

Alesco Senior College Student Attendance Policy and Process Map

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Compulsory school age

Minimum school leaving age

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School Refusal

Truancy

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Administration and Compliance

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[Where is this policy published (e.g. Sharepoint, our website etc)]

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Policy Owner			
Review Panel			
Approval Authority			
Date of Endorsement		Next Review Date	
Risk Rating		Version	
Library Location	<hr/>		

Sporadic Attendance (Process 4)

NOTE: Head Teacher to review attendance mid term and end of term

Student identified
as having <60%
attendance

First
occurrence

Face to face meeting with
student, HT and SWO. Student
provided with a written
reminder (Template - 002
Attendance Reminder)

Second occurrence
(with no improvements)

Face to face meeting with
student, HT and SWO. Planned
improvements documented



