

Attendance at Balshaw's Church of England High School

This is "a good school" (Ofsted February 2023) 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 BALSHAW'S IS 97%.
THIS IS CLASSED AS GOOD ATTENDANCE.**

"Records show attendance is well above average"

97-100%	This is the expected attendance target level for all students
90-96%	This level will trigger early action to establish and investigate the reasons for absence. Meetings are held in school with parents/carers to discuss issues and develop strategies for improvement
Below 90%	This is considered Persistent Absentee status. Cases are referred to the School Attendance Officer to follow up

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

SCHOOL TERM 2025/2026

Autumn Term 2025

**Training days	Monday 1 and Tuesday 2 September 2025
† Re-open on	Wednesday 3 September 2025
**Training day	Friday 3 October 2025
Mid Term Closure	Monday 27 October - Friday 31 October 2025
**Training Day	Friday 14 November 2025
* Early closure on	Friday 19 December 2025

Spring Term 2026

**Training day	Monday 5 January 2026
Re-open on	Tuesday 6 January 2026
Mid Term Closure	Monday 16 February - Friday 20 February 2026
* Early closure on	Friday 27 March 2026

Summer Term 2026

Re-open on	Monday 13 April 2026
May Day Closure	Monday 4 May 2026
Mid Term Closure	Monday 25 May - Friday 29 May 2026
* Early closure on	Monday 20 July 2026

† 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.
Likely to be approximately 1.00pm

** Training Days – school is closed for students

SCHOOL DAY TIMINGS

8.30	School opens to students
8.40 - 9.10	Collective Worship/Tutor Registration/PSHE
9.10 - 10.10	Period 1
10.10 - 11.10	Period 2
11.10- 11.30	Break
11.30 - 12.30	Period 3
12.30 - 13.30	Period 4
13.30 - 14.05	Lunchtime
14.10 - 15.10	Period 5 (including registration)
15.10	End of school day
15.10 onwards	Extra-curricular clubs and activities



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 email attendance@balshaws.org.uk or contact through Synergy Gateway with proof of the appointment where possible

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/Carers 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 9:10am the morning registers will be closed. In the afternoon registers will be taken and will close at 2.40pm. 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/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend.

All school staff are committed to working with parents/carers 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 2025/2026 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/carers 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/carers 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/carers 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.