

Attendance at Balshaw's Church of England High School

This is "an outstanding school" (Ofsted Sept 2013) and your child plays their part in making it so.

Our goal is to create 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 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 BALSRAW'S IS 97%.
THIS IS CLASSED AS GOOD ATTENDANCE.**

**WHO ARE THE ATTENDANCE TEAM AND HOW
DO I CONTACT THEM?**

[Mrs L Leyland](#) - Attendance Officer

- Synergy Gateway
- email: attendance@balshaws.org.uk
- website: www.balshaws.org.uk/absence-reporting
- by phone **01772 421009 Ext.1**

SCHOOL TERM 2021/2022

AUTUMN TERM 2021

Year 11 'Test & Go' Day	Tuesday 31 August 2021
Year 9 & 10 'Test & Go' Day	Wednesday 1 September 2021
Year 7 & 8 'Test & Go' Day	Thursday 2 September 2021
Re-open for all students	Friday 3 September 2021 – 8.40am for all
Training day	Friday 8 October 2021
Mid Term Closure	Monday 25 Oct—Friday 29 Oct 2021 (inc)
Training day	Monday 1 November 2021
Closure in lieu of Queen's Jubilee	Monday 15 November 2021
*Early closure on	Friday 17 December 2021

SPRING TERM 2022

Training days	Tuesday 4 and Wednesday 5 January 2022
Re-open on	Thursday 6 January 2022
Mid Term Closure	Monday 14 Feb—Friday 18 Feb 2022 (inc)
Closure after school on	Friday 1 April 2022

SUMMER TERM 2022

Re-open on	Tuesday 19 April 2022
May Day Closure	Monday 2 May 2022
Mid Term Closure	Monday 30 May—Friday 3 June 2022 (inc)
*Early closure on	Friday 22 July 2022

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

SCHOOL DAY TIMINGS

Yr7	Gate open 8.35 Reg 8.40	P1 9.10-10.10	P2 10.10 - 11.05	Break 11.05-11.30	P3 11.30-12.30	P4 12.30-1.30	Lunch 1.30-2.05 Sitting 3	P5 2.05-3.10	Extra-Curricular & Detentions
Yr8	As above	As above	P2 10.10 - 11.10	Break 11.10-11.30	As above	P4 12.30-1.20	Lunch 1.20 - 2.05 Sitting 1	As above	
Yr9	As above	As above	As above	As above	As above	P4 12.30-1.30	Lunch 1.30-2.05 Sitting 2	As above	
Yr10	As above	As above	As above	As above	As above	As above	As above Sitting 3	As above	
Yr11	As above	As above	As above	As above	As above	As above	As above Sitting 2	As above	



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



Excellent School

Attendance Contact
Synergy Gateway
attendance@balshaws.org.uk
www.balshaws.org.uk/absence-reporting
01772 421009 Ext.1

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

- Synergy Gateway
- email: attendance@balshaws.org.uk
- website: www.balshaws.org.uk/absence-reporting
- by phone 01772 421009 Ext.1

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 Attendance Officer, write in your child's planner and provide proof of the appointment to the Attendance Officer, Mrs Leyland

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 or religious festival, e.g. Eid, but no more than three 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. If your child arrives to school after 8.50am they will receive a late detention that day at lunchtime. If your child is late to school 3 times in a week they could receive a day in the school inclusion unit. 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 gates open at 8.35am and we expect your child to be at school at that time. Registers are marked by Tutors at 8.40am 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 period, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

The school term dates for 2021/2022 are on the rear of this leaflet.

Please avoid taking your child out during these dates.

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.

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