

SCHOOL TERM 2022/2023

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 at school 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.

HOW DO I CONTACT THE ATTENDANCE TEAM?

[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**

Training day
† Re-open on
Training day
Mid Term Closure
Training day
***Early closure on**

Training days
Re-open on
Mid Term Closure
Closure after school on

Re-open on
May Day Closure
Mid Term Closure
***Early closure on**

AUTUMN TERM 2022

Thursday 1 September 2022
Friday 2 September 2022
Friday 7 October 2022
Mon 24 Oct – Fri 28 Oct 2022 (inc)
Friday 18 November 2022
Friday 16 December 2022

SPRING TERM 2023

Tuesday 3 and Wednesday 4 January 2023
Thursday 5 January 2023
Mon 13 Feb - Fri 17 Feb 2023 (inc)
Friday 31 March 2023

SUMMER TERM 2023

Monday 17 April 2023
Monday 1 May 2023
Monday 29 May - Friday 2 June 2023 (inclusive)
Friday 21 July 2023

† Please see school website for start times for individual year groups nearer the date.

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

SCHOOL DAY TIMINGS

8.30am	School opens to students
8.40am - 9.10am	Collective Worship/Tutor Registration/PSHE
9.10am - 10.10am	Period 1
10.10am - 11.10am	Period 2
11.10am - 11.30am	Break
11.30am - 12.30pm	Period 3
12.30pm - 1.30pm	Period 4
1.30pm - 2.10pm	Lunchtime
2.10pm - 3.10pm	Period 5
3.10pm	End of school day
3.10pm onwards	Extra-Curricular Clubs and Detentions



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. AS THIS IS NOT SCHOOL PROCEDURE.

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 8.30am 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 2022/2023 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.