Student has unauthorised absence (does not use MIMO) OR Student uses MIMO (authorised) and is under 18.

Register marked with X (if unauthorised). Automated text sent to named adult on student record.

Classroom tutor is accountable for ensuring same day contact (phone call) with student and named adult on student record (unauthorised absence). If student is under 18 and has used MIMO (authorised) this needs to be verified by named adult. Intervention recorded on Promonitor.

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If absence is not authorised or attendance is below 92% with **genuine reasons** for absence, e.g. health or caring responsibilities or other barrier. Is a health declaration required? Reasonable adjustments agreed and targets set (inc.achievable level of attendance and engagement - must be sufficient to achieve the course) and recorded on Promonitor.

> Stage 1 Absence meeting. (If agreed targets not met) Parent/carer informed. Establish any health professional involvement, seek consent to liaise as appropriate. Make referralsas required (e.g. counselling). Agree assignment catch up plan and record actions and targets on PM. Include relevant staff (e.g SEND lead/care coordinator/SEM).

CAM approval - review in up to 4 weeks

Stage 2 Absence meeting. (If agreed targets not met)

Parent/carer informed. Establish any health professional involvement, seek consent to liaise as appropriate. Make referralsas required (e.g. counselling). Agree assignment catch up plan and record actions and targets on PM. Include relevant staff (e.g SEND lead/care coordinator/SEM).

CAM approval - review in up to 4 weeks

Change 2 alexander Dialet

If absence is not authorised or attendance is below 92% and **no genuine reason** for absence. Coaching Conversation with targets set within a RAP (report action plan) on Promonitor.

Stage 1 Formal Warning. (If agreed targets not met)

Parent/Carer invited and must be kept informed. Agree and record actions and targets on Report Action Plan (RAP). Include relevant staff (e.g SEND lead/care coordinator/SEM).

CAM approval - review in up to 4 weeks

Stage 2 Final Warning. (If agreed targets not met) Parent/carer invited and must be kept informed. Must be made clear this is the final opportunity to improve or withdrawal will be considered. Update RAP. Include relevant staff (e.g SEND lead/care coordinator/SEM).

CAM approval - review in up to 4 weeks

Stage 3 Withdrawal (If no improvement) considered by HoF and Cross College Lead for attendance

Stage 3 absence - Right Time, Right Place panel meeting. Requested by promonitor comment FAO 'Pastoral Support'. Chaired by Wellbeing Lead.

CAM requests

If the student is vulnerable or with an EHCP/SEND need, then consultation with Student Experience/SEND dept. must take place before withdrawal can be authorised. E.G. Care Experienced, EHCPs, Young Parents, Young Carers and Estranged.

Recent attendance can be found here: <u>At Risk Pastoral</u> report. <u>RAP (Report Action Plan)</u> template can be found here.