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| School |  | Attendance Officer |
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| Parent 1 |  | | | Interpreter | | | |
| Parent 2 |  | | |
| Address |  | | | | | | |
| Child |  | | DOB | | | Stud ID | |
| 6 Wk Period | | U/A Sessions | Database Open | | | | NGate |
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| **PWL** Admin | | |  | | **Attendance Officer PWL REVIEW** – Further U/A | | | | | | | | | |
|  |  |  |  | | **YES** – PN | **NO** – Database Closed: | | | | | | Scan & Upload: | | |
| 1) PN | | | | | | | 21 days | Paid £ | Date | Method | | | Withdrawn  A B C D E |
|  |
| 2) PN | | | | | | | 28 days | Paid £ | Date | Method | | | Withdrawn  A B C D E |
| PNSpr$ | | | | Date | | | Checked | PN Database | | | Scannned | | |

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| **P28 Review** | | | File | | | | | PN$ NC/TC | | | | | N/Gate | | | | DOB | | Stud ID | | | |  | | |
| **SJP Review** | | | File | | | | | PN Spr$ | | | | |  | | | | | | | | | |  | | |
| **PREV CONV 1**  F VS C | | | | | | | | | | | | | **PREV CONV 2** F VS C | | | | | | | | | | | | |
| Check Prev | | | | | PN Spr$ - Entry | | | | | | | Diary | | | | | | | | Pros Spr$ | | | | | |
| **SJP Docs** | | | | Merge SJP Docs | | | | | | | | | | | ATT Cert | | | | | Check & Complete | | | | | |
| **SJP Posted** | | | | Email WY- LASJP | | | | | | | | | | | PN$ Posted | | | | | | | | | | |
| **SJP HEARING:** | | | | | | | | | | | | | | | **POST DATE:** | | | | | | | | | | |
| **SJP OUTCOME** | | | **P1** (G, NG, GA, W) | | | | | | F £ VS £ C £ Other | | | | | | | | | | | | | | | | |
| **P2** (G, NG, GA, W) | | | | | | F £ VS £ C £ Other | | | | | | | | | | | | | | | | |
| **NOT GUILTY PLEA** | | | Court Hearing | | | | | | | | Stat Dec | | | | | | Adj 1 | | | | | | Trial | | |
| **SOW** | | Comp | | | Check | | | | Email | | | | | | | Chase | | | Copy | | | **POSTED:** | | | |
| **BFD MAGS OUTCOME** | | | **P1** (G, NG, GA, W) | | | | | | F £ VS £ C £ Other | | | | | | | | | | | | | | | | |
| **P2** (G, NG, GA, W) | | | | | | F £ VS £ C £ Other | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **WITHDRAWN** | | | CME Y/N | | | | PN$ | | | Pros$ | | | | | Email | | | | Copy | | | | | Diary | | |
| **CLOSED** | | | Pros $ | | | | | Feedback | | | | Check Pros$ | | | | | | | Database | | | | | | Legal Scan | |