

**Absence**

**Lateness - After  
Class Registration  
Closes**

**STEP ONE**

**MONITOR**  
**Below 98%**  
**Teacher to contact**

**MONITOR**  
**2 - 3 sessions**  
**Teacher to contact**

**STEP TWO**

**LISTEN + UNDERSTAND**  
**Below 95%**  
**Head of Year to contact**

**Cause for  
Concern  
Letter**

**LISTEN + UNDERSTAND**  
**5+ sessions**  
**Head of Year to contact**

**STEP THREE**

**FACILITATE SUPPORT**  
**Below 92%**  
**Pastoral Team to contact /  
EHH**

**Invite to  
Meeting  
Letter**

**FACILITATE SUPPORT**  
**8+ sessions**  
**Pastoral Team to contact /  
EHH**

**STEP FOUR**

**FORMALISE SUPPORT**  
**Below 90%**  
**Attendance Leads to contact**

**Penalty  
Warning  
Letter**  
**Meeting**  
**Legal  
Obligations  
Parenting  
Contract**

**FORMALISE SUPPORT**  
**10+ sessions**  
**Attendance Leads to contact**

**STEP FIVE**

**ENFORCE**  
**Continued Below 90%**  
**Penalty Issued**

**ENFORCE**  
**Continued Late**  
**Penalty Issued**