



Burnt Tree Primary School

Hill Rd, Tividale, Oldbury, B69 2LN

Tel 0121 557 2967

'Where everyone matters'

Head Teacher Mrs. J. Bayliss



Tuesday, 3rd March 2026

Dear Parent/carer

SCHOOL ATTENDANCE

Please be reminded that the school day starts at 8:45am

Each school day is divided into two sessions: a morning (AM) session and an afternoon (PM) session. Attendance is recorded for each session. Absences should be reported to the school office by 9:30am.

The most common absence codes (Authorised and Unauthorised) are listed in the table below.

Authorised Absence	
M	Leave of absence for the purpose of attending a medical or dental appointment
C	Leave of absence for exceptional circumstance
R	Religious observance
I	Illness (not medical or dental appointment)
Unauthorised Absence	
G	Holiday not granted by the school
O	Absent in other or unknown circumstances including leave of absence not agreed
U	Arrived in school after registration closed (9:25am)

All absences affect overall attendance percentage.

You can see your child's attendance percentage and absence codings used on the Arbor app or by requesting a paper copy of their Attendance Certificate from the school office at any time.

Please note that if a student misses more than 38 sessions (19 days) by the end of the school year, they will have an overall attendance below 90%. This is classified as Persistently Absent by the Department for Education.

Regular attendance in both AM and PM sessions is important to ensure continuity of learning. Missing sessions can significantly impact academic progress, classroom participation, and overall achievement.

We are committed to supporting all pupils in achieving their full potential and appreciate your cooperation in ensuring regular attendance at school.

If you have any concerns that you feel may have an impact on your child's attendance please do not hesitate to contact the School Attendance Officer or Family Support Worker on 0121 557 2967.

Yours sincerely

Mrs J Bayliss
Head Teacher

