

# ATTENDANCE AND PUNCTUALITY REVIEW

## GUIDANCE FOR STUDENTS



### Cause for Concern

- You will be contacted by your teacher if you are absent from a lesson and have not notified the college in advance
- A cause for concern will be added to Pro-Monitor if you are unable to provide a suitable explanation for non-attendance or poor punctuality

### Stage 1

### Attendance & Punctuality Review

- Formal meeting with your personal tutor or course leader either at the request of your teachers or because your attendance and/or punctuality has fallen below 88%
- This meeting will result in a clear action plan, which you must agree to
- You will have 2 weeks to demonstrate improvement
- Your parents/carers will be informed at this stage of concern about your attendance and/or punctuality, if you are under 18 or were 18 at the start of your course.

### Stage 2

### Attendance & Punctuality Review

- Formal meeting with your Programme Manager where you have not met your action plan or during the review period, your attendance and/or punctuality is below 88%
- This meeting will result in a clear action plan, which you must agree to
- You will have 2 weeks to demonstrate improvement
- Your parents/carers will be informed of this meeting and the outcome, if you are under 18 or were 18 at the start of your course

### Stage 3

### Attendance & Punctuality Review

- Formal meeting with your Programme Manager where you have not met your action plan or during the review period, your attendance and/or punctuality is below 88%
- This meeting will result in a clear action plan, which you must agree to
- You will have 2 weeks to demonstrate improvement
- Your parents/carers will be invited to attend this meeting, if you are under 18 or were 18 at the start of your course



### Final Review

- At the end of the 2 week period, following a stage 3 review meeting, your Curriculum Director will review your attendance
- If you have met your action plan and demonstrated that you can improve your attendance and/or punctuality, the review period may be extended or you may be removed from the process if significant improvements have been made
- If you have not met the terms of your action plan, your Curriculum Director, with approval from the Vice Principal, will exclude you from the college with no right of appeal

If you are removed from the process at any stage, but your attendance and/or punctuality declines, you will re-join the process on the next stage to your previous one