

Dear Parent/Carer,

Re: Important Information about attendance at City Academy.

At City Academy, we want our students to attend school every day, unless they are really not well enough to.

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

Punctuality is extremely important as being punctual to school is not only essential but it encourages habits of good timekeeping and lessens any possible classroom disruption.

LATENESS

Sanctions for lateness will be imposed on a daily basis.

- Students should be at school for 8.30 when the school gates open
- Each late arrival from 8:40 to 8:55 will receive a Break-Time Detention
- Late arrivals after the register has closed at 9:30 will receive a Break time Detention and Lateness will be recorded as an unauthorised absence, unauthorised absences may result in a **Penalty Notice** being issued.
- Parents will be notified of any late arrivals by a text message.
- Please note: If the student is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised provided Medical Evidence is received.

PENALTY NOTICE

- After 4 unauthorised absence sessions within a 10-week period a **Penalty Notice Warning** notification will be sent to parents/carers.
- 4 unauthorised absence sessions could be comprised of 2 full days or 4 half days, **including lateness after the register has closed.**
- If there are 4 further unauthorised absences within a 10-week period a **Penalty Notice Application** may be made.

Parents of students with poor attendance can expect to be asked to attend a meeting in school to discuss the reasons and agree a strategy to make improvements.

ILLNESS

If a student is too ill to attend school, parents/carers should notify the school by 9am on the first day of absence. If your child is ill for more than one day, you will need to call on each morning of the absence, unless otherwise agreed by the school.

To report an absence, please contact the school by calling the office on 0117 9413800 or by emailing lisa.bunker@clf.uk. Please clearly state your **child's name** and the symptoms your child has.

BOOKING HOLIDAY/OTHER EVENTS

After so much disruption to your child's education over recent months, the most important thing is that staff and parents/carers work together to get children back into the routine of education and attending regularly.

Attending school every day throughout a term helps children and young people maximise their learning in the classroom and enjoy the benefits of their educational experience. It really does make a difference.

Therefore, other than in exceptional circumstances, it is unlikely that any leave will be authorised after so much enforced absence from school. Please do not make plans without making a request to the school first.

Any request for leave of absence should be put in writing, and wherever possible at least four weeks' notice should be provided.

Term Time Leave Request Forms are available from the school Reception.

Family emergencies 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.

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

To assist parents/carers in booking holidays, passport renewals and arranging other events, please refer to the City Academy website at <http://www.cityacademybristol.org>.

Please do 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 the school, please contact their Head of Year.

We hope that we can work together to ensure all City Academy students achieve excellent attendance and excel at school.

Kind regards

Miss K Jefferies
Interim Vice Principal
