

FORM ATTENDANCE MONITORING

Stage 1: On any day of absence, students should email sixthform@whitefriars.harrow.sch.uk before 8.30am with a valid reason. Telephone contact may also occur with Parents.



Stage 2: If attendance drops below 95%, a first warning letter will be sent home which reminds students and parents the importance of attendance to school



Stage 3: If attendance is still poor, a 2nd warning letter will be sent to parents requiring a meeting with the Head of 6th Form to discuss and come up with strategies to improve attendance and a discussion about a potential change of course



FINAL STAGE: If the strategies have not worked, a final warning letter will be sent which could include options to restart the course at a different institution. If it gets to the final stage, the school will also be able to charge for examination entries at the end of Year 13.

Other considerations:

- Medical circumstances will be considered on a case-by-case, bespoke basis.
- The School is able to charge parents for examination entries if the Final Stage has not worked

Please note that the school will also reserve the right to decide to remove a post-16 student from roll on the basis of non-attendance (defiance of the school's expectations and ethos) if all of the above options and alternatives have been explored and not taken up.

The full attendance policy can be found by [clicking here](#)