



THE DEAN TRUST
Broad oak School

Chief Executive: Mr Tarun Kapur CBE
Executive Headteacher: Mr Andrew Shakos
Head of School: Mr John Knowles

4th September 2020

Dear Parent/Carer

Welcome back!

It has been such an unprecedented and challenging few months for us all, and we want to take this opportunity to welcome you and your child back to school, and to offer some guidance and reassurance around what is expected of parents around ensuring your child attends school regularly and punctually.

The Trafford Absence team with whom we work closely have suggested that we remind you that the DfE have issued the following guidance:

School attendance will be mandatory again from the beginning of the Autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.
- schools responsibilities to record attendance and follow up absence.
- the availability to issue sanctions, including fixed penalty notices in line with the local authorities' codes of conduct.

Therefore, we would remind you that ALL children of compulsory school age are expected to return to the school setting. This includes children who have been previously shielding unless you or your child's GP advises otherwise.

Of course, we do understand that you as parents need reassurances that school can keep your children safe and to this end, all the information about the safe reopening of the school is available on the school website.

As you are aware, as a school, we constantly look to work in partnership with parents to ensure your child is able to thrive and succeed. It is really important going forward that in these times, more so than ever, we are able to keep in touch regularly so that we can deal with any problems as they arise, so that we can try and alleviate any anxieties before they build up. It is therefore essential that you let us know if your child appears to be struggling with attending school for any reason and we can arrange an appointment for you to discuss any issues.

As was requested before the lock down period, if your child is absent from school then you must call our absence line to report the absence as soon as possible on the first day, and then on every subsequent day of absence. Failure to contact school to give a reason for absence will result in your child being coded in the Register as absent without justifiable reason. 10 sessions of unauthorised absence (sessions are counted as separate mornings and afternoons) can lead to the issue of a Penalty Notice to each parent.

Believe Achieve Succeed

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Thank you for your understanding and cooperation and we look forward to working together with you and your child to ensure a successful return to school and a happy and productive school year.

Yours faithfully

Mr F Mackintosh

Assistant Headteacher

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