

# Meden College

## Student Absence Management Procedure



### STAGE 1:

#### Initial concerns over attendance.

Subject teacher / Curriculum Lead to speak to student and make expectations clear.

### STAGE 2:

**Continued concerns over attendance and/or attendance falls between 95% and 90%. Or in the event of unauthorised holiday being taken during term time.**

Referral to college team via email.  
College Team intervention – verbal warning and attendance contract.

### STAGE 3:

#### Failure to meet terms of attendance contract.

Head of College intervention. Parents / carers invited to meeting with student.

Written warning.

### STAGE 4:

**Continued failure to meet attendance expectations / agreements made at Stage 3.**

College management team consider further disciplinary action including possible removal of student from college. Possible referral to Head of School.