

15/01/2024

Dear Parent/Carer

I am writing to you in connection with your young person's attendance at Merton College. Currently our system shows that their 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 they will be able to achieve their qualification(s).

We want to support them to ensure they succeed on their course(s) and enable them to progress to their chosen next step, however, we need to all work together to achieve this.

In order to support them we have placed them on an Intensive Support Action Plan (ISAP). This will be monitored by their Pastoral Tutor, Course Manager and Senior Leaders. Please do everything you can to get your child to attend all their sessions from this point onwards. If you think there are issues that we should be aware of that are affecting your child's attendance, please get in touch with our admin team by email or phone - [School.Administrator@stcg.ac.uk](mailto:School.Administrator@stcg.ac.uk) or 0208 714 6720, who can arrange to put you in touch with the relevant staff. We are very good at supporting students who are experiencing problems.

You do also have the ability to log onto your child's pages on our online tracking and monitoring system (ProMonitor), and instructions on how to do this are attached. On these pages you will be able to see attendance for every individual session, and comments made by tutors and teachers.

If we see a considerable improvement in their attendance in the next four weeks we will remove them from their ISAP. However, if they do not improve we will not be able to make them 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 your young person's currently is. Therefore, if after support, they still do not have the required level of attendance we will use our disciplinary process and this is likely to lead to them being unable to complete their current course(s). I should also say that we are legally obliged to report to the Local Authority any student in this age group who leaves full time education. Please also note this may lead to a reduction in benefits if you are receiving any that require your child to be in education.

We look forward to seeing a significant improvement in your young person's attendance with immediate effect.

Yours sincerely,



**Julie Percival**