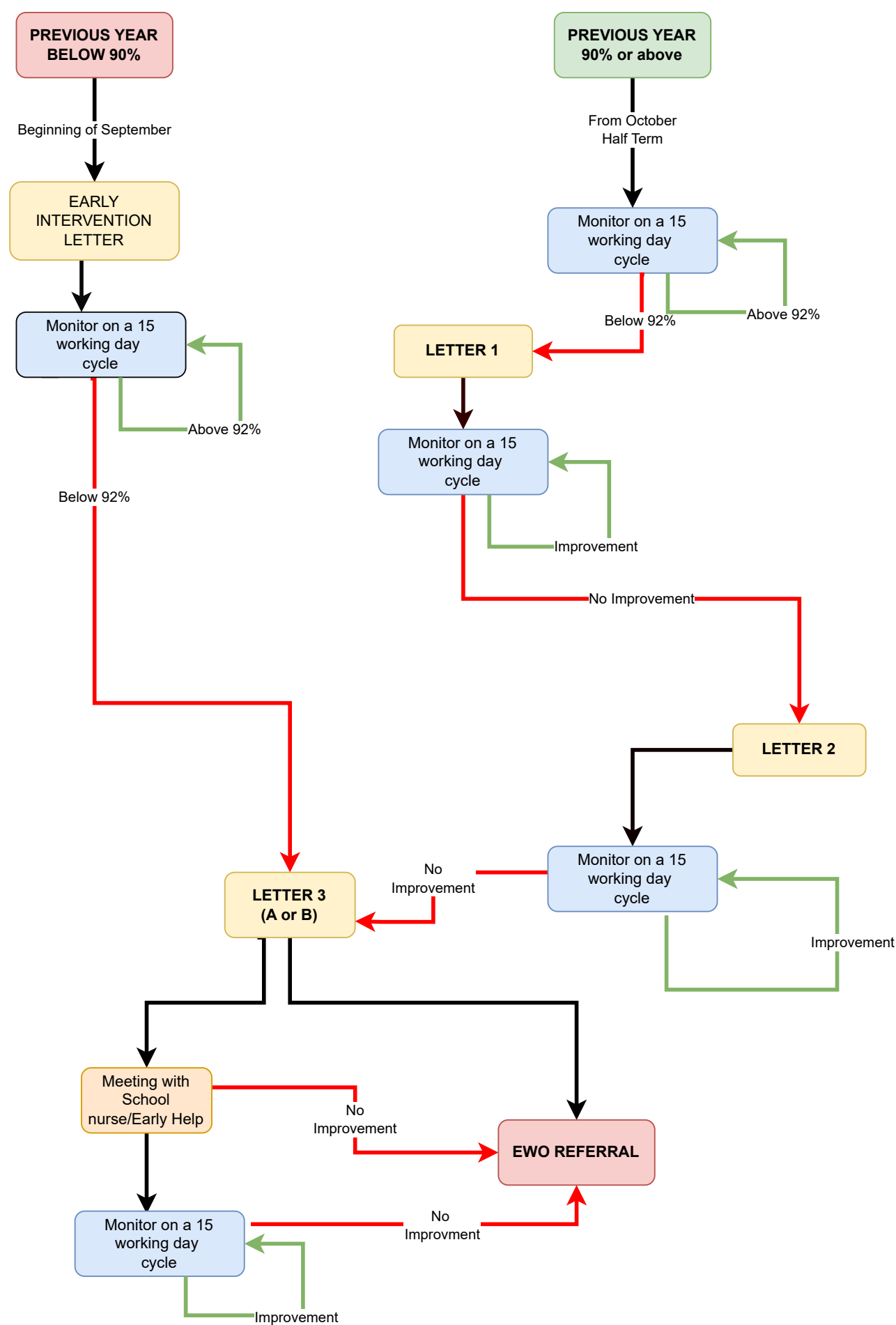


FLOWCHART 1 - ATTENDANCE MONITORING AND ACTION PROCEDURE



FLOWCHART 2 - PROCEDURE FOR HOLIDAYS TAKEN DURING TERM TIME

