

Attendance at Balshaw's High School

This is "an outstanding school" (Ofsted Sept 13) and your child plays their part in making it so.

We aim for an environment which enables and encourages all members of the community to aim for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, everyday the school is open unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

The minimum level of attendance at Balshaw's is 97%.

"Records show attendance is well above Average."

Who are the attendance team and how do I contact them?

attendance@balshaws.org.uk
www.balshaws.org.uk/absence-reporting

Mrs L Leyland

Attendance Officer

Attendance Line: 01772 421009 ext 1

SCHOOL TERM AND HOLIDAYS 2017/2018

AUTUMN TERM 2017

Training Day	Friday 1st September 2017 Monday 4th September 2017
Re-open on	Tuesday 5 September 2017 9.00am Year 7 only 1.30pm Years 8-11
Training day	Friday 6th October 2017
Mid Term Closure	Monday 30 October – Friday 3 November 2017 (inclusive)
*Early closure on	Wednesday 20 December 2017
Training Day	Thursday 21st December 2017 Friday 22nd December 2017

SPRING TERM 2018

Re-open on	Monday 8 January 2018
Mid Term Closure	Monday 12 February - Friday 16 February 2018 (inclusive)
Closure after school on	Friday 23 March 2018

SUMMER TERM 2018

Re-open on	Monday 9th April 2018
May Day Closure	Monday 7 May 2018
Mid Term Closure	Monday 28 May - Friday 1 June 2018 (inclusive)
*Early closure on	Friday 20 July 2018

** Please see the school website for early closure times nearer the date. Likely to be approximately 1.00pm.*



All You Need to Know About Attendance at Balshaw's High School



Outstanding School

Attendance Line
01772 421009 ext 1
attendance@balshaws.org.uk

What must I do if my child is ill and will be absent from school?

If your child is absent you must:

Contact us as soon as possible on the first day of absence, either by phone **01772 421009 ext 1**, email: **attendance@balshaws.org.uk**.

You can also report an absence through our website on the left hand side of the home page **www.balshaws.org.uk/absence-reporting** or you can call into school and report to reception.

If your child is absent we will:

Telephone you on the first day of absence if we have not heard from you. If absence persists without good reason we may visit you at home or invite you into school to discuss the situation.

What must I do if my child has an appointment during the school day?

Appointments should be made outside of school hours. However, some appointments inside the school day are unavoidable.

If this is the case you should let school know as soon as possible. You must ring the School Office, write in your child's planner, and bring proof of appointment to Mrs Leyland the Attendance Worker.

What must I do if my child needs to be absent from school due to Religious reasons?

The school will authorise one day 'leave' (i.e. the day set aside by the Religious Body of which the parent is a member per religious festival, e.g. Eid, but no more than 3 days in any one academic year.)

Parents must request this leave in advance to School.

Please call school if your child contacts you directly regarding feeling unwell rather than coming to collect them.

What must I do if my child is late to school?

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and time with their class teacher. Students arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence.

Being 10 minutes late everyday throughout the academic year is the same as missing two weeks of school!

The school day starts at **8.45am** and we expect your child to be in school at that time.

Registers are marked by **9.00am** and your child will receive a late mark if they are not in by that time..

They MUST sign in at the Hub.

At **9.45am** the registers will be closed. In accordance with regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and students, as this is the best way to ensure as high a level of attendance as possible.

Leave in Term Time

There is **no** automatic entitlement in law to time off in school to go on holiday. It is important that you understand that leave in term time **WILL NOT** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents/carers, to be exceptional. The Headteacher has the final say in all matters regarding authorising absences.

Any period of leave taken without the agreement of the school, or in excess of the agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

The school term and holiday dates for 2017 - 2018 are on the rear of this leaflet.

What happens if my child is reluctant to attend school?

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents, and the child. If your child is reluctant to attend school it is better to speak to school to resolve the issue, rather than trying to cover up their absences, or give in to pressure to let them stay at home.

You and your child may be referred to our Pastoral Team who can help to resolve the issues that are affecting your child's attendance. Parents are expected to contact the school at an early stage and to work with staff in resolving any problems together. This is nearly always successful.

We may consider using the following strategies to help support parents in improving their child's attendance and/or punctuality.

This includes: Meetings in school, home visits, Penalty Notices, Parenting contracts, Use of the Common Assessment Framework (CAF) and/ or referral to outside agencies.