



# Attendance Monitoring Procedures

Front Office print off unsorted partial absences (Truancy Report sheet) by 3 pm each day and place in relevant HT's pigeonhole.

Next morning...



HT attends CARE for their designated Year group and discusses with students their marked absence. If student claims it is an error, they are supplied with a slip to have signed by the teacher of the period. Otherwise, partial truancy will be noted.



The student's responsibility is to have the slip signed by the relevant staff member, explaining the anomaly, and return signed slip to the box in the Front Office by the end of lunch.

After 1:20pm  
Same Day...



Front Office empties box and reconciles partial absences by end of period 5 each day. List to Deputy Principal of unexplained absences.



DP conversation with student. Student's absence is investigated and reconciled by DP or student is issued with attendance card, text and letter (template on wellbeing) sent to parent. Attendance cards to be checked by CARE teachers each morning. Students who are absent from roll call repeatedly will be followed up by the DP. DP may issue a Monday P6 detention.



2nd contact with DP for partial truancy will result in suspension warning.  
3rd contact with DP for partial truancy may result in short suspension.