

Sixth Form Attendance Protocol 2018-19

Every half term the Sixth Form Manager will identify students whose attendance falls below 92%. The following interventions procedures will be put in place

Step 1



A meeting will be arranged with the student and tutor (or Sixth Form manager) to discuss the issue. Appropriate targets are set. The student's attendance is closely monitored for two weeks

Step 2



If no improvement is seen within the two weeks the student will be placed on daily attendance report for two further weeks. This is reviewed at the end of each day by the Sixth Form Manager. A letter is sent home to parents to inform them of this step

Step 3



If attendance is still poor, a meeting with the student, parents and Head of Sixth Form is arranged

Step 4



If, despite all intervention work, no improvement is evident, the student will be asked to leave HRS Sixth Form