



Attendance Escalation Process

Unauthorised absence escalation process

A student has 4 sessions of unauthorised absence in a 10 week rolling period.

ACTION: Attendance Letter 1

A student has 6 sessions of unauthorised absence in a 10 week rolling period.

ACTION: Attendance Letter 2

A student has 10 sessions of unauthorised absence in a 10 week rolling period.

ACTION: Notice to Improve Meeting

A student continues to decline over a 3 week period in attendance despite Notice to Improve.

ACTION: Penalty Notice Request

"I" code escalation process

A student with 6 sessions of absence coded as an "I" in a 10 week rolling period.

ACTION: HOY phone call to ascertain return

A student with 10 sessions of absence coded as an "I" in a 10 week rolling period.

ACTION: Attendance meeting to discuss absence

No proof of illness seen so further absence unauthorised.

ACTION: Refer to unauthorised absence pathway