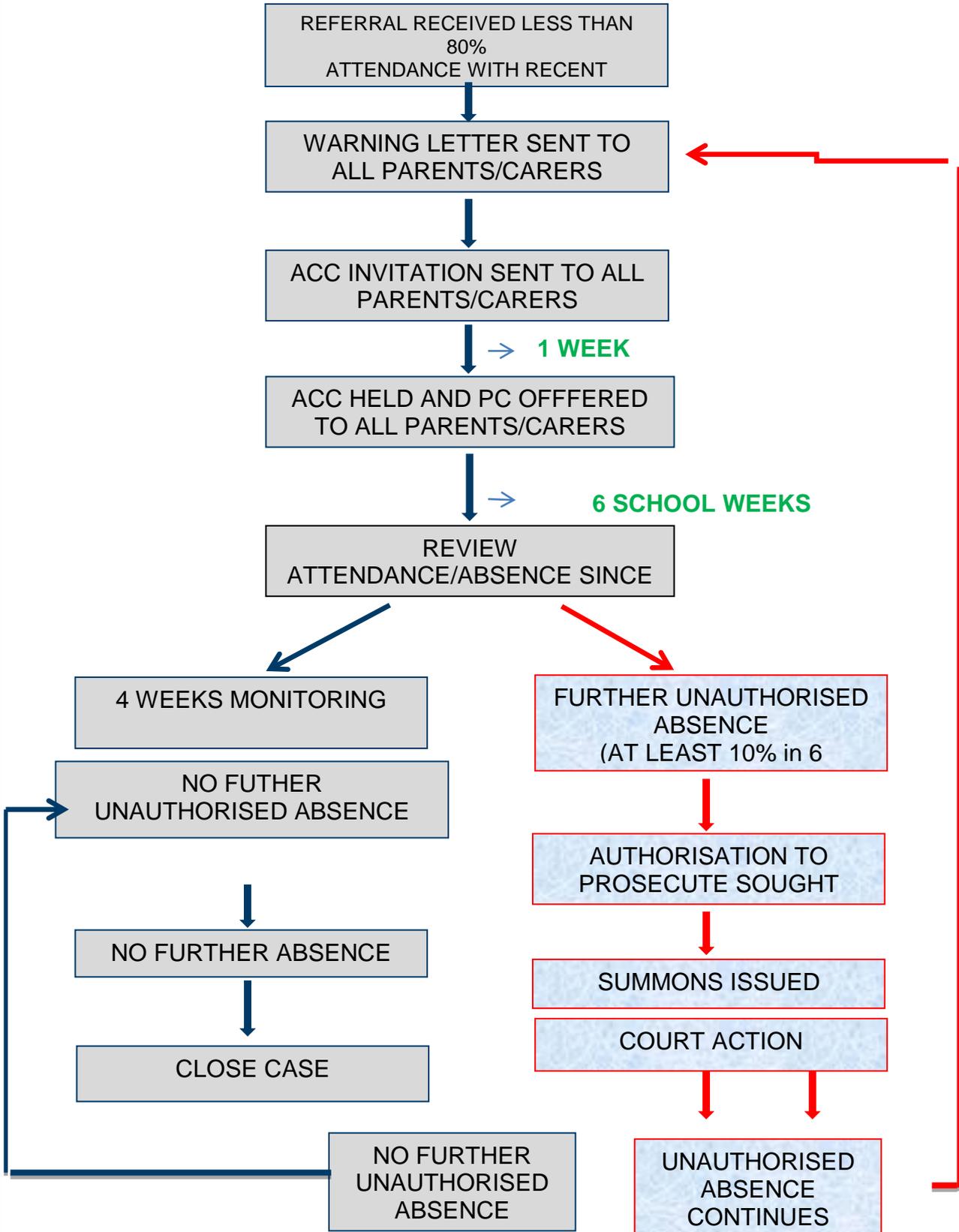
- (i) An offence has not been committed;
- (ii) It was issued outside the terms of the Code of Conduct;
- (iii) It ought not to have been issued to the person named as the recipient;
- (iv) If the parent can prove it was issued to the wrong address; or
- (v) It contains material errors

6. Where a Penalty Notice has been withdrawn in accordance with the above

6.1 A notice of the withdrawal shall be given to the recipient. Any amount paid by way of penalty in pursuance of that notice shall be repaid to the person who paid it.

6.2 In relation to a withdrawn penalty notice no prosecution shall be commenced for those circumstances against the recipient of the notice for an offence under section 444 of the Education Act 1996.

ATTENDANCE PROCEDURES



ATTENDANCE AND EXCLUSION +REFERRAL FORM

DATE OF REFERRAL:	SERVICE	ATTENDANCE: <input type="checkbox"/>	EXCLUSION: <input type="checkbox"/>
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PERSONAL/SCHOOL DETAILS

Name of Pupil: DoB: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Ethnicity: Address: Parents/Carers: Title: Surname: First name: Home Tel: No: Are parents/carers aware of this referral? Yes <input type="checkbox"/> No <input type="checkbox"/>	School: Year Group: Head Teacher: Attendance at Referral: Attendance/Exclusion Contact: Name of person to contact if not above: FSM: <input type="checkbox"/> Pupil Premium: <input type="checkbox"/> LAC: <input type="checkbox"/> SEN: SEN Support <input type="checkbox"/> EHCP <input type="checkbox"/> Statement <input type="checkbox"/>
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SCHOOL ACTION PRIOR TO REFERRAL - Please list any strategies implemented within School.
NB: A current IEP/IBP/PSP MUST be attached for Exclusion support referrals:

ATTENDANCE ISSUES OR BEHAVIOURAL ISSUES THAT MAY RESULT IN EXCLUSION:

OTHER AGENCIES / PROFESSIONALS INVOLVED			
AGENCY	PERSONNEL INVOLVED	AGENCY	PERSONNEL INVOLVED
Attendance/ Exclusions Team	<input type="checkbox"/>	GP	<input type="checkbox"/>
Inclusion Team	<input type="checkbox"/>	CAMHS	<input type="checkbox"/>
EPS	<input type="checkbox"/>	YOS	<input type="checkbox"/>
CAF Team	<input type="checkbox"/>	Preventions	<input type="checkbox"/>
Family Support	<input type="checkbox"/>	Youth Direction	<input type="checkbox"/>
Social Care	<input type="checkbox"/>	Police/Anti-Social Behaviour Team	<input type="checkbox"/>
School Nurse	<input type="checkbox"/>	Alliance	<input type="checkbox"/>
Eastern Ravens	<input type="checkbox"/>	Other	<input type="checkbox"/>

Signature of Head Teacher:

Please return this form to the Attendance & Exclusion Team, 1st Floor Kingsway House, West Precinct, Billingham, TS23 2NX. Tel: 01642 527155.OFFICE USE

DATE RECEIVED:	REF. NO:	SERVICE PERSONNEL:
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