



Burnt Tree Primary School

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



'Where everyone matters'

Head Teacher Mrs. J. Bayliss

Monday 3rd November 2025

Dear Parents/Carers

ATTENDANCE NEWSLETTER AUTUMN 1 HALF TERM 2025

Whole school attendance at the end of Autumn 1 half term is **94.5%** which is below the National Average but a slight improvement on this time last academic year. 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 Autumn 1 half term and year to date.

REGISTRATION		AUTUMN 1	YEAR TO DATE	REGISTRATION		AUTUMN 1	YEAR TO DATE
	Nursery AM	96.7%	96.7%		Nursery PM	92.9%	92.9%
	Reception Doves	95.3%	95.3%		Reception Magpies	93.9%	93.9%
	Year 1 Penguins	92.5%	92.5%		Year 1 Sparrows	94.1%	94.1%
	Year 2 Cuckoos	93.7%	93.7%		Year 2 Flamingos	95.6%	95.6%
	Year 3 Eagles	96.2%	96.2%		Year 3 Wrens	95.0%	95.0%
	Year 4 Falcons	95.5%	95.5%		Year 4 Starlings	96.2%	96.2%
	Year 5 Swans	97.1%	97.1%		Year 5 Woodpeckers	95.4%	95.4%
	Year 6 Kingfishers	96.7%	96.7%		Year 6 Ravens	97.6%	97.6%

Well done to **Year 5 Swans and Year 6 Ravens** class who have achieved over the expected 97% attendance for Autumn 1 half term. Let's see if more classes can increase year to date attendance to over 97% by the end of next half term!

ATTENDANCE FOCUS WEEK

Well done to everyone who achieved **100%** attendance during 'Attendance Focus Week' Monday 29th September to Friday 3rd October 2025 and congratulations to all **386** pupils who were rewarded with a movie afternoon on Monday 6th October.



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 text messages 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.

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.

LEAVE OF ABSENCE

Government guidance states that leave of absence should not be taken during term time. To date this academic year, **21** 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

J Bayliss

Mrs Jayne Bayliss (Head Teacher)

