



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

Telephone: 0116 287 9921 Website: www.brookvalegroby.com

10 September 2024

Dear Parent/Carer

We are writing to **all families** of students in KS3 and KS4 with some information that will support attendance and safeguarding protocols in school.

Attendance is part of our safeguarding process and ensuring all students are safe every day is why we require parents to contact the school by **8.00am**, if their child is going to be absent, or late on any given day, (unless this has been pre-arranged with the School, such as a medical or visit).

To report absence (where possible along with medical evidence referred to later in this letter):

- For years 7 - 11 email attendance@brookvalegroby.com or call School Attendance, Option 1
- For Post 16 email Post16@brookvalegroby.com or call Post 16

If your child arrives late to School, **THEY MUST** sign in at Reception.

A student that does not attend Tutor Time or sign in with Reception will be marked as absent. If they then do not register in Lesson 1, you will receive a text informing you that they are not in School. This can be distressing for parents, so please remind your child that they need to attend Tutor Time and all lessons to prevent action being taken.

Any parent who uses our App to check attendance, please be aware that there is sometimes a lag with coding, so your child "may" be marked as N (absent), but merely late to a lesson or held up, so missed the original register being taken. If we do not contact you, please wait for the App to refresh and show the correct code, as your child is not missing.

Additional Information for Families

The School target for attendance is 97%. Pupils that fall below this target will be monitored and meetings offered to support families to improve this. There are usually legitimate reasons for absence, such as illness or compassionate leave, however, we trace falling attendance for any potential issues or emerging patterns.

When a pupil's attendance falls below 90%, the Government classes this as "Persistent Absence", requiring medical evidence to be authorised. This can, for example, be in the form of an appointment letter or an image of medicines that pupils have been prescribed.

Continued falling attendance, without medical evidence, may lead to families being referred to The Local Authority and a potential fine. We do not want this to happen and will also contact parents to offer any support that may be needed.

Term Time Holidays

Guidance from The DfE states that term-time holidays and extended leave are not permitted and **will not be authorised**, with fixed penalties in place for the coming year. Families may request term time leave by writing to the Headteacher (can email headteacher@brookvalegroby.com) but this will only be granted in exceptional circumstances (at the Head's discretion).

Tutor Time

I would also like to remind all parents, carers and pupils that Registration in the morning is **8.40am** and pupils need to be with tutors by this time, as this is when they receive their legal mark. Persistent lateness to Tutor Time may lead to a referral to The Local Education Agency and fining.

If you or your child would like to speak to a member of the Attendance Team, please do not hesitate to contact us and we will assist in any way that we can.

Yours sincerely

Mrs Andrea Lovell

Attendance Officer

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Mrs Julie Tasker

Attendance Administrator

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