

BGLC Attendance Policy & Procedures - Post 16

Sept 2021

We expect students to attend all lessons on their timetable and extra compulsory lessons as required. Students are also expected to attend all lessons, tutor sessions and assemblies. We understand that illness and unforeseen circumstances may interfere with an immaculate attendance record, but we expect students to achieve a minimum of 96% attendance (including authorised absences). If a student's attendance drops below 90% they are deemed to be persistently absent from school. All students are closely monitored and any student falling below the expected attendance percentage will be invited to a meeting and further intervention and support will be put in place.

Authorised absences

Please ensure you contact the Post 16 Team (post16@brookvalegroby.com) before the date you will be absent from college, giving the reason for your absence and any evidence required (see below). Also ensure you contact your tutor and teachers of any lessons you will miss to collect the work you have missed. Legitimate reasons for absence that will be authorised include:

- A Hospital/Orthodontist appointment that cannot be arranged out of school hours – written evidence of the appointment is required.
- A university open day or interview/career related interview - evidence of booking/interview required.
- Attendance at a funeral – Parents to inform the school.
- A driving test (practical, not theory) – written evidence is required.
- Illness with supporting medical evidence (5 days or more)

Regular doctor and dentist appointments need to be made outside of lesson/tutor time as do driving lessons and the theory test. None of these will be authorised absences.

Unauthorised absences

Please ensure you contact the college on 0116 2879921 and leave a message on the absence line or email post16@brookvalegroby.com before 9am on each day of absence.

These reasons are not acceptable reasons for absence: (This is not an exhaustive list but covers many of the common reasons, if in doubt please ask)

- Illness with no supporting medical evidence (up to 5 days)
- Holidays/Social Events
- Paid employment - During school hours 8.40am - 3.10pm
- Birthdays/other celebrations
- Driving lesson, routine doctors/dental appointment (These should be arranged outside of lessons/tutorials/assemblies)
- Babysitting younger siblings
- Missing lessons to complete coursework/homework.
- In addition to this, we remind you that it is unprofessional to commit to social activities which may affect your attendance at school the following day.

Please note that only a member of the Post 16 Team may authorise absences. Unexplained absences will be registered as unauthorised (equivalent to truancy) and will affect your attendance percentage. Examination entries and progression within Post 16 is only guaranteed for those students whose attendance is above 90% unless there are genuine medical reasons for absence.

Attendance Policy Monitoring Procedure - Post 16

Stages	Description
1 Post 16 Attendance Officer	The Post 16 Attendance Officer will monitor attendance daily. Students will be identified who have missed lessons/full days and emails will be sent to parents to inform them. Parents/students should contact the Post 16 team and provide a reason for the absence.
2 Post 16 Attendance Officer	<u>General Attendance – Continued non-attendance</u> If a student is identified to have continued non-attendance and no contact has been made by the parents/student then the P16 Attendance Officer will hold a meeting with the student to discuss their attendance. <u>Tutor Time Attendance – Continued non-attendance</u> If a student is identified to have continued non-attendance (with NIRs registered) to tutor time/assemblies/detentions, they will be seen by P16 Attendance Officer..
3 Post 16 Attendance Officer Lead Tutor	<u>General Attendance – Continued non-attendance</u> If a student is identified to have continued non-attendance then the Post 16 Attendance Officer will arrange a meeting with the student and place them on an Attendance Contract– copies will be sent home. <u>Tutor Time Attendance – Continued non-attendance</u> If a student is identified to have continued non-attendance to tutor time they will be referred to the Lead Tutor who will then arrange a meeting with the student and place them on an Attendance Contract – copies will be sent home.
4 Head of Post 16/SLT Link	<u>Continued non-attendance – Failure of Attendance Action Plan</u> General Attendance/Tutor Time Attendance If a student is identified as failing the Attendance Contract, Head of Post 16/SLT Link will meet with the student and parents and place them on an Intensive Support Contract.
5 HeadTeacher	<u>Failure of Intensive Support Contract</u> If a student does not make sufficient improvement following the significant level of support and intervention as detailed in stages 1 to 4 then a meeting will be arranged with the Headteacher, students and parents to discuss the next steps. The Headteacher reserves the right to withdraw a student's place at BGLC at any time. Once the meeting has taken place a formal letter will be sent to confirm the final decision.

Attendance Monitoring Flowchart

STAGE 1 - The Post 16 Attendance Officer (JWE) monitors attendance daily and informs parents of missed lessons/full days/tutor time. Parents/students are then required to give a reason with evidence (if req) for the absence and SIMS is updated. Attendance is then split into General Attendance and Tutor time Attendance

General Attendance – Continued non-attendance - STAGE 2

If a student is identified to have continued non-attendance and no contact has been made by the parents/student then the P16 Attendance Officer will hold a meeting with the student to discuss their attendance.

Tutor Time Attendance – Continued non-attendance - STAGE 2

If a student is identified to have continued non-attendance (with NIRs registered) to tutor time/assemblies/detentions, they will be seen by P16 Attendance Officer..

General Attendance – Continued non-attendance - STAGE 3

If a student is identified to have continued non-attendance then the Post 16 Attendance Officer will arrange a meeting with the student and place them on an Attendance Contract– copies will be sent home.

Tutor Time Attendance – Continued non-attendance - STAGE 3

If a student is identified to have continued non-attendance to tutor time they will be referred to the Lead Tutor who will then arrange a meeting with the student and place them on an Attendance Contract – copies will be sent home.

Continued non-attendance – General Attendance/Tutor Time Attendance - Failure of Attendance Action Plan - STAGE 4

If a student is identified as failing the Attendance Contract, Head of Post 16/SLT Link will meet with the student and parents and place them on an Intensive Support Contract.

Failure of Intensive Support Contract - General Attendance/Tutor Time Attendance - STAGE 5

If a student does not make sufficient improvement following the significant level of support and intervention as detailed in stages 1 to 4 then a meeting will be arranged with the Headteacher, students and parents to discuss the next steps. The Headteacher reserves the right to withdraw a student's place at BGLC at any time. Once the meeting has taken place a formal letter will be sent to confirm the final decision.