Every school day is an opportunity to learn, grow and shine. Make every day count.

CONTACT US

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SCHOOL ATTENDANCE A GUIDE FOR PARENTS/CARERS

BE HERE. BE INSPIRED. BE SUCCESSFUL.

BLC'S COMMITMENT

At Bridge Learning Campus, we are committed to ensuring that every child has the opportunity to thrive, achieve their potential, and enjoy their time in school. We know that regular attendance plays an important role in children's learning, wellbeing, friendships and future opportunities. We also recognise that every child is unique, and that there can be times when attending school regularly is more challenging. As parents and carers, you know your child better than anyone else. Your knowledge, insight and understanding of your child's needs are incredibly valuable, and we want to work in partnership with you to ensure we are providing the right support at the right time

SCHOOL CULTURE

A supportive school culture helps to create an environment where pupils are listened to, feel they belong, and actively want to be in the classroom. Successfully developing this culture involves the collaboration and efforts of the entire school community including students, their families and staff.

SUPPORT

At Bridge Learning Campus we have a dedicated team who work together to secure the best outcomes for your child.

Our approach to attendance is centred around understanding, listening and working together. If your child is finding school difficult for any reason, we want to know about it so that we can explore how we can help. Whether the challenges relate to:

- health
- mental Health
- wellbeing
- friendships
- family circumstances
- routines
- anxiety
- transport

or something else entirely, we are committed to finding solutions alongside you.



BLC'S GRADUATED RESPONSE TO SCHOOL ATTENDANCE

A graduated response is a staged approach used by schools to support pupils and families when attendance becomes a concern. The aim is to identify barriers to attendance as early as possible and provide the right support at the right time.

Support may include conversations with parents/carers, attendance meetings, personalised plans, referrals to other services, and, where necessary, more formal interventions. The level of support increases if attendance does not improve, ensuring that every child and family receives the help they need to achieve regular school attendance.

EVERY CHILD MATTERS

We want all children to have fantastic school attendance, regardless of the setting or the barriers they may face. We believe that by improving attendance we will:

- Unlocking Potential
- Healthy Minds
- Social Connection
- Pathways to Success
- Opportunity & Achievement
- Creating brighter futures
- Enhance Belonging
- Keeping children safe

WHAT DOES THE LAW SAY

By law, all children of compulsory school age must receive a suitable, full time education. As a parent/carer 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.

Once your child is registered at a school, you are responsible for making sure they attend regularly

WHO IS A PARENT?

In education law, a parent includes all natural parents, whether they are married or not. It also includes anyone who has parental responsibility for a child, and any person who has care of a child on a day-to-day basis, such as a foster carer, guardian, grandparent, or other family member with whom the child lives.

WHAT HAPPENS IF YOUR CHILD DOES NOT ATTEND SCHOOL REGULARLY

If your child is registered at a school, but absent without good reason, the school may choose not to authorise any of those days. This could result in the local authority taking action against you for each child absent, including:

- A fine (Penalty Notice)*
- Attendance Prosecution through the magistrates court, which could lead to a greater fine of up to £2,500 or a parenting order being issued
- An Education Supervision Order (ESO) through the Family Courts
- Your child's school may apply for the local authority to issue a penalty notice if:
  - Your child goes on holiday without permission from the headteacher
  - Your child is absent or late without a suitable explanation, or none is provided

You may recieve a penalty of £160 for each child's absence if paid within 28 days. Reduced to £80 if paid within 21 days.

If a second penalty is issued within a 3 year rolling period the fine is £160 with no option to pay at a reduced rate

A third penalty notice cannot be issued in a 3 year rolling period and therefore you may face prosecution in the magistrates court which could result in a maximum fine of £1000.



ABSENCE DURING TERM TIME

Authorised Absence is an absence from school that has been approved by the Headteacher or another authorised member of staff because there is a valid reason for the pupil not to attend.

Examples of authorised absence may include:

- Illness or medical appointments that cannot be arranged outside school hours.
- Religious observance recognised by the family's faith.
- Exceptional circumstances approved by the school.
- Bereavement or significant family circumstances.
- Attendance at an approved educational activity.

Unauthorised Absence is an absence from school that has not been approved by the school, or where no acceptable reason has been provided for the pupil being absent.

Examples of unauthorised absence may include:

- Keeping a child off school without a valid reason.
- Holidays taken during term time without the Headteacher's authorisation.
- Arriving after the register has closed.
- Missing school due to birthdays, shopping trips, family outings, or similar activities.
- Failure to provide a reason for an absence.

MANAGING ATTENDANCE

REPORTING AN ABSENCE

All absences need to be reported to school before the start of the school day, clearly stating the reason for your child ot attending school that day:

Contact us:
Tel: 01179 030356
Option 1 - Primary Absence
Option 2 - Secondary Absence
Email: attendance@blc.school
Arbor Comms - Parent Portal

UNDER THE WEATHER

Some children may wake up feeling slightly unwell, tired, or low on energy, but still be able to access learning. This initiative gives families confidence to send their child to school knowing their wellbeing will be monitored.

Please complete an Under the Weather notification before school:

TOO ILL TO ATTEND SCHOOL

Children can attend school with minor ailments such as toothache, headache, stomach ache, colds and 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.

LEAVE OF ABSENCE

A leave of absence is permission for a pupil to be absent from school for a specific period of time. Parents/carers must request leave in advance (at least 2 weeks notice) and it will only be considered in exceptional circumstances,

Please Note - A holiday is not deemed to be an exceptional circumstance, families should avoid booking holidays during term-time.

Each request is considered individually, taking into account the pupil's attendance, the reason for the request, and the potential impact on their education.

Should an unauthorised absence reach the the statutory level to issue a Penalty Notice, this may be applied for via Bristol City Council, where legal action could be taken against you.



MEDICAL APPOINTMENTS

All routine medical appointments should be booked outside of school hours. Where not possible, keep school time missed to a minimum.
School may ask to see medical evidence (prescription, medicine packaging with label, or appointment card).

PUNCTUALITY

Arriving at school on time is an important part of good attendance. Being late can cause children to miss vital learning, disrupt lessons, and make it harder for them to settle into the school day. Establishing good punctuality habits helps children feel prepared, confident, and ready to learn.

If a pupil arrives after the register has closed, the absence may be recorded as unauthorised - **Registers close at 9:05am**

ESTABLISHING ROUTINES

Establishing healthy routines will support your child attending school on time, every day. We know this can be easier said than done in reality - if there is any part of daily routines we can help with, please reach out to us.

Working together, we can remove barriers, improve a student's academic journey and help every child achieve their full potential.