

29th January 2024

Attendance and Punctuality

Dear STUDENT NAME,

Your attendance and punctuality at college is currently

Vocational course -	
Maths	
English	

This is already considerably below the 90% minimum that we expect of all students. Attendance to all timetabled classes including English and maths is a mandatory part of your programme. This level of attendance will have a significant effect on your education and progress and may jeopardise your place at the college.

Within the student code of conduct it states that students must:

- Attend all their timetabled lessons including end of unit tests that have been missed.
- Arrive at all their lessons punctually.
- Provide tutors with timely information about any planned absences or late attendances, providing documentation as requested.

Your attendance is being monitored closely and we expect to see a sustained improvement. It will be checked by your tutor and targets will be set and reviewed on a weekly basis.

We know that there are usually reasons for poor attendance, and we can provide support for you where personal circumstances are having an impact on you coming to college. I would be grateful therefore if you would contact the School Administration Team on **0208 714 6720** to discuss your attendance.

If you do not contact me and you continue to fail to attend all your timetabled classes the College will need to consider the next steps which might include disciplinary action and may lead to withdrawal of your place at College.

Yours sincerely,



Julie Percival
College Principal