



Burnt Tree Primary School

Hill Rd, Tividale, Oldbury, B69 2LN
Tel 0121 557 2967
'Where everyone matters'



Head Teacher Mrs. J. Bayliss

Monday 27th February 2023

Dear Parents/Carers

Here at Burnt Tree Primary School we take attendance very seriously. We actively encourage each child to achieve excellent attendance with a wide range of incentive awards as outlined further down this letter under Achievement Awards. Regular school attendance is an important part of giving your child the best possible start in life. Children who miss school frequently can fall behind with their work and do less well in their statutory assessments. Excellent attendance at school is important to allow a child to fulfil their potential.

Every child's attendance is monitored by the schools Attendance Officer. It is important that you attend any meetings arranged regarding your child's attendance. At the meeting, the Attendance Officer will discuss your child's attendance and punctuality and offer any support that can help to improve this. Please see the school website to view our Attendance Policy.

Below are just some of the key reasons why it is so important children attend school:

- To learn.
- To have fun.
- To make new friends.
- To experience new things in life.
- To develop awareness of other cultures, religion, ethnicity and gender differences.
- To achieve.
- To gain qualifications.
- To develop new skills.
- To build confidence and self-esteem.
- To have the best possible start in life.

EVERY DAY MATTERS !

Every single day a child is absent from school equates to a day of lost learning.
Attendance percentages can be misleading.

ATTENDANCE	ABSENCE	LOST LEARNING	RESULT
100 %	0 Days Missed	None	Excellent
95 %	9 Days Missed	1 Week and 4 Days	Satisfactory
90 %	19 Days Missed	3 Weeks and 4 Days	Poor
85 %	28 Days Missed	5 Weeks and 3 Days	Very Poor
80 %	38 Days Missed	7 Weeks and 3 Days	Unacceptable
75 %	46 Days Missed	9 Weeks and 1 Day	Very Unacceptable

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.

EVERY MINUTE COUNTS !

If your child arrives late to school every day, their learning begins to suffer.

Below is a table showing how being late to school every day over a school year adds up to lost learning time.

				19 Days Lost
			13 Days Lost	
		10 Days Lost		
	6.5 Days Lost			
3 Days Lost				
5 Minutes Late	10 Minutes Late	15 Minutes Late	20 Minutes late	30 Minutes Late

HOW PARENTS CAN HELP

Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.

Make sure your child goes to school regularly and follows the school rules.

Ensure your child arrives at school on time – not late.

Arrange dental and medical appointments outside school hours when possible.

Always inform the school if your child is absent due to illness.

Take family holidays outside term time.

Talk to your child about school and take an interest in their school work (including homework).

Attend parent evenings and school events.

Praise and reward your child's achievements at school.

Always support school staff in their efforts to control difficult or challenging behaviour.

Discuss any problems or difficulties with the school – staff are there to help and will be supportive.

FAMILY HOLIDAYS

You can demonstrate your commitment to your child's education by not taking holidays during term time. Any child or young person, who is absent from school due to a holiday, will miss out on important learning and will fall behind with their school work.

In each Academic Year, there are only a maximum of 190 statutory school days – this allows plenty of time for holidays to be arranged outside term time.

Holidays taken during term time will be categorised as unauthorised.

Please see the school website to download and print a Leave of Absence Request Form.

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

ATTENDANCE AWARDS

We have weekly, termly and annual Attendance Awards available for the children to earn by attending school every day.

Weekly

Every pupil gaining 100% for a week has their name entered into a prize draw. 1 name is drawn for each class at the end of the week and is awarded with an attendance pencil.

Termly

Every pupil gaining between 98% to 100% attendance for a term is awarded with an attendance pencil and certificate.



Children with 100% will also receive a badge.

Bronze certificate and badge for one full term.

Silver certificate and badge for two full terms.

Gold certificate and badge for three full terms.



Yearly

Every pupil gaining between 98% to 100% attendance for the whole year is awarded with a personalised certificate and a prize.

EVERY child attaining 100% for the year is invited to attend a reward day celebration for their achievement.

There will also be places available for the most improved attendance over the year and children with the most improved punctuality over the year.



The only exceptions taken into consideration are a hospital appointment with a letter provided and 1 day for religious observance.

Every child achieving an overall attendance of at least 96% from Early Years through to Year 6 will receive an attendance award medal.



Yours faithfully

T Bayliss

Mrs Jayne Bayliss
Head Teacher

