

Principal: Vicky Counsell

Begbrook Drive, Stapleton,
Bristol BS16 1HG

Tel: 0117 903 0386 Email: info@bpa.clf.uk
www.begbrookprimaryacademy.clf.uk



Friday 17th November 2023

Attendance Information for Parents and Carers **Begbrook Primary Academy – November 2023**

After a positive start to this academic year, we wanted to reach out to all parents and carers and share some useful information regarding school attendance.

My name is Miss Allen and I am one of the new Assistant Principals who started in September. In my role, I will be taking the lead on everything associated with attendance within our academy. I look forward to working with all of you and getting to know you and your families throughout the year.

We also have a new colleague, Helen Small, who is joining our team at Begbrook Primary Academy from Monday 20th November as a Family Support Worker. We are really excited to welcome Helen to the team and know that her addition will be a fantastic resource for our school and our Begbrook community.

We would really like to extend **a big thank you** to all our Begbrook Primary Academy parents and carers for continuing to support your children to attend school and engage so well with their learning since the start of September. We know that this reflects the value our families place on children learning in school every day.

At Begbrook Primary Academy we want and expect our pupils to attend school every day, unless they are really not well enough to.

We believe that children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education.

Attending on time every day also helps pupils form good habits which can stay with them throughout their education and on into the workplace.

Support for your child in school

Please remember that we are here to help in any way we can. If you have any concerns about your child that you wish to discuss with us, please do get in touch. If we cannot help directly, we will work with you to help you find other support.

You can contact us via telephone the school office on 0117 903 0386 (please leave a voicemail if we do not answer) or email us via info@bpa.clf.uk.

We can support your child best when they are in school and have outlined below some important information about attendance expectations at Begbrook Primary Academy.



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Arriving at school on time

Arriving at school on time is not only essential for the pupils' own learning, it encourages habits of good timekeeping and lessens any classroom disruption. Late arrival means pupils risk missing important information which can seriously disadvantage them.

Pupils can arrive from 8.45am when the gates open. If your child is booked into breakfast club, they can arrive from 7.30am and should call the Breakfast Club team to meet them at the entrance via the Intercom.

- All pupils are expected to arrive at school in good time for the start of the school day at 9:00am.
- If a pupil arrives at school after 9:00am, they will be marked in the register as late.

Staff may ask to meet with parents/carers of pupils who arrive late to school, to discuss reasons for lateness and solutions to support them to attend on time.

Illness

Pupils should attend school on every day the school is open, unless they are really not well enough to.

Minor ailments should not be a reason for staying at home. If your child attends school when feeling slightly under the weather, do let a member of staff know and we will monitor them and contact you if we think they need to go home. If you aren't sure whether or not to send your child to school, please contact us in the school office via telephone on 0117 903 0386 or email info@bpa.clf.uk and we will be happy to advise.

If your child is too ill to attend school, you must notify the academy before 8:30am on the first day of absence. If your child is ill for more than one day, you will need to notify the academy on each morning of the absence, unless otherwise agreed.

To report an absence, contact the office via telephone on 0117 903 0386, email info@bpa.clf.uk or complete an Absence form, which can be found on our website in the 'Reporting My Child Absent' form available on the Contact Us section of our website.

Please clearly explain the symptoms your child has, when the symptoms started, and when you expect your child to be well enough to return to school.

By law, schools must record all pupil absences and whether the absence is authorised or unauthorised.

Medical/Dental Appointments

Please try to avoid medical and dental appointments in school time. If this is unavoidable, arrange appointments so the minimum school time is lost. Unless it is an emergency appointment, parents/carers are expected to let the academy know about the appointment in advance, with evidence of the appointment. Your child should still attend school for as much of the school day as possible.



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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 reason for absence.

If you fail to notify us of the reason for your child's absence, it will be recorded as unauthorised.

Where the academy has cause for concern about the actual reason for a pupil's absence, staff may seek additional information or evidence from parents/carers regarding the absence, and/or make a home visit to verify the reason.

Unauthorised absences may result in a penalty notice or prosecution.

Important reminder about Term Time Leave

Attending school every day helps children and young people maximise their learning and enjoy the benefits of their education. It really does make a difference.

For that reason, the academy will not authorise any leave of absence in term time, unless satisfied the reason is exceptional.

We ask parents and carers to request permission in advance, and only if absolutely necessary. Any requests should be put in writing via the appropriate form, available via the 'Reporting My Child Absent' form available on the Contact Us section of our website and wherever possible **with at least four weeks' notice**. The parent or carer who the child normally lives with should make the application.

We also ask parents and carers not to make plans without discussing with the academy first, so that we can make good decisions together.

Family emergencies also need careful consideration. 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.

It is really important that we know where children are, as we have a duty to ensure they are safe. If we don't know why a child is absent, we will follow our safeguarding procedures.

Parents/carers are reminded that unauthorised term time leave may result in a penalty notice or prosecution.

To assist parents/carers in booking holidays and arranging other events, please find detailed below the term dates and inset days for this academic year. Our term date information can also be found here <https://begbrookprimaryacademy.clf.uk/our-academy/term-dates/>.

If you have any questions about the information provided, or any other attendance related questions, please contact Miss Allen via the school office (info@bpa.clf.uk or 0117 903 0386).



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	First day of term for students:	Last day of term for students	Inset Days/Bank Holidays
Term 2	Monday 30 October 2023	Friday 15 December 2023	
Term 3	Wednesday 3 January 2024	Friday 9 February 2024	Bank Holiday: Monday 1st January 2024 Inset Day: Tuesday 2 January 2024
Term 4	Monday 19 February 2024	Thursday 28 March 2024	Bank Holiday: Friday 29th March 2024
Term 5	Tuesday 16 April 2024	Friday 24 May 2024	Inset Day: Monday 15th April 2024 Bank Holiday: Monday 6 May 2024
Term 6	Monday 3 June 2024	Tuesday 23 July 2024	Inset Day: Friday 5 July 2024



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