

13th October 2020

Dear Parents/Carers,

Student Absence

I would like to take this opportunity to thank you for your continued support in the first term back after quite a long absence, we have been thrilled to see our students return to school.

There have been some changes in the way we take the register each day and are now required to return our attendance data to the Department for Education each morning.

May I take this opportunity to remind parent/carers that all absences (sickness or appointments) must be reported by parent/carers to the school office before 9.30am each day; unrecorded absences will be logged as unauthorised and will affect your son/daughters attendance.

Our phone lines are staffed from 08:30 to 16:30; please leave a voicemail message outside these times and a member of staff will call you back if necessary.

As always term dates are published on our website but for your information half term this year falls from Monday 26th October to Friday 6th November (2 weeks), students return Monday 9th November.

If you would like any further information, please do not hesitate to call.

Yours sincerely



Helena Hamilton
Head of School
Bromley Beacon Academy, Orpington Campus