Date student returned to school and confirmed student has been seen.	Added to SIMS	Surname	Forename	Year and TG	Place of visit	Date from	Date to	Address	Tel. No.	Mode of communication	Date Letter Generated	Travel Docs seen	Meeting with Parent	Approved by Headteacher	MASH	Student spoken to	Penalty Notice	Check up call: Date call made and member of staff who called	Return Date on ticket