

1<sup>st</sup> September 2025

Dear Parents & Carers

### Attendance Information

We would like to say a big thank you to all our City Academy parents and carers for supporting your children to attend school and engage so well with their learning. We know that this reflects the value our families place on children learning in school every day. We are looking forward to continuing to work together, to support best attendance and learning.

At City Academy, we want and expect our pupils to attend school every day, unless they are really not well enough to, or there is another very good reason for their absence which is agreed by the academy.

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.

### Return to school arrangements

The first day and week of term are very important in helping pupils to settle into school and the school routine. We know that children who attend every day during the first week of term are more likely to attend well over the year. They are also better settled into the changes that happen in new terms, and therefore more readily able to access learning than those who miss out.

Thank you for your support in ensuring your child returns to school on the first day of term. Year 8, 9, 10 and 11 students are expected to return to school on Thursday 4th September 2025. Students can arrive from 7:45am and access our free breakfast club. All students are expected to arrive in good time to start the school day at 8:40am.

All the information regarding the academy day and attendance can be found on our website:  
<https://cityacademybristol.clf.uk/our-academy/>

### 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.

## Pride, Honesty and Team Spirit

PRINCIPAL: MR BEN TUCKER CEO: MR STEVE TAYLOR | THE CITY ACADEMY, RUSSELL TOWN AVENUE. REDFIELD, BS5 9JH  
TEL: 0117 9413800 EMAIL: [CABINFO@CLF.UK](mailto:CABINFO@CLF.UK) | [WWW.CITYACADEMY.BRISTOL.SCH.UK](http://WWW.CITYACADEMY.BRISTOL.SCH.UK)

You can contact us by calling the attendance line on 0117 9542822 or emailing [attendance@cab.clf.uk](mailto:attendance@cab.clf.uk). You can also contact City Academy on the main reception line 0117 9413800.

### Arriving at school on time

Arriving at school on time is essential for the pupil's 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.

Students can arrive from 7:45am and access our free Breakfast Club.

All pupils are expected to arrive at school in good time for the start of the school day at 8:40am. If a pupil arrives at school after 8:40am they will be marked in the register as late.

If a student arrives very late after 9:10am, they will be marked with an unauthorised code for the morning session and they receive a 40 minute detention after school.

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

### Illness

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

Minor illness 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 to send your child to school, please contact us on 0117 9542822 or email [attendance@cab.clf.uk](mailto:attendance@cab.clf.uk) and we will be happy to talk this through with you.

Minor illness should not be a reason for staying at home. If your child attends school when feeling slightly under the weather, but feels worse during the school day, they can let a member of staff know and we will contact you if we think your child needs to go home.

If your child is too ill to attend, you must contact the academy before on the first day of absence, to let us know. If your child is ill for more than one day, you will need to contact the academy on each morning of the absence, unless otherwise agreed.

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To report an absence, you can contact us by phone or email. You can email the attendance team [attendance@cab.clf.uk](mailto:attendance@cab.clf.uk) or phone the attendance line on 0117 9542822. You can also report absence via the main reception telephone number on 0117 9413800 and to the heads of years numbers.

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 and 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.

### **Absence follow up**

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 don't tell us 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 more information or evidence from parents/carers, and/or make a home visit to check 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 from reception) and

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wherever possible with at least four school 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, our term dates and inset days until July 2026 can be found here: <https://cityacademybristol.clf.uk/our-academy/term-dates/>

### **Legal action for unauthorised absence – including penalty notices**

The government made changes to the penalty notices for unauthorised absence rules, which came into effect on 19 August 2024.

If a child has at least 10 sessions of unauthorised absence in 10 school weeks, their parent/s may receive a penalty notice. (A morning or afternoon is one session; a whole school day is two sessions.) However, the government's rules also allow for penalty notices to be issued for less unauthorised absence, in some circumstances, for example where parents appear to be avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events which the school has not authorised absence for.

Penalty notices are issued to each parent/carer with responsibility for the child and are issued for each child with unauthorised absence. For example, if two siblings have unauthorised absence, and there are two parents/carers with responsibility for the children, four penalty notices would be issued.

Please note: Penalty notices are issued to parents and carers as an alternative to prosecution and are intended to prevent the need for court action. A penalty notice may not be issued if prosecution is considered a more appropriate sanction for a pupil's unauthorised absence.

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## Further information

If you have any questions about the information provided, or any other attendance related questions, please contact the attendance team ([attendance@cab.clf.uk](mailto:attendance@cab.clf.uk)).

Thank you for all your support,

Best wishes,



Ben Tucker, Principal, City Academy

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