

Systems for Education

Absence record

A simple and effective solution for managing authorised absences in schools

Every day 50,000 children play truant from school*. There are significant negative implications for a child's future if they regularly miss classes, both in terms of education and social integration. Therefore, it is important that processes are put in place to prevent truancy.

Kalamazoo have devised a simple and effective solution for helping to identify when a pupil is authorised to be out of school. The paper-based solution enables key personnel to provide pupils with an Absence Record which highlights why they are out of school.



When the Absence Record is completed the information is simultaneously transferred onto an integral register. This information is kept confidential with the use of a discretion sheet and forms a register for later reference.

The completed top level of the form is removed using the perforated edge and given to the pupil. The pupil must then carry this Absence Record with them at all times.

If a child is approached out of the school perimeters and found not to be carrying an Absence Record they can contact the school and refer to the register to confirm whether they are permitted to be out of school or not.

The form is personalised to fit in with the school's brand, incorporating the school logo, colours and contact details. The completed form will include information such as pupil name, form/year, reason for absence, authorised by, date and time of absence and expected return time.

During production special paper is used for the Absence Form which encompasses specialist security features, designed to eliminate duplication and re-use. The form is created using CopyVoid™ paper; whereby a design, barely visible to the naked eye, is applied as background of the paper. When photocopied, CopyVoid™ is designed to show a message (i.e. VOID) on the copy of the original document. Therefore cannot be re-used.

* Source: www.parentcentre.gov.uk

Key features

- Full colour and standard size A4 multi-part forms
- Visitor details are simultaneously transferred onto a integral register
- A discretion sheet maintains confidentiality
- Detachable forms can be personalised to include logo, corporate colours and images
- Becomes an instant register for authorised absences
- Protected against unauthorised copying
- Can be personalised to include a site photograph, logo and contact details

Key benefits

- Helps to deter truancy within schools
- Easy to use system which eliminates the need to duplicate information
- Ability to streamline the process of managing authorised absences
- Know where pupils are at all times, whether on-site or off-site
- Instant and accurate record of authorised absences
- Ensure unauthorised absences are dealt with appropriately