



# Burnt Tree Primary School

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



## 'Where everyone matters'

Head Teacher Mrs. J. Bayliss

















Monday 5<sup>th</sup> January 2026

Dear Parents/Carers

### ATTENDANCE NEWSLETTER AUTUMN 2 HALF TERM 2025

Whole school attendance at the end of Autumn 2 half term was **93.9%** which is below the National Average but an 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 2 half term and year to date.

REGISTRATION		AUTUMN 2	YEAR TO DATE	REGISTRATION		AUTUMN 2	YEAR TO DATE
	Nursery AM	88.5%	<b>91.1%</b>		Nursery PM	76.3%	<b>84.2%</b>
	Reception Doves	89.4%	<b>92.5%</b>		Reception Magpies	92.5%	<b>94.6%</b>
	Year 1 Penguins	88.9%	<b>91.1%</b>		Year 1 Sparrows	92.8%	<b>93.5%</b>
	Year 2 Cuckoos	90.2%	<b>92.2%</b>		Year 2 Flamingos	92.0%	<b>94.0%</b>
	Year 3 Eagles	93.1%	<b>94.8%</b>		Year 3 Wrens	96.6%	<b>95.7%</b>
	Year 4 Falcons	94.3%	<b>95.0%</b>		Year 4 Starlings	96.9%	<b>96.5%</b>
	Year 5 Swans	95.3%	<b>96.2%</b>		Year 5 Woodpeckers	94.4%	<b>94.9%</b>
	Year 6 Kingfishers	95.6%	<b>96.2%</b>		Year 6 Ravens	<b>97.2%</b>	<b>97.4%</b>

Well done to **Year 6 Ravens** class who have achieved over the expected 97% attendance for Autumn 2 half term and year to date. Let's see if more classes can increase year to date attendance to over 97% by the end of next half term!



### KS2 '12 DAYS OF CHRISTMAS' ATTENDANCE CHALLENGE

Well done to everyone in KS2 who achieved **100%** attendance during the '**12 DAYS OF CHRISTMAS**' attendance challenge between **Monday 1<sup>st</sup> December to Wednesday 17<sup>th</sup> December 2025** and congratulations to all **170** pupils who were rewarded with a disco after school on Thursday 18<sup>th</sup> December.

## **OVER 98% ATTENDANCE AUTUMN TERM**

Congratulations to everyone who achieved **over 98%** attendance during 'Autumn Term'. **176** pupils will be awarded a bronze attendance badge and certificate. This is an increase compared to 151 winners for Autumn term 2024.



## **REWARD DAY CELEBRATION**

Each week every pupil achieving 100% attendance, has their name entered into a prize draw for a golden ticket to the yearly reward day celebration. Winners are drawn at the end of each term.

**Winners for Autumn Term will be drawn**

**in assembly on Friday 9<sup>th</sup> January**



## **PERSISTENT ABSENCE 90% AND BELOW**

An email has been sent to guardians with children who have attendance that is 90% or below asking to please help improve attendance moving into Spring Term. This will 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 ensuring children attend school every day and arrive on time.

## **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, **31** 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)

