

Reporting Absences:

If your child is going to be absent, you must contact school before 8:30am or as soon as practically possible, on the first day of absence, giving an indication of the expected duration and return date to school. This should be done by ringing school (0151 727 2064) and choosing option 1 to 'Report a pupil absence'. Parents/carers should then ring on each subsequent day of absence if it goes beyond 1 day. You may be required to provide evidence to support your child's absence, if her Attendance is below 95%

As of 23/4/25, parents will also be able to use Classcharts to report a student's absence.

To report an absence through [Classcharts](https://www.classcharts.com/parent/login), parents can log into their parent account, <https://www.classcharts.com/parent/login> navigate to the "Absences" tab in the top menu bar, and click "Report New Absence". You will then need to complete the required information, including the date and reason for the absence, and optionally attach supporting evidence. Once the details are entered, parents can submit the report.

If a text message is received as a result of your child's absence it is important that you respond to ensure your child is appropriately safeguarded



Leave of Absence:

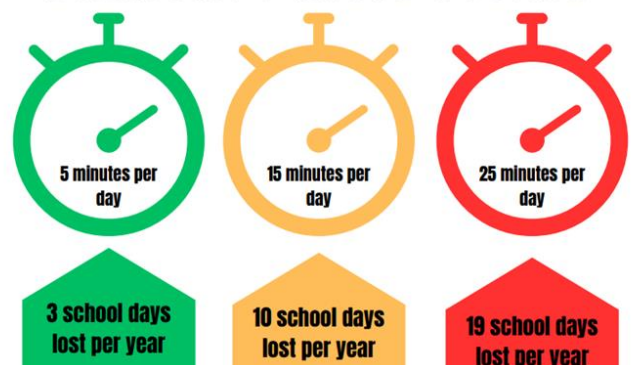
Requests for leave of absence during term time will only be considered in exceptional circumstances and must be made in writing by parents/carers via the 'Pupil Leave of Absence Form' on the school website (<https://www.bellerivefcj.org/attendance>). Any such request can only be authorised by the Headteacher. We request that all applications are submitted as soon as the absence is anticipated, and at least 2 weeks prior to the absence where possible. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays. Any leave of absence taken without authorisation will be recorded as an unauthorised absence and may be referred to the Education Welfare Service

Punctuality:

All students are expected to arrive on site by 8.40am. Students who arrive late to registration will be issued with a late mark. Students who receive 2 late marks during any week will be issued with a break or lunchtime detention at a time convenient to the form tutor. Any arrival after 9:05 will result in after school detention with AHOY/HOY.

In line with DoE guidance, any arrival after registers close at 9:15 is coded as 'U' and counts as an **unauthorised absence** in terms of attendance figures. If a pupil is persistently late after the official close of the register, this can result in EWO involvement and a penalty notice issued.

EVERYDAY MINUTE COUNTS



Irregular Attendance; 10 in 10 or Term Time Absence

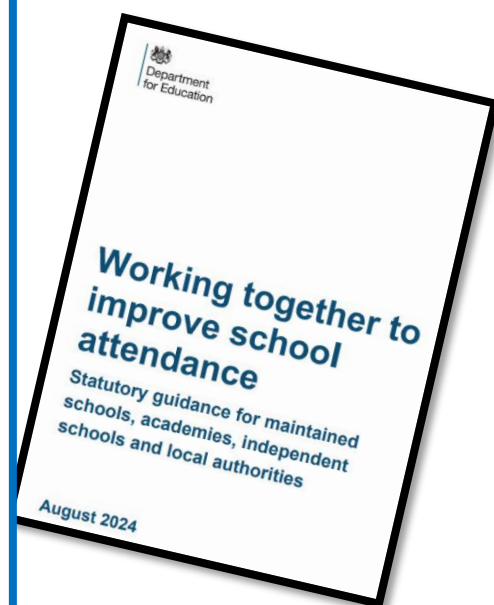
Under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons in 10 consecutive weeks.

The first time a fine is issued for irregular attendance or for term time absence, the amount will be **£160 per parent, per child, if paid within 28 days; this will be reduced to £80 per parent per child, if paid within 21 days.**

In the case of repeated fines for term time absence, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160; a reduced rate will not be offered.

If there is a 3rd offence for term time leave or irregular attendance, a Penalty Notice will not be issued and alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions. Any cases found guilty in a Magistrates Court can show on any parent's future DBS certificate due to failure to safeguard a child's education.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>



If your attendance during the school year...

was 95%
was 90%
was 85%
was 80%
was 75%

You would have lost approximately...

9 days from school
19 days from school
29 days from school
38 days from school
48 days from school

Or you would have missed approximately

45 lessons
95 lessons
145 lessons
190 lessons
240 lessons

The long-term impact on earnings

Missing school doesn't just affect exam results and a child's time in education – it can impact future earnings too.

Persistently absent pupils in secondary school could earn £10,000 less at age 28 compared to pupils with near-perfect attendance.

For **each additional day of absence** between Years 7 to 11, the typical pupil could miss out on an average of £750 in future lifetime earnings.

Recent research by the Department for Education shows just how closely [attendance](#) and attainment are linked.

Year 11 pupils with near-perfect attendance are almost twice as likely to achieve grade 5 in English and Maths GCSE, compared to similar pupils attending 90-95% of the time. In other words, missing just 10 extra days a year reduces the likelihood of achieving these grades by around 50%.





Rewards:

In addition to half termly rewards for attendance, any student who has 100% attendance each week is currently entered into a prize draw each Friday afternoon and one lucky winner goes home with a £20 'Just Eat' voucher for a Saturday Night Take Away!

This initiative will continue throughout Summer 1, with additional draws the last week of term in each year group for those students who have 100% attendance for the full half term - just 21 school days!!!

What can Parents do to Improve School Attendance?

School attendance is the key to enabling students to maximise the educational opportunities available to them, allowing them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Parent/carers have an important role in ensuring school attendance is a priority. Only allow your daughter to stay off school when they are genuinely too ill to attend. Book medical appointments and holidays outside of school time whenever possible and talk to someone at school if you're having difficulties with attendance.

For those experiencing complex barriers to attendance, school will engage in discussions with students and their families, and aim to provide tailored support to meet any specific needs to help improve attendance wherever possible.

Please see the 'Family and Student support' section of our school website for additional information on 'Supporting Mental Health and Well Being at Bellerive FCJ Catholic College'

<https://padlet.com/cadmanj2/supporting-mental-health-and-well-being-at-bellerive-fcj-cat-68ev7jcserba7eqk>

Bellerive Attendance Team:

| | |
|---------------------|--------------------------------------|
| HoY 7: Mrs Ford | AHoY 7: Mr Fyfe |
| HoY 8: Ms Sharpe | AHoY 8: Mr Kinsella |
| HoY 9: Mrs Rossiter | Pastoral Support Officer: Miss Eaton |
| HoY 10: Ms McCourt | AHoY 10: Mr Atwal |
| HoY 11: Ms Farnin | AHoY 11: Mr Ealey |
| Ho6th: Ms Rowlands | AHo6th: Mr McCann |

Attendance Secretary: Miss O'Connell
 Attendance and Safeguarding Officer: Mrs Thomas-Bates
 Family Liaison Officer: Mrs Walsh
 Deputy Headteacher (DAL): Mrs Taylor

"You can't teach an empty chair"



Support For Parents

HELP AND ADVICE ACROSS MERSEYSIDE

YPAS - There are 3 'Walk In Hubs' across the city that young people and their parents can access without the need for a referral. Well being practitioners at these hubs can support young people and families with emotional well-being needs. They can offer advice and provide targeted support for parents and young people.



[ypas.Click here](#)

ADDvanced Solutions -ADDvanced Solutions is a community network that supports the emotional health and well-being of young people and their families who have needs that may be associated with neurodiversity. They provide parents and carers with practical strategies to better manage the challenges that young people are facing through a range of face to face parent support groups as well as online work-shops.



[advancedsolu-tions.Click here](#)

ADHD Foundation - Support for families and young people with a diagnosis of ADHD, or on the pathway to a diagnosis, living in Liverpool. The foundation works in partnership with individuals and families to improve emotional well being, educational attainment, behaviour and life chances through developing a better understanding and self management of ADHD, ASD, and associated conditions.



[ADHD Foundation Liverpool. Click here](#)

Liverpool Autistic Children's Alliance - A support group that meets on the first Friday of every month at 10am in Old Swan, Liverpool. Offering friendship, support, the sharing of ideas, difficulties and concerns whilst helping to reduce isolation. They give parents opportunities to talk to other parents who completely understand the difficulties and concerns that families can experience in supporting their children.



[liverpool-autistic-childrens-alliance. Click here .](#)

Liverpool CAMHS Bitesize Training - Liverpool CAMHS Training is designed to educate and empower parents and carers to improve their knowledge and understanding of supporting young people with their mental health and emotional well-being. The training is delivered online and lasts approximately 1 hour, sessions include, body image, managing challenging conversations, social media, self harm, the adolescent brain and many more.



[liverpool-camhs.Click here](#)

HATCH - Offering parenting workshops that cover: Learning about ADHD & Autism, exploring CBT to help overcome my child's worries, de-escalation strategies to support my child, how attachment & trauma impacts behaviour



[hatchmersey-side.Click here.](#)

The Bobby Colleran Trust -The Trust provides support for grieving children and young people aged 5 to 19 years living or attending schools in the Liverpool, Huyton, Knowsley, and Sefton areas of Merseyside. The Bereavement Support provides: One to one work in schools, Children Centre's, and other local Child and Young People's facilities. Loss and grief support is provided in both primary and secondary schools from reception to year 12. Family work groups for Parent / Guardian/Carers related to bereavement, loss and separation are facilitated.



[thebobbycollerant-rust. Click here](#)

Fresh Plus - A support group to provide parents/carers with a safe, confidential, non-judgmental space to find help, advice and support. The group is open to all parents/carers who have a child/children who have ever attended or are attending a CAMHS service (Liverpool & Sefton), or are on the waiting list. There are weekly sessions with a combination of online and in person sessions. All of the sessions are drop-in, so you can attend for as long or as little as you want, and come to as many or as few as you want. There is also a private Facebook group so that parents and carers can reach out to each other outside of the session times. There are also daily well-being tips posted, useful resources and links to webinars.



[fresh-plus-parent-carer-support.Click here](#)

SENISS - exists to provide quality support to children and young people with special educational needs, in order to promote their inclusion within mainstream schools and nursery settings, to enable them to achieve their full potential.



[fsd.liverpool.Click here](#)