

ABSENCE DURING TERM TIME...

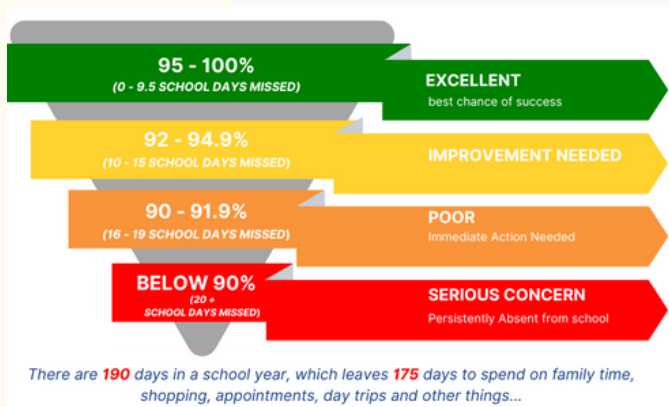
School absence falls within 2 category's, AUTHORISED - those which the school will give permission for & UNAUTHORISED absence - those that school will not.

Examples of unauthorised absences that will not be agreed by the school:

- Days Trips
- Shopping
- Baby sitting
- Birthdays
- Parent/carers sickness
- Non-Urgent medical treatment

Days of school add up to lost learning

Every school day counts...




Your Legal Responsibility


By law, all children of compulsory school age must receive a suitable, full time education. As a parent/carers you are legally responsible for ensuring this happens and your child attends school regularly.


If you fail to do so, you are committing an offence and the local authority can take action against you.


CONTACT INFORMATION...

 attendance@blc.school

 enquiries@blc.school

 01173 534472
• Option 1 - Primary Absence
• Option 2 - Secondary Absence

 bridgelearningcampus.org.uk

 **Arbor** Our in-house communication service

ATTENDANCE MATTERS @ BLC



SCHOOL ATTENDANCE

Guide for parents & carers



William Jessop Way
Bristol
BS13 0RL

ENSURE YOUR CHILD ATTENDS SCHOOL ON TIME EVERYDAY!

There is a link between good school attendance and high level attainment.

Regardless of the reason, if your child is absent from school, it will impact on their learning

Medical Appointments

Where possible, all medical appointments should be booked out of school hours. Where this is not possible, the amount of school time missed should be kept to a minimum. School may not authorise time off, if evidence is not provided.

Too ill to attend school?

Children can attend school with minor ailments, (toothache, headache, stomach ache, cold's, sore throats) over the counter medicines can be given before school. School will contact you should your child become too unwell to stay in school.

If you are unsure how long your child should be absent with an illness, please speak to a member of school staff, your child's GP or pharmacist, who will confirm.

Please ensure all personal information, held in school is current and up to date

Unauthorised Leave in Term Time (Holidays)

Children are not entitled to holidays during term time. Family holidays should be taken during school holiday periods.

Requests for leave, due to exceptional circumstances, must be made in writing to the headteacher, with a minimum of 2 weeks notice.

A penalty notice, of £60 per parent, per child may be issued should you continue with your leave of absence (*please refer to Penalty Notice Leaflet for further information*)

Reporting your child's absence

It is a parents responsibility to notify the school, everyday their child is going to be absent, clearly stating the reason why (*please see contact information above*).

Lateness to school

It is extremely important your child attends school on time, everyday. Every minute late, amounts to lost learning and possibly an unauthorised absence for that session (incurring unauthorised absences, can lead to a Penalty Notice being issued by the local authority).

Managing absence

We have a specialist team within school, who meet regularly to discuss students attendance, identify any concerns and implement actions where necessary.

With our new 'Graduated Response' to school attendance parents/carers may be invited into school to discuss any current support needs for their child.

Support

A child at school will spend most of their time with their class teacher or school staff. We encourage open and consistent communication, with our parents/carers, to ensure we are providing the best possible care for your child.

There are many different reasons parents/carers may need extra support:

- Difficulty with your child's behaviour
- Transport issues
- Financial worries
- Mental Health difficulties
- School uniform
- Friendship groups
- Personal worries/household concerns

We have a dedicated and skilled team within school, as well as working with many outside support groups and agencies, who are able to support your current needs.

Establishing Routines

Establishing good evening and morning routines, will support your child attending school on time.

SCHOOL DAY @ BLC

Primary:

Start - 8:30am
Finish - 3:00pm

Secondary:

Start - 8:35am
Finish - 3:00pm



WORKING TOGETHER TO
EMPOWER YOUR CHILD'S FUTURE