

Principal: Mr D McGilloway

Broadoak Academy, Windwhistle Road,
Weston-super-Mare BS23 4NP Tel: 01934 422 000
Email: enquiries@broadoakacademy.clf.uk
www.broadoakacademy.clf.uk



4th September 2023

Dear Parents/Carers,

Attendance Information for Parents and Carers

We would like to extend a **big thank you** to all our Broadoak parents and carers for supporting your children to attend school and engage so well with their learning during the last academic year. We know that this reflects the value our families place on children learning in school every day. We are looking forward to working with all our existing and new students and families in this new academic year, to support best attendance and learning.

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

We do not rest on meeting potential, we maximise potential and look beyond it because we care that every student moves onto the next stage of their journey with the confidence to succeed.

This means that as a school community we will be relentless in supporting every student to have the highest possible attendance.

We believe 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 students 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 academic years, 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.**

Tuesday 5th September year 7 and 11 only.

Wednesday 6th September All years.

Support for your child in school

Please remember 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.

You can contact us by email or phone; 01934 422000 or Parents@broadoakacademy.clf.uk.
Your child's tutor is your first point of contact, and they will work with the house & attendance team to support.



Broadoak Academy is part of the Cabot Learning Federation, a company limited by guarantee.
Registered office: Federation House, Brook Road, Kingswood, Bristol BS15 4JT.
Company registration no: 06207590.

*Maximising students'
abilities, ambitions
and academic potential*

Arriving at school on time

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

- 8am – The school site is open for breakfast, all students are welcome, this is offered free of charge.
- 8.30am all students should be on site.
- 8.35am gates are closed.
- 8.45am - all students in tutor group for registration – the registers are a legal document.
- 9.05am - 3pm – Lessons are active, students need to be on time for all lessons.

If students are consistently late the attendance team will contact parents to discuss the matter, with relevant sanctions actioned if appropriate.

Illness

Students should attend school on every day the school is open, unless they are significantly unwell.

Minor ailments 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 you aren't sure whether or not to send your child to school, please contact us the attendance team on 01934 422000 and we will be happy to advise.

We appreciate that illness occurs, however we would encourage you to support us by building your child's resilience and to only keep at home if necessary. Reasonable adjustments of support can be applied to continue your child's learning once they return to school.

We have qualified first aid trained staff on site. If your child feels ill, they need to go to the office to be assessed. If the school makes the decision that your child needs to go home, we will contact you to arrange collection. Students are NOT to contact home themselves as this can cause several issues in addition to the fact that your child should not be using their phone during the school day.

If your child is too ill to attend, 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, for safeguarding purposes, unless otherwise agreed.

To report a student absence parents/carers must phone Broadoak Academy reception on 01934 422000. Please do not text, email or leave a message as it is important you speak to a member of the attendance team.

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 student 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.

Unexplained absences

The academy will follow up any student 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.

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.

Where the academy has cause for concern about the reason for a student's absence, staff may seek additional information or evidence from parents/carers, 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 from school reception) and wherever possible with at least four weeks' notice. The parent or carer who the child normally lives with should make the application.

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

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.

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://broadoakacademy.clf.uk/our-academy/term-dates/>

If you have any questions about the information provided, or any other attendance related questions, please contact 01934 422000 or Parents@broadoakacademy.clf.uk,

	First day of term for students:	Last day of term for students	Inset Days/Bank Holidays
Term 1	Tuesday 5 September 2023 Year 7 and 11 only. Wednesday 6 September – all years.	Wednesday 18 October 2023	Inset Days: Friday 1 September 2023 Monday 4 September 2023 Thursday 19 October 2023 Friday 20 October 2023
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

Yours sincerely,



Mr D McGilloway
Principal