

11/01/2024

Dear student

I am writing to you in connection with your attendance in English and/or maths lessons. Currently our system shows that your English and/or maths attendance is as follows:

English	
Maths	

This is extremely concerning and well below the minimum expectation of 85%. Attendance this poor means it is unlikely you will be able to achieve your qualification in English and/or maths.

We want to support you to ensure you succeed on your course and enable you to progress to your chosen next step; however, we need you to play your part too.

In order to support you, we have placed you on an English and Maths Intervention Plan (EMIP). This will be monitored by your English and/or maths teacher/s. We are very good at supporting students who are experiencing problems, and if you have any sort of barrier affecting your attendance please discuss this with your tutor.

If we see a considerable improvement in your English and/or maths attendance in the next four weeks, we will remove you from your EMIP. However, if you do not improve significantly, it will be down to your English and/or maths teacher to either continue with EMIP for another 4 weeks or to take you through our disciplinary process. Exclusion is always a last resort, but we cannot allow students to continue where their attendance for parts of their programme is as poor as your currently is. Therefore, if after support, you still do not have the required level of attendance in English and/or maths, we will use our disciplinary process and this is likely to lead to you being unable to complete your current course.

I look forward to seeing a significant improvement in your English/maths attendance with immediate effect.

Yours sincerely,



Julie Percival
College Principal