Spalding Grammar School: Sixth Form Attendance Flow Chart

Attendance 9-100% → **Dr Leadbeater** → Excellent academic achievement, attendance and punctuality at grading point may be rewarded with Home Study Leave

Attendance below 95% → **Form Tutor** → Meeting with Form Tutor to discuss reasons for absence and how to catch up on work missed

Attendance below 90% → **Ms Dearing** →

- Stage 1 Attendance Meeting with Deputy Head of SF
- Formal letter sent home
- Attendance report for two weeks

Attendance below 85% → **Ms Dearing** →

- Stage 2 Attendance Meeting with Deputy Head of SF & Parent/Carer
- Attendance report for four weeks

Persistent Poor Attendance → **Dr Leadbeater** →

- Stage 3 Attendance Meeting with Head of Sixth Form & Parent/Carer

→ Students asked to pay for their exam entries

→ Students are asked to leave the Sixth Form

→ Students are not entered for examinations