



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

Telephone: 0116 287 9921 Website: [www.brookvalegroby.com](http://www.brookvalegroby.com)

## BGLC Attendance Policy & Procedures - Post 16

August 2024

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 97% 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 contact is made with the Post 16 Team ([post16@brookvalegroby.com](mailto:post16@brookvalegroby.com)) before the date of the absence from college, giving the reason for the absence and any evidence required (see below). Also ensure contact is made with your tutor and teachers of any lessons missed to collect the work. Legitimate reasons for absence that will be authorised include:

- A Hospital/Orthodontist appointment that cannot be arranged out of school hours – 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 (if overall attendance is above 85%)
- Approved Public Performance/Sporting Activity (prior consultation with Head of Post 16)

**Regular doctor and dentist appointments need to be made outside of school hours as do driving lessons and the theory test.**

### Unauthorised absences

Please ensure parents/guardians contact the college on 0116 2879921 and leave a message on the absence line option 1 or email [attendance@brookvalegroby.com](mailto:attendance@brookvalegroby.com) before 9am on each day of absence. If no contact is received by 10am, and a student is not registered in school, an email will be sent to parents/carers.

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 (if overall attendance is under 85%)
- Term time holidays (Any holiday is unauthorised)
- Paid employment - During school hours 8.40am - 3.10pm
- Birthdays/other celebrations
- Driving lesson, routine doctors/dental appointment (These should be arranged outside of school hours)
- 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 and evidence has been given.

If you leave campus during the school day due to illness you need to speak to Post 16 initially who will call a parent/guardian to pick you up/get permission for you to walk home. You will then need to sign out using the sign in app. This is for welfare and safeguarding purposes, we have a duty of care for our students to ensure they are able to get home safely if they are ill.

### **Lateness**

You need to ensure you arrive at school on time and are present for registration; this is done at 8.40am each day. Where a genuine reason for lateness exists, this may be an authorised absence, but where explanations are inadequate or the lateness is after 8.50am then an absence (late) will be recorded and email sent out to parents.



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

Telephone: 0116 287 9921 Website: [www.brookvalegroby.com](http://www.brookvalegroby.com)

## Attendance Policy Monitoring Procedure - Post 16

Stages	Description
1  Campus Attendance Team	<p>The <b>Campus Attendance Team</b> will monitor attendance daily and parental contact made if needed.</p> <p>Students who have been identified as registering to school but have missed lesson(s), parental contact will be made.</p> <p>Parents/students should contact the attendance team (<a href="mailto:attendance@brookvalegroby.com">attendance@brookvalegroby.com</a>) and provide a reason for the absence.</p>
2  Post 16 Team	<p><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 Team will hold a meeting with the student to discuss their attendance and report back to the parent.</p> <p>72 hours of absence without contact from a student/parent, may trigger a wellbeing home visit.</p> <p>21 days of consecutive non-attendance, without contact, results in students being unenrolled.</p> <p><u>Tutor Time Attendance – Continued non-attendance</u> If a student is identified to have continued non-attendance to tutor time/assemblies, they will be flagged by the Post 16 Team and emails sent home.</p>
3  Post 16 Team  Lead Tutor	<p><u>General Attendance – Continued non-attendance</u> If a student is identified to have continued non-attendance following intervention, then the Post 16 Team will arrange a meeting with the student and place them on an Attendance Contract (&lt;90% attendance) – copies will be sent home.</p> <p><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 be placed on an Action Plan - copies will be sent home.</p>
4  Head of Post 16/SLT Link  Lead Tutor/SLT Link	<p><u>Continued non-attendance – Failure of Attendance Action Plan</u> If a student is identified as failing the Attendance Contract, the Head of Post 16/SLT Link will meet with the student and parents and place them on an Intensive Support Contract (&lt;85%).</p> <p><u>Tutor Time Attendance – Continued non-attendance</u> If a student is identified as failing the Action Plan, Lead Tutor/SLT Link will meet with the student and parents and place them on an Intensive Action Plan.</p>
5  HeadTeacher	<p><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.</p>