



BLESSED
TRINITY
RC COLLEGE

Promoting exceptional pupil attendance

Information & Advice for Parents & Carers

 attendance
MATTERS



Attendance

Our shared goal

At Blessed Trinity RC College, we want every child to feel safe and supported, achieve their full potential and build strong friendships and routines. We firmly believe that strong attendance underpins all of this. If pupils are not in school, they cannot benefit fully from the curriculum or the developmental opportunities that are available to them.

Absence means that children miss important school time and it can be difficult for them to catch up academically and socially. For some pupils, this can be the trigger to anxiety and other mental health issues. We must work together to establish strong routines to prevent this happening.

What you can do

Ensure that your child attends school regularly and arrives on time. Lateness can be very disruptive for the class and your child. If your child is later than 9:30am, this will be recorded as an unauthorised absence.

If your child is absent from school you must:

- » Phone the school on 01282 506200 and select the Attendance option to notify us of the reason for the absence and the expected return date
- » Alternatively, you can register your child's absence on the Arbor app
- » Provide medical evidence due to illness at all times

Unacceptable reasons for absence

- » Looking after siblings
- » Long weekends or term time breaks
- » Shopping trips
- » Birthdays
- » Holidays

Your legal responsibilities

As a parent or carer, you have a legal responsibility to ensure that:

- » Your child receives a full-time education
- » Your child attends school regularly

You are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being issued with a Penalty Notice or being taken to court.

The Local Authority may decide to prosecute parents in instances where the absence is unauthorised by the school. If this happens:

- » Parents can be fined up to £2500 or imprisoned for failing to ensure that their child attends regularly
- » Magistrates can also impose a Parenting Order, which means that the parent has to attend a counselling and guidance programme
- » A Penalty Notice of £60 may be issued by the Local Authorities as an alternative to prosecution. This rises to £120 if unpaid after 21 days but paid within 28 days. Failure to pay will usually lead to prosecution.

Term time **holidays**

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You should not expect your child's school to agree to an absence for a holiday in term time.

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The law states that parents do not have the right to take their child out of school for holidays during term time.

Recent amendments to school attendance regulations (which came in to effect from September 1st 2013), remove references to family holidays and extended leave and make it clear that the Headteacher may not authorise any absence from school unless there are exceptional circumstances.

If you feel there are exceptional circumstances why your child needs to be absent from school, you should apply in advance, by writing to the Headteacher, explaining clearly the dates and reasons you are requesting leave of absence.

If the school refuses a request for leave of absence and the child is still taken out of school, this will be recorded as unauthorised and noted in the child's record.

You may also receive a penalty notice for the period of absence.

Working together

Working together with your school makes a difference for your child.

Help your child's school to ensure that:

- » The importance of your child's education is fostered
- » Rules and routines are observed
- » School expectations around strong attendance and punctuality are supported at home
- » No unnecessary absences from school are reported

Your school will inform you of:

- » The daily starting and finishing time
- » Term and holiday dates
- » Other days when the school will be closed

Your school will inform you if:

- » Your child is not attending
- » Your child is frequently late
- » Your child's absence rate is a concern



Why attendance is **so important**

In secondary education, every lesson builds on the last.

Missing school quickly equals gaps in learning which can often result in pupil anxiety when they return. Where absence becomes regular this can have serious implications on a pupil's wellbeing.

Strong attendance leads to:

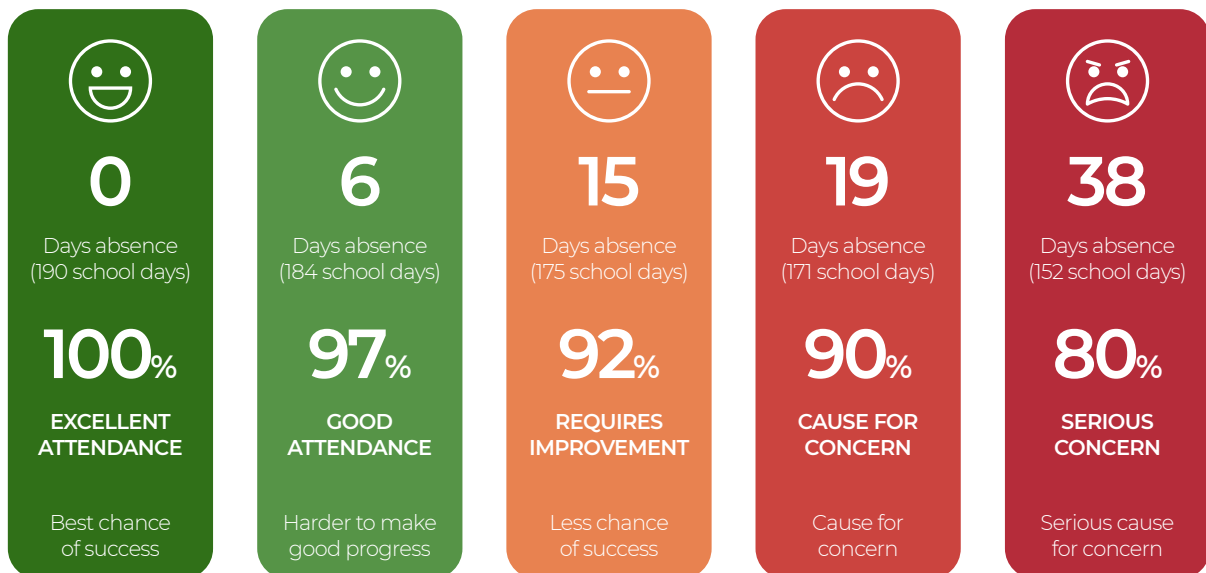
- » Better outcomes
- » Higher confidence and resilience
- » Stronger friendships
- » Stronger development of the whole child



The reality **of absence**

175 non school days a year

That is 175 non school days to spend on family time, visits, holidays, shopping, household jobs and other appointments



This adds up to months of lost learning which in turn, has a huge impact upon a pupil's mental and academic wellbeing.

Our context

We understand that our families face real barriers. We are committed to supporting every child and family with attendance and punctuality.

However...

Poor attendance is one of the biggest barriers to success in our community. Attendance is a key priority for our school and so we ask that parents communicate with us early to enable us to source the right support.



What good attendance looks like

100%

Excellent

95% +

Expected standard

BELOW 90%

Persistent absence
(national concern)

BELOW 50%

Severely absence
(serious concern)

Nationally, schools are expected to act quickly when attendance drops.

Do not be misled by attendance figures. For some parents 90% may seem like a strong figure but the reality is that this is on the brink of persistent absenteeism and is equivalent to missing half a school day each week OR 19 days of school during the school year – that is nearly 4 weeks and around 100 hours of learning.

Why we are strengthening our approach

“While the rates of attendance for some groups, such as disadvantaged pupils, are improving, attendance rates overall remain below national averages. In particular, the proportion of pupils who are persistently absent from school remains too high.”

OFSTED 2026

We are:

- » Raising our expectations for all pupils
- » Acting earlier when attendance drops
- » Ensuring that no child ‘slips through the cracks’

This is about:

- » Support first
- » Early help
- » Clear communication

What this means **for parents**

What you can expect:

- » Regular communication about attendance and punctuality
- » Early contact if attendance dips
- » Clear guidance on absence and illness
- » Meetings, where needed, to support your child

We will always aim to:

- » Work with you
- » Understand any barriers
- » Find solutions together

What we ask from parents

- » Ensure your child attends every day possible – a firm approach is needed from you from Day 1
- » ONLY keep your child off school if they are too poorly to access lessons. Colds, runny noses, sore throats or headaches can all be treated and pupils should not be kept off school.
- » Avoid holidays in term time, whatever the reason. Requests will ALWAYS be refused.
- » Communicate with us early if concerns arise
- » Promote routines (sleep, organisation, punctuality)

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Small habits **make**
a big difference
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Need Support?

We understand that attendance difficulties can arise for many reasons.

If your child is experiencing issues that affect attendance, please contact us as soon as possible so that we can work together to provide support.

Blessed Trinity RC College

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BB10 2PQ

Attendance Team

☎ 01282 506200 (Select Attendance)

✉ attendance@btrcc.lancs.sch.uk

🌐 www.btrcc.lancs.sch.uk



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

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We are here to work with you,
not against you.

