



Attendance Information

We would like to remind you about the importance of good attendance and punctuality. Our attendance has improved over the last few years and, as a school, we take attendance very seriously. Days off school soon add up. Missing lessons makes it hard to catch up and pupils have to work harder when they come back. There are 175 non-school days a year for holiday, cultural experiences and family time. It may be useful for you to know what attendance figures mean for your child.

Above 98%	Excellent Attendance Pupils with attendance above 98% have had less than 4 days of absence in the year.
95%	Good Attendance/Expected level of Attendance Pupils with attendance above 95% have had less than 9 days of absence in a year.
90%	Below Average/Low Attendance/Persistent Absentee Pupils with 90% attendance have had 19 days over the year. Pupils with this attendance level are missing a month of school per year and may drop at least one GCSE grade. Pupil entitlement will be informed and parents of pupils with this level of attendance may be issued with a Fixed Penalty Notice or have legal action taken against them.
85%	Exceptionally Low Attendance/Persistent Absentee Pupils with 85% attendance have had 29 days absence over the year. These pupils are missing 6 weeks of a school year; it will be very difficult for them to keep up with work and they may drop more than one GCSE grade. It is highly likely that a Fixed Penalty Notice will have been served and should attendance not improve significantly after this, a referral will be made for legal action to be taken against parents for not ensuring their child attends school regularly.

Reporting an Absence

- All absences must be reported before 9.00am each day (and on each subsequent day) by either calling the absence line or emailing the absence address.
- If you know your child is going to be absent, please let us know in advance.
- Written notification giving the details of all absences must be given to the tutor on your child's return to school. If your child has been absent due to a medical appointment, please attach the appointment card/ hospital letter.

Absence Line: 01444 241691

Absence Email: absence@theburgesshillacademy.org.uk

Punctuality

Arriving late to school and into lesson is very disruptive for the teacher and other class members. It also means that late student themselves miss important input from teachers. Registration is at 8:30am, the warning bell sounds at 8:25am. If, for whatever reason, you know your child will be arriving late, please call the absence line or provide your child with a written note. Late students must sign in at Reception. If a student arrives late without an acceptable/ genuine reason, they will be issued with a break time detention.

Returning to School after Absence

On return to school, following 3 or more days of absence, medical evidence must be handed in at Reception. If evidence is not received after one week, the period of absence will not be authorised.

Examples of Authorised Absence

- Hospital or orthodontist appointment (evidence required)
- College/Employment interview (evidence required)
- Reported illness of 3 days or less (unless medical evidence has been requested)
- Illness of 4 or more days **with** medical evidence
- Emergency Doctor or Dental appointment (evidence required). Routine appointments should be made out of school

Examples of Unauthorised Absence

- Leave of absence **not** approved by school
- Absence note reported on the day or supported with written explanation upon return to school
- Absence of 4 days or more **without medical evidence**
- Arriving late after the registers have closed without acceptable reason (registers close at 9:15am)
- Truancy

Examples of Medical Evidence

- Medical appointment card confirming attendance
- Medical appointment letter
- Copy of prescription showing name and date
- Prescribed medication with pharmacist label showing name and date
- Hospital discharge letter
- Note from GP/Nurse with Practice stamp, name and date

Please help your child to maintain good attendance by booking Doctor, Dentist and Optician appointments either in the school holidays, after school or at weekends. Please provide the school with an appointment card/letter if your child needs to leave school for an appointment.

Absence during Term Time

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid. If you consider your request for absence to be an exceptional circumstance, please write to the Principal directly.

Thank you for your continued support in helping to raise attendance and attainment at The Burgess Hill Academy.