

16/01/2024

Dear student

I am writing to you in connection with your attendance at Carshalton College. Currently our system shows that your attendance is as follows:

Vocational course -	
Maths	
English	

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(s).

We want to support you to ensure you succeed on your course(s) 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 Intensive Support Action Plan (ISAP). This will be monitored by your Pastoral Tutor and Course Manager. 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 or student services.

If we see a considerable improvement in your attendance in the next four weeks we will remove you from your ISAP. However, if you do not improve we will not be able to make you a progression offer for next year. Exclusion is always a last resort but we cannot allow students to continue on programmes where their attendance is as poor as yours currently is. Therefore, if after support, you still do not have the required level of attendance we will use our disciplinary process and this is likely to lead to you being unable to complete your current course(s).

We look forward to seeing a significant improvement in your attendance with immediate effect.

Yours sincerely,



**Julie Percival**  
**College Principal**