



Principal: Jenny Harvey

The Greenway, Fishponds, Bristol BS16 4HA

0117 377 2990 [info@mpa.cabot.ac.uk](mailto:info@mpa.cabot.ac.uk)

[www.minervaprimarvacademy.clf.uk](http://www.minervaprimarvacademy.clf.uk)

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5<sup>th</sup> October 2022

## Important Information about attendance at Minerva Primary Academy

We would like to extend a **big thank you** to all our Minerva Primary Academy parents and carers for supporting your children to attend school and have a really settled start to the school 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 pupils and families in this new academic year, to support best attendance and learning.

At Minerva 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 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. Attending school on time every day also helps pupils form good habits which can stay with them throughout their educational journey and on into the workplace.

The following information will help you to make good decisions to support your child to have good attendance. The key points have been summarised below:

- If you have concerns about attendance you can speak to a member of the MPA team on the gate or by phoning 0117 3772990
- School gates open at 8:35am and children can enter the school at 8:45am. The main gates will close at 9:00am and anyone arriving after this will need to go to the main office to be signed in.
- Your child should attend school even if they feel 'under the weather'. We will contact you if they are too unwell to be in school.
- All medical/dental appointments should be made outside of school hours.
- It is the parent/carers responsibility to contact the school if their child is unwell. If you do not contact us by 9am we will follow this up with texts, phone calls and home visits.
- The academy will not authorise term time leave unless for exceptional reasons. The leave must be requested in writing giving 4 weeks notice where possible. Unauthorised absences may result in a Penalty Notice or Prosecution.

### 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 the academy, please do contact us via email to [info@mpa.clf.uk](mailto:info@mpa.clf.uk) Alternatively you can contact us on 01173772990. If we cannot help directly, we will work with you to help you find other support.

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

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## Arriving at school on time

Arriving at school on time is not only essential for the pupil's own learning, it encourages habits of good timekeeping and lessens any possible classroom disruption. When a pupil arrives late, they miss important events like assembly, teacher instructions and introductions; this can seriously disadvantage them.

Pupils can arrive from 8:35am, when our gates open. School day starts at 8:45am and registration takes place at 9:00am. We also offer breakfast provision, our Wrap Around Care (before and after school paid club. For further information regarding Wrap Around Care, please contact the school office on 01173772990)

- All pupils are expected to arrive at school in good time for the start of the school day at **8:45am**.
- 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, but feels worse during the school day, they can let a member of staff know and we will contact you to let you know 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 on 01173772990 and a member of MPA Team will be happy to support and advise where appropriate.

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 us on 01173772990. Our lines can get very busy in the morning, so if we cannot answer your phone call, please leave an answerphone message informing the name of your child and their registration group. Also, 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. Alternatively, you can send us an email to [info@mpa.clf.uk](mailto:info@mpa.clf.uk)

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 that 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. You should also provide evidence of the appointment, such as an appointment letter or card. 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 actual reason for absence.

Following up unexplained absences can take up a lot of school time, so please do ensure you contact the academy to avoid us having to do this. 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. If the reason cannot be verified and the academy has cause to believe the reason given may not be genuine, parents/carers may be asked to provide proof of the reason. If satisfactory proof is not provided, the academy may record the absence as unauthorised.

Unauthorised absences may result in a Penalty Notice or Prosecution.

## Important reminder about Term Time Leave

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.

We would therefore like to remind parents and carers that the academy will not authorise any leave of absence in term time, unless satisfied the reason for the absence is exceptional. The absence should be for the shortest time possible; if an absence is agreed, the Principal will decide how many days of absence will be authorised.

We ask parents and carers to request permission for leave of absence in advance, and to only request absence if time off school is absolutely necessary. Any requests should be put in writing and wherever possible at least four weeks' notice should be provided. The parent or carer who the child normally lives with should make the application. Forms are available from the academy office. We may ask to meet with you to discuss your request.

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.

Please do not take your child out of school without requesting leave or telling the academy why your child will be absent. When parents/carers notify us of a term time absence via the term time leave request form, it is for two purposes:

- To seek authorisation (only exceptional circumstances will be authorised)
- To tell us where your child is, if the planned absence goes ahead.

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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](#).

	First day of term for pupils	Last day of term for pupils	Inset Days/Bank Holidays
<b>Term 1</b>	5 <sup>th</sup> September 2022	19 <sup>th</sup> October 2022	20 <sup>th</sup> October 2022 21 <sup>st</sup> October 2022
<b>Term 2</b>	31 <sup>st</sup> October 2022	16 <sup>th</sup> December 2022	
<b>Term 3</b>	4 <sup>th</sup> January 2023	10 <sup>th</sup> February 2023	3 <sup>rd</sup> January 2023
<b>Term 4</b>	21 <sup>st</sup> February 2023	31 <sup>st</sup> March 2023	20 <sup>th</sup> February 2023
<b>Term 5</b>	17 <sup>th</sup> April 2023	26 <sup>th</sup> May 2023	1 <sup>st</sup> May 2023
<b>Term 6</b>	5 <sup>th</sup> June 2023	21 <sup>st</sup> July 2023	7 <sup>th</sup> July 2023

If you have any questions about the information provided, or any other attendance related questions, please contact us on 01173772990.

Yours faithfully,

Jenny Harvey  
Principal

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