



Burnt Tree Primary School

Hill Rd, Tividale, Oldbury, B69 2LN
Tel 0121 557 2967



'Where everyone matters'

Head Teacher Mrs. J. Bayliss

Monday 2nd June 2025

Dear Parents/Carers

ATTENDANCE NEWSLETTER SUMMER 1 HALF TERM

Whole school attendance at the end of Summer 1 half term has improved slightly to **93.3%** which is still below the National Average of 94.9%. The National expectation by the end of the year is 97%. Please work together with us to help achieve this and therefore, ensuring every child achieves their full potential.

The table below shows each registration groups attendance for Summer1 half term and year to date.

REGISTRATION		SUMMER 1	YEAR TO DATE	REGISTRATION		SUMMER 1	YEAR TO DATE
	Nursery AM	87.8%	91.4%		Nursery PM	89.7%	92.0%
	Reception Doves	94.4%	90.1%		Reception Magpies	93.6%	91.2%
	Year 1 Penguins	95.5%	93.0%		Year 1 Sparrows	95.2%	93.4%
	Year 2 Cuckoos	96.6%	95.7%		Year 2 Flamingos	97.8%	94.7%
	Year 3 Eagles	96.3%	93.8%		Year 3 Wrens	95.1%	95.2%
	Year 4 Falcons	93.2%	93.7%		Year 4 Starlings	98.0%	95.4%
	Year 5 Swans	94.7%	94.5%		Year 5 Woodpeckers	93.0%	93.2%
	Year 6 Kingfishers	94.6%	94.0%		Year 6 Ravens	94.6%	94.0%

Well done to **Year 4 Starlings** class who achieved best attendance for Summer 1 half term and **Year 2 Cuckoos** for highest attendance year to date. However, all classes are below expected of 97.0% so please help us to improve this for Summer 2 Half Term and see which class can achieve best attendance for end of the year!

PERSISTENT ABSENCE 90% AND BELOW

We are trialling a new incentive in KS2. A selection of persistently absent pupils are being monitored weekly for Summer 2 half term. Every week they achieve 100% attendance for that week they will receive a reward. This will hopefully improve attendance and will also have a positive impact on their learning and academic achievement. There is a reward available at the end of the school year for 3 children with the most improved attendance.

Please work together with school to improve their attendance % by the end of Summer 2 half term by ensuring children attend school every day and arrive on time.

RELIGIOUS OBSERVANCE

School can authorise 1 day of absence for religious observance on 2 separate occasions during an academic year (Not 2 days of absence for one religious' event). Again, this will be considered when calculating pupil eligibility for attendance awards.

PUNCTUALITY

The school day starts at 8.45am.

Every day pupils are arriving late through the main office. This impacts their education as they are missing vital learning time in the morning every time they are late and disrupts the rest of the class.

Please help to reduce late arrivals by:

- Establishing a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Ensure your child leaves home early enough to arrive at school on time for 8.45am.

Persistent lateness after the register closes can lead to legal action being taken by the local authority.

ILLNESS

Any absence due to illness must be notified to the school office on the first day of absence as early as possible as per school policy. Please ensure you either telephone the office on 0121 557 2967 or reply to absence messages via the Arbor App stating the reason for the absence. However, children can attend school with minor illnesses and are always welcome to join us if they feel better later on during the day, rather than missing a whole day of learning.

MEDICAL APPOINTMENTS

Routine doctor, dentist and optician appointments should always be made outside of the school day if possible to minimise impact on attendance and learning. We appreciate that hospital appointments are out of your control. Please provide written evidence of hospital appointments as this will be recorded and considered when calculating eligibility to receive an attendance award.

LEAVE OF ABSENCE

Government guidance states that leave of absence should not be taken during term time. To date this academic year, **56** pupils have taken leave of absence meaning they have missed valuable learning time in school. Referrals are being made to Sandwell School Attendance Service for issue of Penalty Notices (fines) as per school policy. **The first offence within a 3-year period fine is now £160 per parent if paid within 28 days reducing to £80 if paid within 21 days. For a second offence there is NO discount for earlier payment and any further absences will proceed for prosecution in the Magistrate Court.**

This also applies for any referrals made for non-attendance, the number of unauthorised absences that may trigger a potential fine: 10 unauthorised absences (5 days) in a 10 school week period. This includes late arrival after the register has closed (U Code).

Please demonstrate your commitment to your child's education by not taking leave of absence during term time.

Any leave of absence must be applied for on the official form at least 3 weeks prior to commencement of the leave.

Yours faithfully



Mrs Jayne Bayliss
(Head Teacher)

