

Attendance Flow Chart

Action 1

95% or Above

No action required



Action 2

Between 90% - 94%

Form Tutor to discuss concerns with the student and record details on central log.



Action 3

80% - 89% attendance

Attendance concern letter sent home. Follow up conversation with student and parents by one of the Sixth Form Team.



Action 4

Below 80% attendance

Head of Sixth Form meets with student and parents/carers to agree a support plan.



Stage 5

Continued attendance below 80%

Failure to meet the terms of the support plan may lead to the Sixth Form place being withdrawn.