

Attendance

# POLICY

CRUMLIN  
INTEGRATED  
COLLEGE



RATIFIED: 28/05/26  
REVIEW DATE: JUNE 2026

EACH LEARNER. EACH JOURNEY. *Every* SUCCESS



It is well established that there is a

strong link between school  
attendance and academic attainment



## Attendance Policy

### Rationale

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. In line with our mission statement and values, Crumlin Integrated College will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secured. It is a community where every child matters. We are committed to nurturing an understanding of these values and to equipping our pupils with the knowledge and skills to make decisions in light of these values. It is well established that there is a strong link between school attendance and academic attainment. As such, Crumlin Integrated College aims to promote the maximum attendance from all our pupils so they may achieve their full potential. Poor attendance impacts negatively on pupil performance. In view of this, we acknowledge our fundamental role in ensuring good patterns of attendance and also acknowledge parents' legal responsibility to ensure that their children attend school regularly.

This policy operates strictly within the statutory framework of Northern Ireland, adhering to:

- **The Education (Northern Ireland) Order 1996 (Article 45):** Establishes the legal duty of parents to ensure their child receives efficient, full-time education.
- **Department of Education (DE) Circular 2025/09: *Attendance Guidance and Absence Recording (2025/26)*,** utilizing compulsory C2k/SIMS attendance categorization codes.
- **DE "Attendance Matters" Strategy:** Promoting proactive multi-agency strategies to keep school disruptions to an absolute minimum.

### Aims:

1. To improve/maintain the overall attendance of pupils at Crumlin Integrated College.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with the Education Welfare Service (EWS).
5. Explain the responsibilities of pupils, staff and parents with regard to attendance, absence and lateness.

### Rewarding Good & Improved Attendance and Punctuality

Crumlin Integrated College believes that good attendance and punctuality are to be encouraged at every opportunity. Parents are responsible for ensuring that their children attend regularly and are punctual. However, the school currently has a whole school reward system to encourage regular attendance and punctuality.

- In order to reward excellent attendance, certificates will be awarded monthly for those students achieving 100% attendance each month.
- Monthly class winners of best attendance will be displayed on Foyer screen and on social media where permission has been granted by guardians on enrollment forms.
- 100% Attendance Form Class Certificates for each Year Group are presented at Year Group Assemblies.



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- Students will be rewarded with top of the dinner Queue/Homework Pass or other relevant rewards along with achievement points with each 100% certificate.
- Excellent attendance will be recognised at prize giving on an annual basis
- Individual Improved Attendance Certificates are presented at assemblies with a most improved attendance chocolate bar.
- Attendance is recognised at end of year trips and all those students who have 100% for the year attend the positive behaviour trip also.
- A high level of attendance will merit a strong and supportive reference from school to future employers.

### **Rewarding Improved attendance**

Crumlin Integrated College believes that good attendance and punctuality are to be encouraged at every opportunity. Parents are responsible for ensuring that their children attend regularly and are punctual. However, we also appreciate that there are some pupils who may never achieve 100% in any given month. To ensure that every student feels valued and to acknowledge their attempts to improve their attendance. Crumlin Integrated College will strive to recognize the “smaller wins” for each individual student. Therefore, small attendance wins will be celebrated by Form Tutors through postcards home. Most improved attenders will also be celebrated through assemblies, certificates and our most improved personalized chocolate bar.

## **Roles and Responsibilities**

### **Board of Governors**

The Board of Governors has the ultimate responsibility for school attendance but this is delegated on a day-to-day basis to the Principal. The Board of Governors has a responsibility to monitor school attendance and the effectiveness of the school’s attendance policy and practice. The Board of Governors is fully aware of the College’s Attendance Policy.

The Principal reports to the Board of Governors about attendance issues on a regular basis.

The Board of Governors provide support by reviewing school attendance figures and targets and ensuring attendance is a regular agenda item at meetings.

### **Principal**

Overall responsibility for attendance on a day-to-day basis lies with the Principal. The Principal has the role, along with the Board of Governors for determining resources and staffing to deal with attendance issues, ensuring the Board of Governors are informed about attendance issues and ensuring statistical information is provided as required by government.



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### **Assistant-Principal**

The Assistant Principal has overall responsibility for attendance when the Principal is unavailable. Assistant Principal will attend Head of Year weekly meetings. Attendance is discussed every two weeks as per meeting calendar.

### **Senior Leadership Team**

Senior Leadership team share responsibility for attendance. Attendance is discussed at Senior Leadership meetings and the impact poor attendance is having on a particular year group or student. When attendance is impacting a child's academic performance, this will be raised at any meetings held in relation to the student, with parents and the Senior Leader for Teaching & Learning. Designated Child Protection Officer / Senior Leader for Pastoral Care will liaise with Child Protection services where appropriate in relation to attendance issues.

### **Attendance Lead:**

- Monitor Education Welfare Service (EWS) audit information in relation to safeguarding issues.
- Meet with EWS in relation to safeguarding and pupil support.
- Will organise and attend Education Welfare Officer (EWO) clinics to support pupils and parents to improve attendance.
- Monitor individual pupil attendance after EWS clinics and provide further steps if required, i.e EWS referral.
- Will attend Education Strategy Meetings (ESM) as requested by EWO.
- Will make appropriate referrals to EWS when all other strategies have been exhausted.
- Will monitor live tracker and ensure correct procedures are being followed by Heads of Year (HOY) & Form Tutor (FT).
- Will update the Individual Educational Welfare Plan (**Appendix 1**) as meetings are held
- Will disseminate information regarding ESM's to staff who will be responsible for putting in place support measures.

### **DT/DTT:**

- In the event of a safeguarding issue, where a pupil is absent and cannot be located. The class teacher should phone the Designated Child Protection Teacher (DT). If the DT is not immediately available then the class teacher will contact the Deputy Designated Teacher (DDT). If neither the DT/DDT are available, the class teacher must contact the Principal (DDT)

### **HOY will:**

- Monitor and record attendance information on live attendance tracker.



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- Take responsibility for overall monitoring of attendance within their year group.
- Update live tracker as and when contact has been made with those with parental responsibility regarding attendance.
- Heads of year will line manage Form Tutors in their role of monitoring attendance.
- The Head of Years will monitor pupils with a concerning attendance rate and alongside the Attendance lead will manage subsequent referrals to the Educational Welfare Service.
- Heads of years will meet regularly with Attendance Lead to discuss attendance issues and will make informed decisions in relation to making referrals to the Education Welfare Service where necessary.
- Heads of Years will meet with Form Tutors every two weeks to discuss attendance and implement strategies to improve attendance of each pupil, class or year group.
- Heads of Year will address attendance as part of their weekly Head of Year assemblies.
- Heads of Year will organise and disseminate rewards and certificates for 100% attenders at each assembly monthly.
- Heads of Year will organise and disseminate rewards and certificates for “Most Improved” attenders at Head of Year assemblies monthly.
- Heads of year will discuss poor attendance and any patterns of non-attendance with their year group and individual students as required.
- Heads of Year will monitor absence notes and ensure Form Tutors are collecting these as students return after a period of absence.
- Heads of Year will phone parents in the first instance that poor attendance has been flagged by a Form Tutor and update live tracker accordingly.
- Heads of Year will then arrange meetings with parents to discuss attendance matters and implement strategies to support parents and pupils to improve their individual attendance if no improvements have been made after first contact.

### **The Form Tutor will:**

- Take register at 9.10 each morning. Those students that do not present at 9.10 will be marked absent. Any students arriving to form class after this time must be directed to sign the late book.
- Develop a trusting relationship with all pupils.
- Promote positive attitudes towards attendance through assembly/pastoral programme.
- Monitor attendance by accurately marking registers on a daily basis, requesting and collecting absence notes and modifying SIMS records and identifying pupils with irregular attendance patterns.
- Follow up when pupil absence notes are not produced. Form tutor will follow up with student until absence notes are produced and office edits absence code accordingly on SIMS.



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- Talk to individual pupils about their attendance and discuss attendance targets with individual pupils. Form Tutor to then liaise with Head of Year to update.
- Update the live tracker as required to monitor contact home regarding absences.
- Make a pastoral call home after the third consecutive day of absence.
- Refer pupils to the Head of Year, as required during Head of Year /Form Tutor meetings.
- Provide support to pupils after an extended absence from school.
- Form Tutor to liaise with Well-being officer when required.

#### **The Class Teacher:**

- Record and maintain accurate SIMS registers for all classes.
- Registration should be taken at the start of each lesson as part of their meet and greet.
- Record lates to class using comment option on SIMS
- Report persistent lateness to Head of Department and take appropriate actions in accordance with departmental procedures.
- Head of Department should then alert Senior Teacher of Teaching & Learning of persistent lateness to class by individual pupils.
- Notify appropriate staff if a pupil is absent from your class but has been registered in school previous to this.
  - o Email should be sent out to all staff to enquire of pupil's presence in the building.
  - o If a classroom assistant is present, then they should be sent to locate the pupil.
  - o If the pupil is not located within ten minutes, then this will be treated as a safeguarding concern and the class teacher must phone the Designated Teacher (DT).
  - o If the DT is not available, then the class teacher must phone the Deputy Designated Teacher. (DDT).
  - o If the DDT is not available, then the class teacher should phone the Principal (DDT)
- If Form Tutors have concerns relating to an absence from school they should make a phone call to OFFICE who can inform if the absence is authorised.
- If absence is not authorised, Form Tutor will consider the pupil as missing and treat this as a safeguarding concern.
- FT will contact DT/DDT.
- DT/DDT will instruct office to phone home to those with parental responsibility to ascertain if absence is authorized.
- If absence is not authorised then parents will be asked to make contact with the pupil and ascertain their whereabouts.



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- Parents should then contact the school office to update the school.
- If the office is unable to get into contact with any of the priority contacts for the pupil, then this should be treated as a missing persons case and DT/DDT should then contact the police.

### **Pupils/Parents**

We recognise that full attendance is not always possible, and that absence may be the result of other circumstances beyond the control of the pupil. It is also recognised that underachievement may be the result of a number of inter-related factors of which poor attendance is a by-product.

Whilst it is accepted that there are instances when a pupil cannot attend school due to illness, personal circumstances or other commitments it is expected that pupils and their parents/guardians will make every effort to keep disruptions to school attendance to a minimum. In the instance where absence is caused by a significant medical or other pastoral event the school will make every effort to support the pupil whose education is affected.

In Crumlin Integrated College, pupils are expected to value the opportunity to engage in full time education.

### **We expect our pupils to:**

- Attend school every day during term time and arrive in time for registration.
- Communicate with the Form Tutor to explain planned or unforeseen absence, this should be a parental note on first day of return to school, explaining the reason for absence.
- Arrive punctually and prepared to each class on their daily timetable.
- With their Form Tutor - set, monitor and review a termly target for their attendance if required.
- Follow the school procedures (outlined below) when late for school, requesting Early Release from school or returning to school following a period of absence.

### **We expect our parents to:**

- Be familiar with the school procedures regarding absence and punctuality, late arrival and early release.
- Make every effort to ensure that their child attends school and is punctual.
- Communicate with the relevant member of staff where pastoral issues exist which may impact on their child's attendance or punctuality.
- Support the school when sanctions are to be imposed due to truancy or persistent lateness.
- Co-operate with external agencies which specialise in matters of attendance, e.g. Educational Welfare Services.



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- Provide a written absent note after each absence regardless of if a phone call has been made to the school regarding the absence. This written note must be provided to the students Form Tutor on the day the student returns

### **Clerical Staff**

Clerical staff have an important role to play in monitoring attendance in school. The following are some of the roles they may undertake:

- Operating SIMS.
- Taking phone messages from parents when pupils are absent.
- Maintaining the late register.
- Compiling SIMS records of absentees - include information received from parent phone-calls or other contact made with parents.
- Collating registration data.
- Updating the live tracker every fortnight.
- Operating Text Alert Parents System in relation to attendance/absences as directed per Head of Year/Form Tutor.

### **Education Welfare Service (EWS)**

Education Welfare Service Education and Library Boards through the Education Welfare Service have a legal responsibility to ensure that parents meet their responsibility towards their children's education. Regular attendance is an essential requirement for educational progress. Where attendance difficulties exist or a pupil's attendance falls below 85%, Education Welfare Service (EWS) will become involved. EWS will support staff and parents in developing and implementing strategies to address or improve school attendance. To enable the Education Welfare Service to offer a quality service to Crumlin Integrated College, early detection and good communication between teaching staff and the EWO (Educational Welfare Officer) is essential.

#### **Within Crumlin Integrated College the EWO will:**

1. Investigate and follow up on cases of non-school attendance.
2. Provide information about children's home circumstances and factors that may be affecting school performance and attendance.
3. Interview pupils in the identification of attendance/welfare issues.



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4. Convene case planning meetings in conjunction with teaching staff, parents and pupils to develop a plan of action for dealing with absence/welfare issues.
5. Mediate between teachers and families when misunderstanding and difficulties arise.
6. Meet regularly with Whole School Attendance Lead to discuss attendance matters and support.

### **Registration**

The school day starts at 9.00 am with morning registration taking place from 9.10am. If a pupil arrives late to form class, then they should be instructed to sign the late book at the office. If a pupil is late to any lesson the class teacher should record this with a “L” mark and an indication in the comments relating to the number of minutes late and reason provided.

Staff should address lateness to school in accordance with the late to school outcomes pro forma **(Appendix 2)**.

### **Procedures for monitoring Attendance**

**Class Teachers** must be aware of the importance of consistency in recording attendance and late coming to class. Class teachers must complete the register on SIMs at the start of every lesson.

- Teachers are expected to call out each name on the register and should expect students to answer appropriately.
- If a student does not respond to their name, the teacher is expected to scan the room to ensure the student is not present.
- Regular communication with pupil’s and Heads of Department to addresses any persistent lateness to class.

**Form Tutors** are required to monitor and review attendance & lateness for their form group on a weekly basis. Issues or concerns are to be addressed in the first instance with the pupil and subsequently with parents via telephone. Following parental contact, the live tracker of communication notes to be updated as required. If the matter is still not resolved, Head of Year should be made aware of concerns.

Form tutors are to work with individual pupils and the class as a whole to set and review termly attendance targets if required.

Form Tutors should follow the late procedures flow chart when dealing with persistent lateness. **(Appendix 2)**

**Head of Years** are required to monitor and review attendance & lateness for their year group on a weekly basis. Issues or concerns are to be addressed, following Form Tutor interventions, with the pupil and parents. Heads of Year should make follow up phone calls to parents if Form Tutor intervention has not been successful. If the matter is still not resolved, Heads of Year should invite parents in for a meeting regarding attendance. If this issue persists then Heads of Year should then make a referral to the attendance lead to formally address attendance concerns in a formal letter to those with parental responsibility. Heads of Year provide a weekly overview to attendance for their



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year group during Head of Year assembly with issues/concerns highlighted. Heads of Year will provide a fortnightly overview of attendance at scheduled weekly Head of Year/ Senior Leader Team meetings.

### **Monitoring Late Coming**

All late coming should be recorded. Staff should record the late on SIMs and add a comment to minutes late into SIMS.

Subject teachers should notify Heads of Department and follow departmental procedures for instances of persistent lateness to class.

If pupils arrive late to school and therefore late to form class, students must sign the late book on arrival to school. Students who arrive after 9.10 to form class are deemed as late. Form tutors must check that those pupils who arrive late to form class have signed the late book at the office. Office staff then update SIMS from the late book. If a class teacher sees an N am mark after Period 3, then they are to question was the student late to school and if so instruct them to sign the late book at the office immediately. Late procedures should be applied in the instance where lateness is to morning am reg. (**Appendix 2**).

### **Absence from School**

The school should be notified by parental letter of a planned absence. The nature of the absence will determine whether or not the absence is recorded as authorised or unauthorised. An outline list of what constitutes authorised/unauthorised is included as per EA guidelines (**Appendix 3**)

In the case of an unplanned absence (normally due to sickness) the parent/guardian is requested to notify the school by 9.00 am on the first day of absence. Parents are then requested to provide an absence note on the first day of a student's return.

The Head of Year will monitor **N codes** (unauthorised absences) and **D codes** (Did not provide a reason for absence), in conjunction with the Form Tutor, all absences must be verified by parents/guardians to facilitate appropriate coding.

Whole School Attendance Lead will have oversight of pupil attendance and will liaise closely with the Assistant Principal and Principal.

### **Procedures for following up on poor attendance**

#### **Years 8 – 12**

- If a pattern of absence is detected or if the attendance rate falls below **94%**, except where the absence is clearly the result of illness, the Form Tutor will contact parents regarding the reasons for absence. Form Tutor to update the tracker accordingly and continue to monitor.
- If a pattern of absence continues or the attendance rate falls below **90%**, except where the absence is clearly the result of illness, parental contact will be made by the Head of Year via phone call. Live tracker to be updated accordingly.



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- If a pattern of absence continues or the attendance rate continues to fall below **90%**, Head of Year will invite parents in for a meeting to discuss attendance.
- If attendance does not improve **85%- 88%**, Attendance Lead will send home a formal Letter to parents, indicating our concerns regarding attendance. Except where the absence is clearly the result of illness.
- If a pattern of absence continues or the attendance rate falls below **85%**, except where the absence is clearly a result of an illness, parents will be invited to attend an educational welfare clinic meeting with the Educational Welfare Officer and Attendance Lead.
- If attendance fails to improve and remains at **85%** or under after the agreed time frame, then an Education Welfare referral will be submitted.

### **Truancy**

Truancy is one of our major school rules and as such, will merit an outcome. The level of outcome will be determined by the seriousness and extent of the absence from school. In the case where there is an underlying pastoral issue the school will make every effort to support to the pupil.

### **Permission to Leave School**

Where possible, all appointments should be made outside school hours. Form Tutors will sign 'Early Release Slips' supplied to pupils by the office for pupils with prearranged appointments. These are to be signed before the 9.00 am start to the school day on receipt of a parental note. Early Release Slips are recorded manually, and students are coded accordingly in the PM registration. Pupils granted an Early Release Slip must log their departure from and arrival back to school (if returning) at the Main Office.

At no time should any pupil leave school without signing out or without an accompanying adult. Students are not permitted to leave the school premises without a guardian or named adult physically signing them out and collecting them from the school office.

Those not on the priority contact list must bring a copy of their identification and parents must provide details of who will be picking the student up including name and relationship to the student.

Form Tutors will monitor the frequency of the requests for Early Release Slips and liaise with Head of Year who will contact parents/guardians where there are concerns over the frequency or pattern. If the Form Tutor is not available, the Head of Year will sign the 'Early Release Slips'. (**Appendix 4**)

### **Improving Attendance**

The Form Tutor / Head of Year are key to fostering, promoting and maintaining the highest standards of attendance and punctuality, recognising that these are directly related to both academic achievement and to social and personal development. Optimum attendance can only be achieved by having the full support of all parents. Parental support is, in turn, dependent on strong home-school links being forged through the Form Tutor /Head of Year.



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### **Monitoring and Review**

The Principal and Whole School Attendance Lead has worked in partnership with the School's Educational Welfare Officer to develop a policy which ensures consistency. The policy will be reviewed on an annual basis to determine the success or otherwise of the attendance strategies employed within the school.

### **Appendix 1 – Individual Educational Welfare Plan**






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**Crumlin Integrated College  
Individual Educational Welfare Plan**

| <b>Strategies agreed at meeting to improve attendance</b> | <br>Crumlin<br>Integrated College |
|---|--|
|   |  |



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**Crumlin Integrated College  
Individual Educational Welfare Plan**

|   |                  |  |
|---|------------------|--|
| <b>Reduced Timetable Offered:</b>                 |                  |  |
| Yes: _____  |                  |  |
| No: _____   |                  |  |
| Reduced Timetable Length                          | (Please Specify) |  |
| Agreed Review date: _____                         |                  |  |
| Copy of reduced timetable included - Yes          | No               |  |
| Parental Consent sought - Yes                     | No               |  |
| Parental agreement letter signed: _____           |                  |  |
| <b>Next steps - Information Sharing</b>           |                  |  |
| Staff that this information is to be shared with: |                  |  |
| _____   |                  |  |
| _____   |                  |  |
| _____   |                  |  |

**Signed:**  
**Attendance Lead:** \_\_\_\_\_

**EWO:** \_\_\_\_\_

**Parent/Carer:** \_\_\_\_\_

**Student:** \_\_\_\_\_



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## Appendix 2 – Late Procedures

### Lateness Procedure flow charts

These steps are to minimise students arriving late to school in the morning.

1. FT will get a cumulative total of late marks for pupils every Tuesday from Alison in the office.

\*Late marks will reset to 0 at the beginning of a new

2. If a pupil gets **3 late marks**, **Form Tutor is to make a phone call home.** (Head of Year) to be informed when this is completed).

3. In the event of a pupil's late marks increasing to **6**, **students will then be issued with an afterschool detention by their Head of Year.** This slip is to be placed in a late detention folder. (Failure to attend this detention, Heads of Year should follow normal detention procedures)

Once the late marks reach **9** then students will be issued with **late letter 1**

If a student late mark reaches **12** students will receive **late letter 2.**

Late marks that go beyond 12 require a meeting with Senior Teacher/Assistant Principal.

- A pupil is deemed as late if they are not in their registration classroom by 9:10am.
- There may be cases such as late buses (although rare), in which case, the office will code pupils accordingly.
- If a pupil is in school (e.g. toilet/loitering around the building/cloakroom) and arrived to your reg late, FT must check they have signed the late book. If they



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have not done so, please send them to do so. The office will then code pupils accordingly.

### Appendix 3 EA Authorised Codes

| Summary of Attendance Codes on current C2K system (Updated July 2025) |   |      |   |
|---|---|------|---|
| CODE  | DESCRIPTION   | CBDE | DESCRIPTION   |
| P   | Present / (AM) / (PM)                                     | S    | Study Leave   |
| A   | Artistic Endeavour  | U    | Unauthorised Absence (over)                             |
| B   | Disengagement   | V    | Educational Visit / Examination                         |
| C   | Suspended   | W    | Work Experience   |
| D   | No reason provided for absence                            | X    | Only staff should attend                                |
| E   | Family Holiday (not approved)                             | Y    | Exceptional Closure                                     |
| H   | Other Absence   | #    | Holiday for all   |
| I   | Illness (not medical or dental appointments)              | J    | No attendance required                                  |
| IA  | Illness – Emotionally Based School Non-Attendance (EBSNA) | 1    | Community Provider / EOTAS (organized by the EA)        |
| J   | Excluded Leave  | 2    | Exceptional Teaching Arrangement / hospital             |
| L   | Leave (before registration below)                         | 3    | Online Home Education                                   |
| M   | Misconduct / Dental Appointments                          | 4    | Anti-Bullying Unit                                      |
| N   | No reason provided for absence (temporary code only)      | 5    | Another mainstream school (under Education Trusts – ET) |
| OE  | Other Exceptional Circumstances                           | 6    | Training Organisation (under EP)                        |
| OC  | Temporary Exceptions to the Curriculum                    | 7    | FE College (under EP)                                   |
| P*  | Approved Activity   | 8    | Intensive Support Learning Unit                         |
| R   | Religious Observance                                      | 9    | CAMHS / Mental Health Support                           |

**Absence Category Colour Code**

|   |                    |                      |                         |
|---|--------------------|----------------------|-------------------------|
| Present / Approved Educational Activity | Authorised Absence | Unauthorized Absence | Attendance not required |
|---|--------------------|----------------------|-------------------------|



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#### **Appendix 4 – Early Release slips**



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**CRUMLIN INTEGRATED COLLEGE**

NAME \_\_\_\_\_ FORM \_\_\_\_\_

has permission from the Principal to leave school from \_\_\_\_\_ on \_\_\_\_\_

DATE \_\_\_\_\_ (Returned same day)

REASON \_\_\_\_\_

NOTED BY : Form Teacher \_\_\_\_\_

NOTED BY : Class Teacher \_\_\_\_\_

SIGNED: \_\_\_\_\_ Parent/Other Responsible Adult

**LEAVE COMPLETED FORM IN OFFICE BEFORE YOU GO.**

**CRUMLIN INTEGRATED COLLEGE**

NAME \_\_\_\_\_ FORM \_\_\_\_\_

has permission from the Principal to leave school from \_\_\_\_\_ on \_\_\_\_\_

DATE \_\_\_\_\_ (Returned same day)

REASON \_\_\_\_\_

NOTED BY : Form Teacher \_\_\_\_\_

NOTED BY : Class Teacher \_\_\_\_\_

SIGNED: \_\_\_\_\_ Parent/Other Responsible Adult

**LEAVE COMPLETED FORM IN OFFICE BEFORE YOU GO.**