

Victoria Street, Chadderton, Oldham, OL9 0BY
Telephone: 0161 770 3137
info@burnleybrow.oldham.sch.uk
www.burnleybrow.co.uk
Headteacher: Mrs. H. Atkinson-Smith. BA(Hons) MA, PGCE

9th September 2022

Dear Parents/Carers,

School opens at 8:45am and teaching hours begin at 8:50am. Parents are legally responsible for ensuring that their child/children attend school and arrive on time. The school and the Local Authority throughout the year monitor this.

- If your child is in Reception or Year 1 and you arrive before the start of school, you may walk with them into the playground.
- If your child arrives after 8:50am you will leave them at the playground gate to enter school with staff.
- If your child/children arrive after 8:55am they will need to come through the main school entrance where they will be marked as late. If your child/children arrive after 9:20am, they will receive an **unauthorised** absence mark. If your child has 6 or more late marks, per term, they will not receive an attendance certificate.
- If your child has 10 unauthorised absences, (5 school days) you will receive a warning letter, which could result in a Penalty Notice and the Head/ Deputy will be notified.
- If attendance falls below 90%, absences will be **unauthorised** and parents will be invited to attend a meeting with the Head teacher, or a member of the Leadership Team and the Local Authority Attendance Officer.
- Any attendance that becomes sporadic/persistent absences without evidence will be referred to the Attendance Officer.

Consideration will be taken into account for ongoing medical conditions, common childhood disease and severe illness, for authorisation.

Good attendance and punctuality are excellent life skills, preparing children for their working life.

Punctuality to school also falls under attendance, as persistent lateness to school will mean that your child is not in school on time in order to get their registration mark. If pupils' attendance falls below 90%, parents will receive warning letter and attendance will be monitored. We will expect parents to work with the school to improve their child's attendance if they fall into the attendance monitoring programme.

Absences

If your child is absent from school, you must telephone before 8.50am on the first day. If you do not contact school the absence will be unauthorised. Whenever possible, appointments should be made outside of the school day. If they have to be taken during the school day, please ensure your child attends school before and after the appointment.

Medical Appointments.

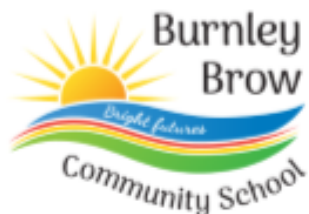
Any medical appointments should be arranged outside school hours however we are aware that some appointments will be within school time. We will require medical evidence of these appointments to authorise your child's absence.

Extended Absence during Term Time

The law states that children should attend school every day and there is no entitlement to parents to take their child out of school during term time. It makes it clear that Headteachers must not grant any holiday or other absence during term time unless there are exceptional circumstances.

If you require assistance or an alternative format for this letter, please contact the office who will be able to help.





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Parents will receive a Penalty Notice from the Local Authority if their child has 10 or more absences which are unauthorised. 1 absence is equivalent to a morning or afternoon. A late arrival after 9.20am is also equivalent to 1 absence. The penalty notice cost £60 per child and per parent if paid within 21 days and £120 per child and per parent if paid between 22 and 28 days.

The table below shows how much learning is lost each day your child is absent from school.

Rating	Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
	98%	186 days	4	20
Good	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
	95%	180.5 days	9.5	47.5
Satisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
Cause for Concern	87%	165 days	25	125
	86%	163 days	27	135
	85%	161.5 days	28.5	142.5
Unsatisfactory	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
Serious Cause for Concern	81%	154 days	36	180
	80%	152 days	38	190

Please support us and help your child to fulfil their potential by ensuring they attend school every day where possible.

Yours sincerely,

Mrs Atkinson-Smith

Headteacher

Please contact school on 0161 770 3137 BEFORE 8:50am if your child is too poorly to attend school. If we do not receive a call, your child's absence will be unauthorised. All absences are monitored and unauthorised absences may result with a Penalty Notice being issued.

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