



Category	Impact on your child's progress at college...		College / Local Authority Plan
100% OUTSTANDING	<ul style="list-style-type: none"> No lessons missed! No time off for appointments or illness. 	Best chance of success – every opportunity available to make progress.	<p style="text-align: center;"><i>If any student misses a public or pre-notified exam, parents will automatically be fined for non attendance unless medical evidence is submitted.</i></p>
>98% GOOD	<ul style="list-style-type: none"> Very few lessons missed! Only 3 days absence in a year. 	Very good chance of meeting at least expected grades.	
>95%	<ul style="list-style-type: none"> Expected attendance is above 95%. 		
<95% REQUIRES IMPROVEMENT	<ul style="list-style-type: none"> 10 days (two weeks absence in a year). 50 hours of lessons missed. 	Less chance of success: 50 hours of teaching to catch up on.	<ul style="list-style-type: none"> Medical evidence required for absences. School Fixed Penalty Notice warning letter for irregular attendance. Tutor or House Progress Leader (HPL) interview with student and/or parents for support. Close monitoring of attendance on a weekly basis. Unexplained absence from college may trigger safeguarding procedures
<90% SERIOUS CONCERN Persistent Absentee Status	<ul style="list-style-type: none"> 20 days (four weeks absence in a year). 100 hours of lessons missed. 	Less than 50% chance of achieving expected grades.	<ul style="list-style-type: none"> College reports student as a Persistent Absentee to governors, Local Authority (LA) and Department for Education. Medical evidence required to any absence to be authorised. Agree Improving Attendance Plan with student/parents. Local Authority Fixed Penalty Notice warning letter requested. Referral to Early Help agencies as appropriate. Home visits from HPL. Absence will be treated as a possible neglect/safeguarding concern and possibly raised with LA.
<80% SERIOUS CONCERN Persistent Absentee Status	<ul style="list-style-type: none"> 40 days absence in a year: eight weeks off. 200+ hours of lessons missed. 	Less than 30% chance of achieving expected grades.	<ul style="list-style-type: none"> Direct action from LA School Attendance Team and specialist support agencies. School Attendance Panel set up to support the family or multi agency involvement. Fixed Penalty issued. Risk of prosecution by the LA. Regular formal meetings in college or at home to review Attendance Plan. Reintegration steps as appropriate. Absence will be treated as a possible neglect/safeguarding concern and possibly raised with LA.

Please note that students diagnosed with medical conditions or serious injuries will have Individual Health Care Plans (IHCP) agreed with parents, the college and professionals, therefore are not necessarily subject to the procedures outlined above.