

Being in School **Matters**

At Blessed Trinity RC College, we believe that excellent attendance is one of the most important factors in helping young people succeed.

Students who attend regularly:

- » Achieve better academic outcomes
- » Develop positive friendships and relationships
- » Feel a stronger sense of belonging
- » Improve their confidence and wellbeing
- » Build routines and habits that prepare them for adult life
- » Access the full range of opportunities school provides

Good attendance supports success not only in school but also in future education, employment and training.



Attendance and **the Law**

Parents and carers have a legal responsibility to ensure their child attends school regularly.

Where attendance is a concern, we will always seek to work in partnership with families first. Support may include:

- » Attendance meetings
- » Early Help support
- » Pastoral intervention
- » Medical support planning

Where unauthorised absence continues, Lancashire County Council may be involved and this could result in:

- » Fixed Penalty Notices
- » Parenting Orders
- » Prosecution under the Education Act 1996

Our priority is always to work together positively with families to improve attendance and ensure every child receives the education they deserve.

Need Support?

If you are worried about your child's attendance or there are barriers preventing them attending school, please contact us.

Blessed Trinity RC College

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BB10 2PQ

Attendance Team

☎ 01282 506200 (Select Attendance)

✉ attendance@btrcc.lancs.sch.uk

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BLESSED
TRINITY
RC COLLEGE

Promoting exceptional pupil attendance

Information & Advice for Parents & Carers



attendance
MATTERS

Working Together

At Blessed Trinity RC College, we know that every family's circumstances are different.

If you are facing challenges that are affecting your child's attendance, please speak to us. We will listen, understand your situation and work with you to provide support wherever possible.

When school and home work together, young people achieve more, feel happier and have the best chance of success.

“
Every Day Counts.
Every Lesson Matters.
Every child deserves the best start.
”

If Your Child Is Absent

We understand that occasionally absence cannot be avoided. If your child is unable to attend school:

- » Contact the school before 8.30am on the first day of absence
- » Clearly explain the reason for absence
- » Keep us updated if the absence continues
- » Provide medical evidence where appropriate

If we do not hear from you, we will contact you as part of our safeguarding responsibilities.

Where possible:

- » Arrange routine medical and dental appointments outside school hours
- » Inform school of unavoidable appointments in advance
- » Encourage your child to attend before or after appointments where possible

What Does 90% Attendance Really Mean?

90% attendance may sound good, but it means:

- » Missing half a day of learning every week
- » Missing approximately 19 school days each year
- » Missing around 95 school days over five years
- » Losing almost half a year of education

Small amounts of absence quickly add up and can have a significant impact on achievement.

100% EXCELLENT ATTENDANCE

0 Days absence (190 school days)



97% GOOD ATTENDANCE

6 Days absence (184 school days)



92% REQUIRES IMPROVEMENT

15 Days absence (175 school days)



90% CAUSE FOR CONCERN

19 Days absence (171 school days)



80% SERIOUS CONCERN

38 Days absence (152 school days)



“
Our aim is for every student to achieve at least 96% attendance.
”



Authorised Absences

These may include:

- » Genuine illness
- » Hospital appointments
- » Medical appointments that cannot be arranged outside school hours
- » Religious observance
- » Bereavement or exceptional circumstances

The Headteacher determines whether an absence can be authorised in accordance with government guidance.

Unauthorised Absences

These may include:

- » Holidays taken during term time
- » Shopping trips
- » Birthdays and celebrations
- » Missing school after oversleeping
- » Looking after siblings or relatives
- » Arriving after registers have closed

Unauthorised absences can have serious consequences and may trigger formal intervention.

Term-Time Leave

Family holidays should be taken during school holiday periods. There is **no automatic right** to leave during term time. Leave of absence can only be authorised in **exceptional circumstances**.

If you wish to request leave:

- » Complete a Leave of Absence Form
- » Submit the request before making any travel arrangements
- » Await a decision from the Headteacher
- » Each request is considered carefully and fairly based on the individual circumstances presented