2026 - 2027

A-Z GUIDE TO SCHOOL ATTENDANCE



CONTACT INFORMATION...

attendance@blc.school

enquiries@blc.school

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

Bridge Learning Campus

Arbor

Our in-house communication service

www.bridgelearningcampus.org.uk

Attendance Matters!

Every Student, Every School, Every Day

Appointments

Please arrange all medical appointments outside of school hours where absolutely possible. If you have an urgent appointment within school hours, please send your child to school before and after their appointment.

A

Belonging

Being part of the school community is a big part of your child's life. Missing out key routines or events can lead them to feeling uninvolved and disconnected

B

Class Charts

This is our in-house monitoring system, where you can track your child's school attendance aswell as an insight into your child's school day. Please contact us if you need to be set up.

C

Daily Routine

Establish consistent routines for your child, i.e.: bedtime, mornings and attending school everyday.

D

Encourage

Encourage your child to take part in out of school activities such as breakfast & after school clubs. This allows them to experience new activities and socialise with new friends.

E

Friendships

Friendships made at school can last a lifetime. Days off can make it harder for children to maintain these relationships.

F

Good Attendance

All students should aim for 95% school attendance or higher to achieve the best outcomes and opportunities.

G

Happy Times

Holidays in term time are not authorised unless there are exceptional circumstances. You must complete a Leave of Absence request form.

H

Inset Days

These are staff training days, where your child is not required to attend school. Please be aware, different schools, have different Inset Days.

i

Join together

Working together is important to ensure we keep open lines of communication and address any concerns should they arise and keep parents/carers up to date.

J

Keep Fit/Healthy

A healthy lifestyle, means a healthy mind. A nutritious breakfast will give your child the energy they need for the rest of the day. Drinking plenty of water helps concentration too!

Please remember students can attend breakfast club in primary and we offer bagels in secondary.

K

Lateness

It is extremely important your child attends school on time, everyday. Every minute late accounts for lost learning and possibly may lead to an unauthoirsed absence. Being late to school disrupts teaching plans and causes students to miss out on vital information. Help your child build a habit of good timetkeeping, ready for their future.

Primary school day starts @ 8:30am
Secondary school day starts @ 8:35am

Students who arrive to school after the close of our school registers (9:05am) will incur an unauthorised absence for the whole morning session, this may count towards any future legal sanctions imposed.

Monitoring Attendance

We are committed to supporting the emotional well-being and mental health of all members of our school and forms an essential part of the school's ethos. We firmly believe that emotionally healthy and resilient pupils will become strong independent learners and responsible citizens within the community.

M

Next Steps

Throughout your child's school journey, they are preparing for their next steps in life.
Good habits are formed from an early age and will shape their future.

N

Opportunities

Your child has got access to many different opportunities by attending school, from clubs, trips, advice/guidance, careers. Don't let them miss out.

O

Persistent Absence

When a student misses 10% of their schooling over an academic year. This means your child has missed 19 + school days and serious action must be taken. This may result in legal action being taken against you.

P

Qualifications

The higher a pupil's attendance, the more they are likely to learn, and the better they are likely to perform in exams and formal assessments

Q

Reporting your child absent

If your child is not going to be in school or they are going to be unwell, please ring the attendance line before 9am. This will stop a welfare visit taking place - please see contact info above.

R

Support

Please speak to us if you would like some support. We have dedicated /skilled teams who can assist you, aswell as working with many outside agencies who can do the same
PLEASE ASK FOR HELP.

S

Travel

Parents are responsible for their child's journeys to and from school. However, in some circumstances support with transport may be available

T

Unauthorised Absence

Any absence that is either not explained by a parent/carer or is not agreed by the school, will be counted as unauthorised. Casual absence means children are being kept off school when they don't need to.

U

Values

B.R.I.D.G.E
Build
Respect
Inspire
Dare
Graft
Empower

V

Welfare Visits

Should we not receive any communication from a parent/carer or have a concern, you may receive a welfare visit from our school staff, to check on your child.

W

X ♥ X

Show your child love and encouragement, by asking them about their school day.

X

You

As a parent/carer, you are legally responsible for ensuring your child attends school regularly. If you fail to do so, you are committing an offence and legal action may be taken against you.

Y

Zzzzzzz

Early bedtimes, make for a smoother morning and a better start to their school day. Monitoring your child's night time activities is important.

Z

AUTHORISED & UNAUTHORISED ABSENCE...

Example's of Authorised absence

When the headteacher/school has agreed the reason for your child's absence

- An absence for sickness and the school does not have reasonable doubt to believe otherwise
- Medical or dental appointments which unavoidably fall during school time
- Religious or cultural obervances
- An exceptional circumstance (Approval is required)
- Sporting events, music assessments and competitions (Approval is required)

Examples of Unauthorised absence

Any absence where the headteacher/school has not agreed to your child's absence

- Students who are absent from school without a reason
- Truancy before or during school
- Arrival at school after registration has closed (after 9:05am)
- Absence to go shopping, looking after children, birthdays
- Going on holiday

Please note...

The only time your child's attendance will not be affected is when they are in school, arrive to school before the close of our registers, or the headteacher has approved off-site activity. Even if your child's absence falls into an Authorised Absence category, their attendance will still be affected and decrease.

