



Burnside Academy

Brinkburn Crescent
Houghton-le-Spring
DH4 5HB

Tel: (0191) 512 0466

Email:

burnside.academy@inspiremultiacademytrust.co.uk

Headteacher: Mrs L Kelly

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Dear Parent/Carer,

Attendance is monitored very carefully in our school - our target for all pupils is 97%+ attendance, this is to ensure your child is given the chance to achieve their potential academically. Improving attendance in school seen now as a national priority following a decline; per -pandemic levels have not been reached – there is an obvious correlation between attendance and attainment.

Absence

If your child is going to be absent from school, for example because of illness, you must call school with a reason for absence before 8.30am and each morning of absence after that. You can do this by simply leaving a message on the pupil absence line at any point before 8.30am – a member of staff may call you back to discuss the absence in more detail, and validate the absence.

To avoid them having gaps in their learning, it is important that routine appointments for doctors, dentists, optician etc are made for after school where possible.

Any unexplained absences will be recorded on our system as 'unauthorised'. Any pupils with persistent absences will be referred to the Local Authority attendance team, who will, when applicable enforce the legislation as detailed in the section 7 of the Education Act 1996.

Leave of Absence

As you may be aware the school does not authorise holidays, unless in exceptional circumstances - this is in line with guidance set by the Department for Education (DFE), which states schools should no longer routinely authorise holidays unless there are exceptional circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

From September 2024 in line with changes to legislation – any holidays taken during term time will be subject to a referral to the Local Authority for consideration of a Fixed Penalty Notice – we have attached a leaflet which details this.

We ask that parents support pupils in maintaining a high level of attendance and punctuality and make every possible effort to improve any irregular attendance.

Thank you for your support in working in partnership with school to achieve the best for your child.

Yours sincerely,

Mrs L Kelly
Head Teacher