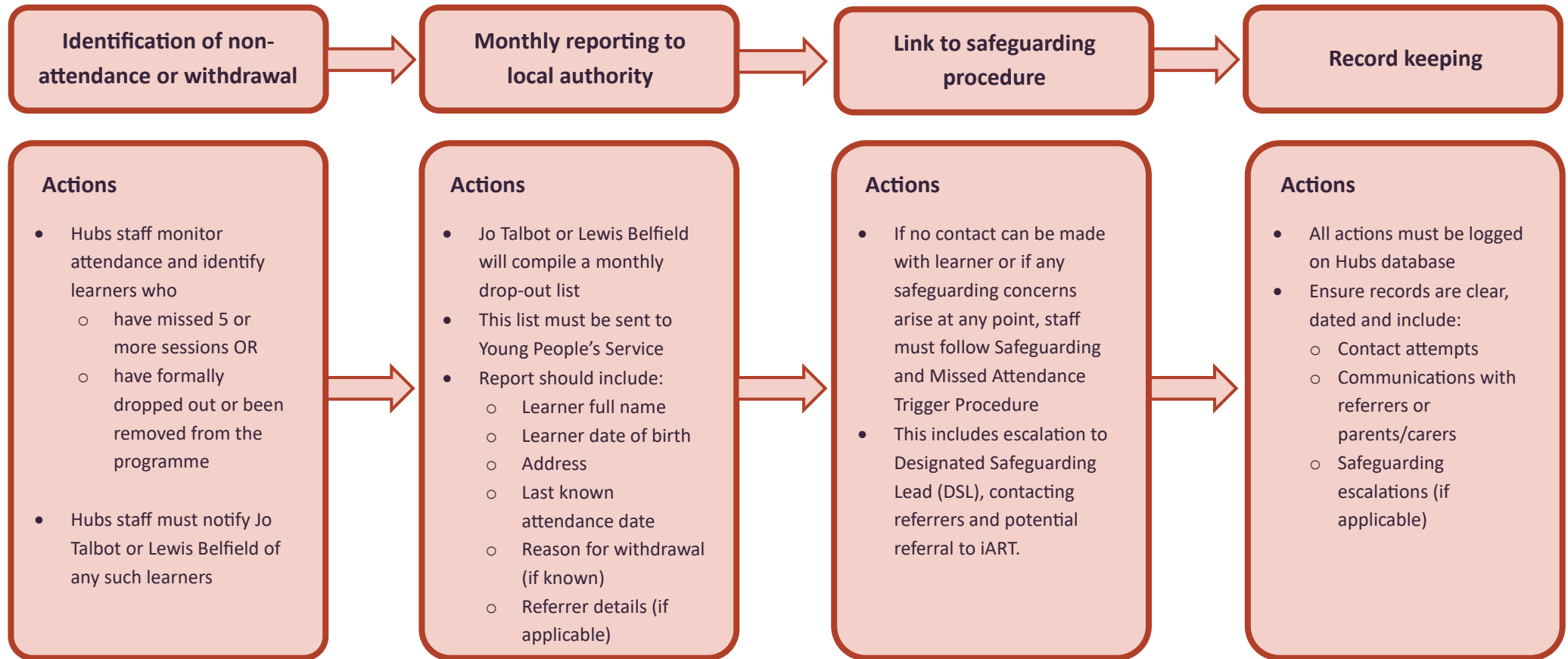


Non-Attendance and Drop-Out Procedure Flowchart (for learners aged 16–18)

This procedure applies when a learner has:

missed 5 or more sessions without returning,
has been formally withdrawn OR
has been removed from the programme for any reason



Compliance: this process ensures compliance with Section 436a of the Education Act 1996 and local authority expectations for tracking NEET risk and early intervention