

**Take the register
in the first 10 minutes**



**Amend the register
for late students**



**Email students back
with work missed**



**Pathway 1:1 discussion
& query unauthorised**



1 Subject Teacher

Speak to student following an unauthorised absence. Initially discuss concerns and set targets. If this does not improve Record as an S1 on the ILP. Contact the pathway leader after SECOND UNAUTHORISED ABSENCE.

2 Pathway Leader

Speak to student following the subject teacher concern around continued absences.

Record as an S2 on the ILP.

Set SMART targets and review after TWO WEEKS.
Forward to the DFM if not improved.

**Study the pattern
& choose an outcome**



**Fit to Learn?
consult the policy**



**Contact parent/guardian
invite for meeting**



**Secretary sends home
weekly attendance update**



**Fortnightly monitoring
with ILP updates**



**Ask student to leave
follow appeal process**



3 Assistant Head of Dept

Speak to student & contact legal guardian. Recording as an S3 on the ILP. Set SMART targets and review after TWO WEEKS. Weekly attendance report sent home. Forward to the FM if not improved. Consult the Fit to Learn Policy to determine the most appropriate route.

4 Head of Dept

Speak to the student and contact legal guardians recording as an S4 on the ILP. Invite legal guardians in to discuss the issue. Set SMART targets and review these after TWO WEEKS. Forward to the Deputy Head of Centre if not improved. Consult the Fit to Learn Policy to determine the most appropriate route.

5 Deputy Head of Centre

Speak to the student and contact legal guardians recording as an S5 on the ILP. Set SMART targets and review these after TWO WEEKS. Invite parents back in again if there is no improvement. The student may be asked to leave the college. They can appeal the decision in writing to the college Head of Centre. Consult the Fit to Learn Policy to determine the most appropriate route.

6 College Head of Centre

Advise the VP / AP on students on an S5. Receive the appeals for students asked to leave college and review the decision in ONE WEEK. Consult the Fit to Learn Policy to determine the most appropriate route.