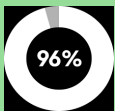


**End of Week
School Target**


Congratulations to the following classes have had a **whole week** of 100% attendance during Term 1

Preschool

RMC

REW

1ZH

1CP

3CW

3LH

4AP

4KW

5CH

Important Information about attendance at Begbrook

Welcome to issue 2 of our Attendance Newsletter.

As we head further into the school year, it has been lovely to see so many children refreshed after the Autumn Half Term break.

We would like to say a huge well done to **332** pupils have had 97% and over with **308** of our pupils reaching 100% attendance in the first term! This has ensured your children have not missed out and are fully benefitting from all the school has to offer.

Reminders: school absence
Illness

We understand that sometimes pupils are prone to illness; however we recommend that where possible, children still come to school.

If your child attends school when feeling slightly under the weather, but feels worse during the school day, they can let us know and we can contact you to let you know if we think your child needs to go home. If you aren't sure whether or not to send your child to school, please contact us on 0117 903 0386 and we will be happy to support and advise where appropriate.

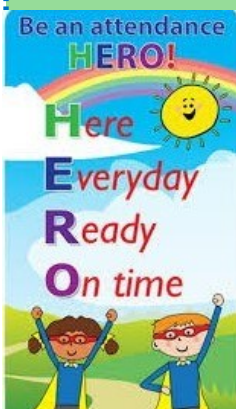
Medical appointments

Please **avoid booking medical and dental appointments in school time**. If this is unavoidable, arrange appointments so that the minimum school time is lost. Parents/carers are required to let the academy know about the appointment with as much advanced notice as possible. You should also provide evidence of the appointment, such as an appointment letter or card. Children should **still attend school before and after the appointment** where possible.

Reporting absences

If your child is unable to attend school, you must **notify the academy before 9.00am** on the first day of absence. If your child is likely to be absent for more than one day, you will need to notify the academy on each morning of the absence, unless otherwise agreed. It is really important that we know where children are, as we have a duty to ensure they are safe.

To report an absence, contact 0117 903 0386 or complete the "Reporting my child absent" form on our website (please note the form is for the **first** day of absence only). Please clearly explain the reason for the absence and when you expect your child to return to school.


ATTEND TODAY
ACHIEVE TOMORROW


Important Information about attendance at Begbrook

Unexplained absences

The academy will follow up any pupil absences where the parent/carer has not contacted us to explain why, or where we are unclear about the actual reason for absence. If we have not heard from a parent/carer regarding a child's absence, we will attempt to call all three emergency numbers. If we are unsuccessful in speaking with an emergency contact, we will carry out a home visit on the day of first absence.

Following up unexplained absences take up a significant amount of school time, so please do ensure you contact the academy to avoid us having to do this. If you fail to notify us of the reason for your child's absence, it will be recorded as unauthorised.

Absences during term time

We would like to remind parents and carers that the academy will not authorise any leave of absence in term time, unless satisfied the reason for the absence is exceptional. Permission should be requested from the school in advance and only if time off school is absolutely necessary. The absence should be for the shortest time possible & the Principal will decide whether the absence will be authorised or unauthorised. We may want to meet to discuss the request so that we can make good decisions together. In the case of family emergencies, it may not always be appropriate, or in the best interests of the child, to miss school for emergencies which are being dealt with by adult family members. Wherever possible, please try to make alternative arrangements for your child so they can still attend school.

Parents/carers are reminded that unauthorised term time leave may result in a Penalty Notice or Prosecution.

Thank you for your continued support.

Begbrook Primary Academy

Important dates

Terms 2 & 3

Christmas break

19/12/22 to
02/01/23

Inset Day
03/01/2023

Half Term
13/02/23 to
17/02/23

Inset Day
20/02/23

ATTENDANCE MATTERS

5 days or less
absence per year
97% or above
VERY GOOD
THIS IS YOUR
TARGET

Between
7 and 19 days
absence per year
90% - 96%
BELOW
EXPECTATIONS

More
than 19 days
absence per year
Under 90%
POOR
ATTENDANCE