



23<sup>rd</sup> April 2024

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## Attendance Information for Parents and Carers

Dear Parents/Carers,

We would like to say a **big thank you** 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 Bristol Met, we want and expect our pupils to attend school every day, unless they are 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's attendance that you wish to discuss with us, please contact your child's house team in the first instance.

### 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.

Pupils can arrive from 8:10am and 8:35am on each school day.

- All pupils are expected to arrive at school in good time for the start of the school day at 8.35am.
- If a pupil arrives at school after 8.35am, they will be marked in the register as late.

If a pupil arrives after the close of registration (after 9:30am), they will be marked with the unauthorised absence code 'Late after registers close' (U) for the morning session. If a pupil arrives late after the registers close due to a valid reason, such as an unavoidable medical appointment, their absence will be marked with the appropriate authorised absence code.

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 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 you aren't sure whether or not to send your child to school, please ring reception on 0117 3772071 and we will be happy to talk this through with you.

If your child is too ill to attend school, you must contact the academy before 8.30am 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.

To report an absence, please ring the academy telephone number: 0117 3772071, option 2 and leave a voice message.

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. Your child should still attend school for as much of the school day as possible.

## **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 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 student'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 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 until July 2025. Our term date information can also be found here [Term Dates - Bristol Metropolitan Academy \(clf.uk\)](https://www.bristolmet.net/term-dates).

	<b>First day of term for pupils:</b>	<b>Last day of term for pupils</b>	<b>Inset Days/Bank Holidays</b>
<b>Term 5</b>	Tuesday 16 April 2024	Friday 24 May 2024	Inset Day: Monday 15 April 2024  Bank Holiday: Monday 6 May 2024
<b>Term 6</b>	Monday 3 June 2024	Tuesday 23 July 2024	Inset Day: Friday 5 July 2024 (conference)

	<b>First day of term for pupils:</b>	<b>Last day of term for pupils</b>	<b>Inset Days/Bank Holidays</b>
<b>Term 1</b>	Wed 4 Sept 2024 Y7 pupils only  Thurs 5 Sept 2024 Y8-Y11	Wednesday 23 October 2024	Inset Days: Monday 2 September 2024 Tuesday 3 September 2024 Thursday 24 October 2024 (Autumn Conference) Friday 25 October 2024
<b>Term 2</b>	Monday 4 November 2024	Friday 20 December 2024	None
<b>Term 3</b>	Tuesday 7 January 2025	Friday 14 February 2025	Inset Day: Monday 6 January 2025
<b>Term 4</b>	Tuesday 25 February 2025	Friday 4 April 2025	Inset Day: Monday 24 February 2025
<b>Term 5</b>	Tuesday 22 April 2025	Friday 23 May 2025	Bank holidays: Monday 21 April Monday 5 May





**BRISTOL  
METROPOLITAN  
ACADEMY**

**HIGH STANDARDS, HIGH ASPIRATIONS, HIGH EXPECTATIONS**

Snowdon Road, Fishponds, BRISTOL, BS16 2HD  
t 0117 3772071 f 0117 3772090  
www.bristolmet.net email info@bristolmet.net  
Principal Mr C Shaw

<b>Term 6</b>	Monday 2 June 2025	Tuesday 22 July 2025	Inset Days: Friday 4 July 2025 (Summer Conference) Monday 7 July 2025
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If you have any questions about the information provided, or any other attendance related questions, please contact us at [info@bristolmet.net](mailto:info@bristolmet.net).

Best wishes,

Natasha Martin  
Associate Assistant Principal/Attendance Lead

