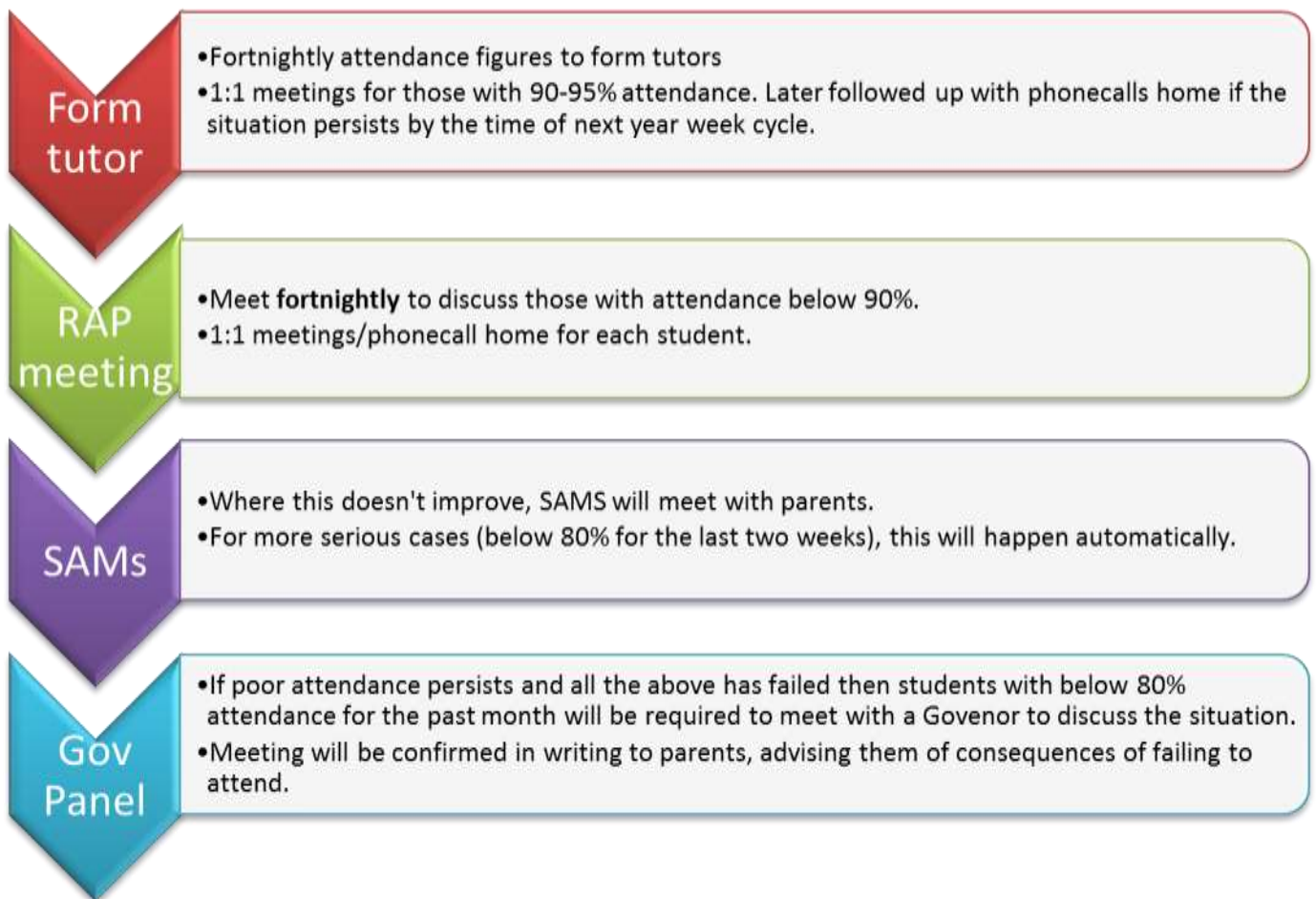


Post-16 Attendance Procedures



1. Form tutor – form tutors will receive attendance figures fortnightly during Year week. FTs will be expected to meet during the week with those with 90-95% attendance for the last two weeks. FTs should phone the parents of any student that is absent and that they're not able to speak to.
 - Any student with attendance below 90% will be dealt with by the Post-16 team.
 - FTs will phone home for any students who remain 90-95% attendance by the time of the next cycle.
2. Raising Attendance Panel (RAP) – the Post-16 team (OHS/SBR/DCL/HKE) will meet fortnightly at the beginning of Year week to discuss those with attendance below 90% and the reasons for this. They will seek to differentiate between:
 - Those with genuine medical/personal issues (will liaise with parents as to the expected return and any support needed).
 - Those with no justifiable reason for poor attendance. All of these students will be met 1:1. Where this is not possible due to absences, the post-16 team will contact parents.
3. SAMs – OHS and SBR will arrange to meet with the parents of any students whose attendance has not improved since the 1:1 meetings. These will be arranged the next Year week, allowing students 2 weeks to improve their attendance.
 - For students with particularly poor attendance (below 80%), SAMs will arrange a parent meeting automatically after discussing the student in RAP meeting, without allowing 2 week period for students to improve attendance.
4. Governors panel (GAP) – If poor attendance persists, despite intervention of form tutor/RAP meeting/SAM meeting with parents, then a student with below 80% attendance for the past month will be required to meet with a governor to discuss the situation.

The Post-16 HLTAs will continue to chase up non-attendees on a daily basis, but it is thought that the above process will reduce the amount of absenteeism, and therefore the volume of calls made.

