

Student Attendance Policy

Date Approved: September 2025

Reviewed: August 2025

Owner: Sue Churches

Reviewer: Samantha Rooney

To be reviewed: August 2027 (every two years)

Putting Students First

Contents

| | | |
|-----|---|----|
| 1. | Introduction | 3 |
| 2. | Policy Statement | 3 |
| 3. | Scope..... | 3 |
| 4. | Legal and Regulatory Framework..... | 3 |
| 5. | Definitions | 4 |
| 6. | Policy Objectives | 4 |
| 7. | Responsibilities | 5 |
| 8. | Procedures | 7 |
| 9. | Training and Awareness | 9 |
| 10. | Monitoring and Review | 10 |
| 11. | Confidentiality/Record keeping | 10 |
| 12. | Communication | 10 |
| 13. | Evaluation and Reporting | 11 |
| 14. | Review and Amendment History | 11 |
| 15. | Approval..... | 12 |
| | Appendix 1: Register Marks | 13 |
| | Appendix 2: College's Non-Compliance and Escalation Procedure | 14 |
| | Appendix 3: Caution Letter Exemplars | 16 |

1. Introduction

The Isle of Wight College is committed to delivering outstanding teaching and learning within an environment where all students and apprentices feel safe, valued and can reach their full potential. The close monitoring of attendance is a priority for the college. The college requires students and apprentices, full and part time, to attend college regularly, recognising that their commitment to attend indicates a commitment to make the most of all learning opportunities available. Regular and punctual attendance are qualities that are highly valued by employers who want to know that their workforce is reliable and therefore the college seeks to develop these qualities in all its students.

2. Policy Statement

- Attendance refers to the scheduled time that students and apprentices are expected to spend on college programmes such as lectures, workshops, English and maths lessons, self-directed study, work related activity, personal development and academic tutorials as specified on their timetables.
- Poor attendance can be one of the first signs of disengagement with the student's/apprentice's programme of study and the college will attempt as far as possible to ensure that students remain fully engaged and succeed on their programme.
- Parents/carers of students under the age of 18 years are expected to support this policy and as such will be informed of their young person's attendance through the Parent Portal and other communication methods, for example, progression reviews.
- The Isle of Wight College expects all students to understand the importance of attendance and punctuality. The college considers the following benchmarking when reviewing students' attendance:

Excellent (Green) 95% and above
High (Black/Green) 90 % – 94%
Low (Amber) 80 % -89%
Very low (Red) 79% and below

3. Scope

The policy applies to all students and apprentices enrolled at the Isle of Wight College. Students should attend all the timetabled activities associated with their programme of study including, where applicable, maths and English lessons, academic tutorials, self-directed learning and personal development. We understand that students may occasionally face circumstances that prevent them from attending. In such cases it is the student's responsibility and/or their parent/carer to communicate promptly with their tutor providing a valid reason for absence.

4. Legal and Regulatory Framework

This Policy is guided by the following legislation:

- When a student is absent from college, consideration needs to be given to whether there is any potential underlying **safeguarding concern** (as per Keeping Children Safe in Education (KCSIE) guidance [Keeping children safe in education 2025](#), [Children missing education - GOV.UK](#)). Where staff notice that students are persistently or repeatedly absent, they should

explore the reasons and other safeguarding concerns as described in the college safeguarding policy and they should seek advice from the safeguarding team as required.

- [Participation of young people in education, employment or training \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- The college is required to withdraw sponsorship of a student's visa if they do not comply with Home Office rules [Student visa : Overview - GOV.UK](https://gov.uk), including but not limited to:
 - o A student's overall attendance is not deemed to be acceptable.
 - o A student's registration has been terminated, or a student withdraws or commences a break in study.
 - o A student successfully completes their programme of study in a shorter period than originally planned.

Related internal college policies, procedures and documents:

- Safeguarding Policy
- Student Behaviour Policy
- Work placement policy

5. Definitions

- Unauthorised absence: is any instance where a student is not present for scheduled lessons, assessments, work related or other college activity.
- Authorised Absences: An absence due to a valid reason as discussed with course tutor.

6. Policy Objectives

- Ensure regular attendance to maximise learning opportunities and safeguard students and apprentices.
- Reinforce the link between attendance, progress and achievement.
- Encourage students to take ownership of their learning.
- Enable timely detection of attendance issues.
- Provide mechanisms for support and intervention to prevent disengagement or drop-out.
- Maintain accurate attendance records to safeguard students/apprentices.
- Ensure accurate data for funding claims and performance monitoring.
- Ensure fair and consistent application of attendance procedures.

7. Responsibilities

Students and Apprentices

- Commitment to full attendance of their timetable, including English and maths lessons.
- Understand that attendance is directly linked to academic success and progression.
- Arrive on time for all lessons ready to learn.
- Inform the college (or parent/carer to inform the college if student is under the age of 18 years) of any absence before the start of the day via E Notify which is an easy to use app and can be accessed on a smart phone tablet or via the internet using the following link <https://iwcollege.ac.uk/support/report-an-absence>.
- If the student is an apprentice, they must notify both the college and their employer for each day of absence.
- Following an absence from college take the initiative to catch up on missed work. Speak with tutors or support staff to access missed resources or support.
- Attend meetings or interventions which are related to attendance concerns.
- Work with student engagement or safeguarding to remove any barriers to attendance.
- Understand and follow the college's attendance and behaviour policies.
- Understand that unauthorised absences may lead to disciplinary actions or impact on progression and may lead to a withdrawal of the college offer.

Parent/Carers

- Are expected to encourage their young person's full attendance at all lessons and monitor their attendance through Parent Portal.
- If a student, is unable to attend through illness or other legitimate reason, they or their parent/carer (if under 18years) must notify the college via the E Notify app on each day of absence <https://iwcollege.ac.uk/support/report-an-absence>.
- Parent/carers of an apprentice under 18 years are expected to notify the college and the employer of absence.

Employers

- Are expected to notify the college of any unexplained absences to placement within an hour of the student's start time.
- Absences will be followed up by the curriculum/apprenticeship teams and the non-compliance process implemented as appropriate.

Senior Leadership Team (SLT)

- Approve and review the college's attendance policy and procedures ensuring that they align with national expectations and the college's goals.
- Set attendance benchmarks and ensure that these are communicated and embedded across departments.
- Regularly review attendance data to identify trends, risks and areas for improvement.
- Involvement in complex or high-risk attendance cases especially where safeguarding concerns are present.
- Provide attendance performance reports to the governing body.
- Provide a formal escalation point for significant concerns about attendance.

Teaching Staff

- As part of the welcome to college and throughout the academic year, promote a positive and safe learning environment and the importance of attendance to all timetabled lessons including English and maths.
- Identify patterns and spot early signs of disengagement or persistent absence.
- Ensure that daily and accurate marking of attendance via the register system using register marks as outlined by CIS (**see appendix 1**) and follow up all absences promptly to understand the reasons and offer any support.
- If teaching staff are aware of a college related activity that will impact on attendance to lessons, they must notify the CIS team and the English and maths TLMs in advance to ensure that registers can be marked in advance if necessary and that catch up work can be provided.
- Prepare appropriate attendance information to support agenda items with respect to both team and curriculum meetings and external meetings where this information may be requested by teams, such as safeguarding.
- For all students under 18 years, liaise with parent/carers/professionals or other named emergency contacts to keep them informed about attendance updates, concerns and progress.
- Ensure accurate recording of attendance issues, targets agreed, support implemented and any other relevant information on E Trackr.
- Monitor students' attendance over an agreed period, record absences and communicate concerns. Work with the student engagement team or safeguarding team if issues are complex (e.g. mental health, care responsibilities).

Teaching and Learning Manager (TLM)

- Set clear expectations about attendance and reinforce the importance of attendance from the student welcome onwards.
- Ensure that all timetables and associated registers for each component of the study programme are correct.
- Ensure that they conduct regular student meet-and-greets at the start of the college day to guide students to their correct locations and ensure they are in lessons on time.
- To ensure that all members of their teaching teams are familiar with the process for student absence, potential safeguarding implications around absences and understand the accurate and timely recording of register marks.
- Ensure that registers for their areas are completed on a daily basis and to follow up any missing register marks promptly on the day to ensure accuracy of records in their areas and safeguarding of students.
- Review attendance for their areas/English and maths/individual students weekly via Dashboard and when attendance falls below thresholds ensure that timely interventions are taken by the teaching teams.
- Ensure that attendance is monitored in weekly team meetings and work with teams to develop a high-risk list which ensure targeted and timely interventions are in place and accurate recording of actions taken.
- Implement escalation meetings with the course tutor for students with persistent absence which involve parent/carer and/or appropriate professionals to ensure that timely interventions are taken or to escalate further as per college policies.

- To provide signatory to student withdrawal forms ensuring that all appropriate and necessary actions have been taken and recorded on E Trackr **before** the form is submitted to the HoL for authorisation.

Head of Learning (HoL)

- To sample audit attendance in areas or on individual student basis and ensure that appropriate actions are being taken by the TLM and teaching teams.
- To ensure that all records are checked before a withdrawal form is authorised to ensure that appropriate interventions have been implemented, including interventions taken for English and maths.
- To provide an escalation process for meetings with students/parents/carers where there are significant concerns about attendance or punctuality.
- To authorise any withdrawal forms ensuring that all checks and balances as per college policies have been implemented.

Student Engagement and Safeguarding Team

- Support teaching teams with contact to students or parent/carers/external professionals when attendance is deemed to be a concern due to issues such as mental health and wellbeing. A note of any contact and actions made must be recorded on E Trackr.
- Collaborate with teaching teams and the English and maths department to identify attendance patterns, particularly among vulnerable and/or high risk students, to support the development and implementation of action plans and interventions aimed at removing barriers to education.
- Work with students whose attendance is significantly below threshold levels to provide support and further referrals where required.
- Monitor withdrawal information for vulnerable and/or high risk students to ensure that appropriate interventions have been implemented before a withdrawal is actioned and to follow up further referrals that may be required with parent/carers, CIAG, external professionals e.g. the virtual school and social services.

8. Procedures

- Registers **must** be taken within **15 minutes of the start** of every lesson with the appropriate marks used to denote the status of the student attendance (**see appendix 1**)
- **Any student who is categorised as vulnerable, as provided by the safeguarding team, and is absent for lessons requires immediate follow up of absence with teaching staff notifying the safeguarding or student engagement team.**
- For 14-16 students for all absences the parent/carer will be contacted directly by the college within 15 minutes of the start of the lesson. Where there is a concern about attendance a meeting will be called with the Local Authority and parent/carer to discuss barriers and solutions. Where there is persistent poor attendance, this may result in the withdrawal of the 14-16 offer.
- Dashboards should be reviewed weekly by TLMs to ensure full and accurate completion and to identify any issues regarding students' attendance.
- Student attendance and punctuality should be a standing item on team meeting agendas with high-risk student lists in place where required to ensure that attendance is a high priority and identify patterns of concern.

- Prior agreed absence or lateness must be recorded on E Trackr as a note labelled 'Teaching and Learning Strategy' as this will appear automatically in the group profile generated through E Trackr.
- The college recognises that on occasion there may be a valid circumstance that prevents a student from attending their lessons, for example a young carer or a short period of absence due to family or personal circumstances. In such cases the student, parent/carer should speak to their course tutor and the following points may need to be considered:
 - o Awarding organisation expectations regarding qualifications being studied.
 - o Student's attendance remains sufficient to enable them to develop the skills, knowledge and behaviours relevant to their programme of study and hence satisfactorily complete their programme and pass any associated qualifications.
 - o How and when the student will catch up on missed work.

Non-Compliance – Escalation Process (see Appendix 2)

Attendance falling below expected thresholds, including English and maths lessons, without valid reasons, will trigger interventions to identify and address underlying issues. Where the college concludes that poor attendance is for invalid reasons then the college will adopt an escalation process similar to that used by employers to both support and help the student understand the consequences.

Initial intervention and first verbal warning – Triggered when a student is at or below 89% attendance overall

- Course Tutor (and student engagement or safeguarding if required)
- Set out expectations and agreed targets for attendance/punctuality with the student. Offer support to help improve attendance. For students sponsored by an employer, notify the sponsoring employer of the absence as soon as possible.
- Record on E Trackr under 'cause for concern' and record SMART targets in Action Plans (Course Related → linked to Area for Development – Behaviour).
- For example: Start date: 22/09/2025 Next review date: 29/09/2025 (which is the next Academic Tutorial) Target end date: 06/10/2025. SMART target: Overall attendance between 22/09/2025 and 06/10/2025 to be at least 90%.

First written caution (see appendix 3 for letter exemplars) – Triggered if student does not complete and achieve SMART targets set at initial intervention

- Teaching and Learning Manager/Teaching and Learning Managers English and maths (where applicable)
- The first written caution should reiterate the importance of attendance, outline the previous discussions and interventions, and set new targets for improvement. It should also warn of the potential for further escalation action if attendance does not improve.
- Record with letter attached on E Trackr under 'cause for concern' and record SMART targets in a new Action Plan (Course Related → linked to Area for Development – Behaviour). The Action Plan created at Initial Intervention should be set to 'Completed Not Achieved'.
- Notify parent/carer if student is under 18 years.

Meeting and second written caution (see appendix 3 for letter exemplars) Triggered if student does not meet SMART targets and following previous written caution

- Head of Learning/ Head of English, Maths and ESOL (where applicable), TLM and student engagement (where required)
- Issued if attendance remains below thresholds after the first written caution.
- Meeting called with student/parent/carer/employer

- The second written caution should summarise all previous interventions and caution.
- It should be clear that failure to improve attendance may result in withdrawal from courses or limit further progression in college.
- Record with letter attached on E Trackr under 'cause for concern' and record SMART targets in a new Action Plan (Course Related → linked to Area for Development – Behaviour). The Action Plan created at first written caution should be set to 'Completed Not Achieved'.

Final caution - Student and/or Parent/Carer/Employer Meeting Called

- Member of Senior Leadership Team, Head of Learning, Head of English, Maths and ESOL (where applicable)
- Meeting called with student/parent/carers/employer
- This meeting should be held to discuss the student's attendance issues, review all previous interventions and cautions, and determine the next steps, which may include final caution or withdrawal from their courses or decline for progression in college.
- Action taken and conclusion recorded on E Trackr under 'cause for concern'.

Student Withdrawal

- If a student wishes to withdraw from programme at any stage in the academic year, a meeting is required with the Teaching and Learning Manager (TLM) to discuss the reasons for withdrawal. The TLM for English and maths should be included where there are issues in these lessons.
- Further options including a careers information, advice and guidance (CIAG) meeting should be arranged. All actions taken should be accurately recorded on E Trackr.
- If the student still intends to withdraw and the TLM is satisfied that all actions have been taken, then a withdrawal form should be submitted by the TLM for authorisation by the Head of Learning (HoL).
- Before authorisation, the HoL must ensure that all actions have been taken and are recorded on E Trackr and that the withdrawal form includes withdrawal off all components of the study programme including English and maths.
- The HoL must ensure that they are satisfied that all measures, policies and processes have been followed before withdrawal is authorised.
- If course teams are intending to withdraw a student from programme due to persistent non-attendance, the non-compliance escalation process, as per above, must be followed and recorded prior to any withdrawal.

9. Training and Awareness

- All new teaching staff will have attendance policy and process, roles and responsibilities (e.g. taking registers, correct marks) as part of their corporate welcome pack, briefings and induction into course area.
- Two year update of the policy and any key changes or refreshers, including reinforcement of escalation routes and support services, will be circulated to all curriculum managers and teams at the start of an academic year.
- TLMs and HoLs to ensure that attendance is a focus for teams and there are regular discussions around early interventions, attendance reviews and action plans and engaging with parent/carers and external professionals where required.

- The familiarisation of the policy will be part of team meetings led by the teaching and learning manager. The TLM should share attendance performance and expectations regularly with teaching teams.
- TLMs will provide the team with information on updates in the policy as part of their attendance monitoring. The training with teams should cover the policy's purpose, procedures, appropriate register marks and the staff roles in enforcing it. Staff should be clear and understand the legal framework and context related to attendance e.g. safeguarding and missing children in education.
- Attendance will remain a focus area on manager meetings agendas to ensure that middle managers cascade expectations and monitor compliance via tools such as Dashboard, attendance reports and meeting templates.

Student Awareness

- The student handbook includes a section on attendance which is accessible and easy to understand.
- The college charter and 8 habits for effective learning (designed in collaboration with the Student Executive Team) include expectations for attendance.

10. Monitoring and Review

- Register audits to ensure compliance and register completion
- Room audits to verify attendance accuracy
- CIS system reviews to ensure that data is being entered and extracted correctly.
- Formal review of the attendance policy gathering feedback from staff, students and parent/carers/employers.
- Use of surveys or forums to understand the barriers to attendance and improve support.
- Termly SLT and/or governor reports.
- Audits of attendance action plans to ensure that they are well documented and accessible and having the required impact.

11. Confidentiality/Record keeping

- All teaching staff should ensure that registers are accurately marked in the lesson according to the register marks contained in appendix 1. Where required notes should be made on registers e.g. if a student leaves the lesson early.
- Staff handling attendance data must be aware of their responsibilities regarding data protection and confidentiality. They should know how to handle sensitive information appropriately according to college policy and procedures.

12. Communication

- The student attendance policy will be communicated to all staff at the start of the year and by TLMs in curriculum team meetings.
- The importance of attendance should be included in any parent/carers welcome briefings with an overview of the expectations around this in terms of preparing students for employment and the correct reporting of absences.
- Teaching teams should regularly discuss the importance of attendance with their student groups and be clear about expectations for attendance from the welcome at the start of the

academic year throughout the academic year and include attendance as a focus for progression reviews.

- There will be student awareness campaigns throughout the academic year in college to support attendance e.g. Positive about Attendance campaigns and use of posters and social media to reinforce the message.
- Updates provided to staff through In the Loop, emails and other relevant training.

13. Evaluation and Reporting

- Data analysis of attendance and attendance patterns benchmarking the college against national averages.
- Identify best practice in curriculum areas that could be adopted to improve the policy and procedures.
- Monthly attendance reports to SLT identifying trends and areas of concern.
- Reports provided to governors detailing attendance data, feedback and any actions taken to improve overall college attendance.

14. Review and Amendment History

| | |
|---------------|--|
| November 2022 | <ul style="list-style-type: none"> • Register marks and new caution letters added. • Flowcharts removed. |
| May 2023 | <ul style="list-style-type: none"> • Corrections of some typos. • Add in for notification to parents/carers 'unless there are GDPR reasons why they cannot be notified' and that this applies to 16-under 18 years, unless there is a specified reason for parent/carer involvement from 18years upwards. • 1.6 pg 8, Changed to 'Authorisation to withdraw must be obtained from the head of department and the assistant principal before any withdrawal action can be taken. It is essential that all procedures as outlined above, e.g referral to student support have been followed'. • Change of author from David Hodgkins to Samantha Rooney. • Inserted flowchart of the stages of the college's absence procedure. • 7.1 pg. 7, Changed to: '...which is recorded on eTrackr. If no improvement in attendance to vocational programme and/or English and maths sessions the college's absence procedure is followed, to provide support and set out expectations. |
| Jul 2024 | <ul style="list-style-type: none"> • Change of author to Sue Churches with SLT reviewer Samantha Rooney • Re-write of the policy in line with new policy template system and a change in team structures in curriculum and student support services. • Updating from an attendance policy to a Student Absence Management policy |
| Jul 2025 | <ul style="list-style-type: none"> • Update of policy to title of Student Attendance Policy |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Changed to a two year update cycle for the policy rather than annual. • Rewrite of procedures in line with staff feedback making the process and responsibilities clearer and including a focus on English and maths. • Inclusion of employers in responsibilities • More detail around parent/carer involvement for students under 18 years. • Update of non compliance – escalation process refining the process and updated in appendix 2 flowchart to reflect escalation process. • Inclusion of caution letter templates in appendices. • Deletion of 'leave early' marks for register marks appendix 1 • Inclusion of system generated register marks for staff awareness of these marks. • Inclusion of E Trackr reporting screenshot – Cause for Concern (pg. 15) |
|--|---|

15. Approval

| | | |
|-----------------|----------------|----------------------------|
| Sue Churches | Author | Head of Student Experience |
| Samantha Rooney | Reviewer | Assistant Principal |
| SLT | Approval | Chief Operating Officer |
| Governors | Final Sign off | Governing Body (C&Q) |

Appendix 1: Register Marks

The following table of “marks” should be used on college registers (both electronic and paper) to indicate the status of a student at each session they are expected to attend. Tutors should make appropriate notes on registers where required e.g. if a student leaves a lesson early, this should be noted.

| Mark symbol | Description |
|-------------------------------|---|
| / | Present |
| O | Unauthorised absence |
| S | Sick |
| L | Arrived late |
| A | Authorised absence |
| F | Remote present |
| E | Attending exam/study revision |
| T | Transferred |
| W | Withdrawn |
| C | Completed course |
| B | Planned break in Learning |
| System Generated Marks | |
| - | Late starter to course |
| ? | Electronic register - system generated mark indicating no mark assigned by tutor – must be addressed urgently |

Appendix 2: College's Non-Compliance and Escalation Procedure



Cause for Concern Record on E Trackr as per Screenshot below:

CFC - BACON TEST SANDWICH

Date: 06 Aug 2025

Date Last Contacted:

Concerns:

- ☐ Behaviour
- ☐ Finance
- ☐ Medical
- ☒ Attendance
- ☐ Learning Difficulty
- ☐ Level of Motivation
- ☐ Welfare
- ☐ Disability
- ☐ Literacy And Numeracy
- ☐ Other

Resolved: ☐

Key Person Responsible: LYNDSEY WILSON - [change](#)

Created: 06 Aug 2025 by LYNDSEY WILSON Last Edited: 06 Aug 2025

Select users to add to share list:

Search...

- Student
- All Staff
- All HODs Associated With Student
- All Course Leaders Associated With Student
- All Unit Teachers Associated With

Share list:

- Student
- All HODs Associated With Student
- All Course Leaders Associated With Student
- All Global Personal Tutors
- All Group Personal Tutors Associated with the Student

Select users to add to Email list:

Search...

- Student
- All HODs Associated With Student
- All Course Leaders Associated With Student
- All Global Personal Tutors
- All Group Personal Tutors Associated

Email to list:

Concern Attachments

[Add Attachment...](#)

Appendix 3: Caution Letter Exemplars

First Written Caution

Dear [Student Name – if under 18 years parent/carer receive a copy and if with an employer, the employer receives a copy],

I am writing to formally issue a **first written caution** regarding your attendance at college. Despite previous discussions, your attendance continues to fall below the expected standard of 95%, currently recorded at [XX]%.

We have previously discussed the importance of regular attendance and its impact on your academic progress, wellbeing, and future opportunities. We have put in support such as XX. While we appreciate that there may be personal circumstances affecting your attendance, it is essential that you engage with the support available and take immediate steps to improve.

This letter serves as a formal escalation of concern. Please be aware that:

- Your attendance record is being closely monitored.
- Continued poor attendance may result in a formal escalation meeting.
- There is a risk of withdrawal from your college programme or a limit on progression at college if no significant improvement is made.

We strongly encourage you to attend all scheduled sessions and to communicate proactively with your tutor or support staff if you are experiencing difficulties. Our aim is to support you in remaining on your course and achieving your goals.

Please contact [insert staff name and contact details] if you would like to arrange a meeting to discuss this further or access additional support.

Yours sincerely,
[TLM Name]
[Teaching and Learning Manager]

Second Written Caution

Dear [Student Name, if under 18 years parent/carer receive a copy and if with an employer, the employer receives a copy],

I am writing to formally issue a **second written caution** regarding your continued poor attendance at college. Despite the initial written caution and the support measures put in place, there has been no meaningful improvement in your attendance, which remains significantly below the college's expected minimum of 95%, currently recorded at [XX]%.

This lack of progress is deeply concerning. Attendance is a fundamental requirement of your study programme, and your ongoing absence is now having a serious impact on your academic progress and overall engagement. Furthermore, the SMART targets agreed during previous interventions have not been met, which raises further concern about your commitment to improvement.

As a result, you are now required to attend a **formal meeting** with myself and relevant members of the curriculum and support teams. The purpose of this meeting is to:

- Review your attendance and engagement to date.
- Discuss any ongoing barriers or support needs.
- Agree on a final course of action.

Meeting Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please confirm your attendance by contacting [Insert Contact Name and Details] no later than [Insert Deadline].

Following a review of your attendance and engagement, additional actions will be discussed that you are required to meet in order to continue on your programme. These expectations are non-negotiable and must be adhered to with immediate effect.

I urge you to take this opportunity to re-engage fully with your studies and make use of the support available to you. Our goal remains to help you succeed, but this can only be achieved with your full and active participation.

Yours sincerely,
[Head of Learning Name]
Head of Learning

Final Caution and Request for Meeting

Dear [Student Name, if under 18 years parent/carer receive a copy and if with an employer, the employer receives a copy],

I am writing to issue a **final caution** regarding your ongoing poor attendance at college and to request a meeting with you. Despite previous cautions and support offered, your attendance remains significantly below the college's expected standard of **95%**, currently recorded at **[XX]%**.

This continued lack of engagement is now a serious concern. Attendance is a key requirement of your programme, and failure to attend regularly is impacting your progress and may jeopardise your place at college.

As a result, you are now required to attend a **formal meeting** with myself and a member of the senior leadership team. The purpose of this meeting is to:

- Review your attendance and engagement to date.
- Discuss any ongoing barriers or support needs.
- Agree on a final course of action.

Please be aware that one possible outcome of this meeting could be withdrawal from your programme or the lack of a progression route in college if we do not agree on a satisfactory explanation or improvement plan.

Meeting Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please confirm your attendance by contacting [Insert Contact Name and Details] no later than [Insert Deadline].

We strongly encourage you to take this opportunity to re-engage with your studies and access the support available. Our aim remains to help you succeed, but this requires your full commitment moving forward.

Yours sincerely,

[Head of Learning Name]

Head of Learning