

Attendance ⇨ Discipline Procedures

Stages	How	Responsibility	Frequency
Students informed of policies & procedures	<ul style="list-style-type: none"> • Online • Induction • Refer to student information on moodle 'Learn LTC' • Student Handbook • Classroom notices • Leaflets for students 	<ul style="list-style-type: none"> • Teachers • Director of Studies 	<ul style="list-style-type: none"> • Pre-booking • First day induction • As necessary
Attendance monitored (lateness /absence from Day 3)	<ul style="list-style-type: none"> • Teachers note absence from first lesson a.m & p.m • DoS monitors 	<ul style="list-style-type: none"> • Teachers • DoS 	Daily –morning and afternoon
Attendance entered	<ul style="list-style-type: none"> • On registers • On database 	<ul style="list-style-type: none"> • Admin staff 	<ul style="list-style-type: none"> • Daily • Weekly • Monthly
Informal talks	<ul style="list-style-type: none"> • LTC staff talk to student 	<ul style="list-style-type: none"> • Front office staff • Teachers 	<ul style="list-style-type: none"> • As needed. Check why & suggest solutions
The number of informal talks will vary according to the circumstances			
Formal Verbal Warnings	The student is officially warned that his/her behaviour is not acceptable and the consequences. This is recorded on database/student file	DoS	<ul style="list-style-type: none"> • As needed. <p>Following this the students attendance will be monitored daily by the DoS</p>
<i>If the student is from 16-18, education advisor/parents/guardians must be informed & appeals procedure is explained from this stage.</i>			
First Written Warning	The student is given a formal final letter + factsheet. They must sign this	DoS	As needed in consultation with the Principal
Meeting with Principal	The student to meet Principal to review	Principal	Within one week of formal warning
There may be a 2 nd formal warning in certain circumstances if agreed by the Principal			
Final Written Warning	The student gets a final written form + factsheet to be signed warning of expulsion	DoS	This can only be issued with the agreement of the Principal
Meeting with Principal	Student is told the next step is expulsion	Principal	One week