



Attendance and Absence Information for Parents

Regular and punctual attendance at school is essential if pupils are to receive the full benefits of the education system. Burhill Primary School, therefore, is committed to promoting regular attendance by all pupils and to working in partnership with parents to achieve this aim.

Parents have a legal duty to ensure that their children attend school on a regular and full-time basis.

Schools have responsibilities for the day-to-day administration of registration, reporting rates of absence and for monitoring attendance.

Punctuality – the school day begins at 8.55am. Reception and KS1 children are admitted into school from 8.45am and KS2 children are admitted from 8.40am. (Please note that Nursery children are admitted from 9am.) It is important that the children arrive promptly. Missing the beginning of the lesson means that children miss essential direct teaching time. It is also disruptive to the rest of the class. If children arrive after the register has been completed they are marked late. If they arrive after the close of the register at 9.30am without adequate explanation, an ‘unauthorised absence’ is recorded

The Role of the Education Welfare Service

The school has an attached Education Welfare Officer (EWO) who makes regular visits to monitor pupil attendance and to ensure that the school is keeping proper records. If patterns of absence or lateness are detected, the EWO will discuss the matter with us and may make a home visit if necessary.

Authorised and Unauthorised Absence

If a child’s absence is recorded as authorised it means that the child has been away for a legitimate reason and that the parents have informed the school. Absences for the following reasons are more likely to be authorised:

- Illness, medical or dental treatment
- Family bereavement
- Religious observance

Burhill Primary School can no longer consider requests for leave for family holidays, short breaks, weddings in term times, and family celebrations.

The school can only authorise an absence if there are exceptional circumstances (none of the reasons above count as “exceptional”)

If you are requesting leave of absence for a holiday or for another reason, please write/email directly to the Headteacher. Email: head@burhill.surrey.sch.uk



Family Holidays in Term Time

We do NOT authorise any kind of family holiday in term time

Reporting Absence Information

Schools are required to complete an annual absence return for the DfE, and the Governing Body presents this information in its annual review to parents. Individual attendance information is also included in children's annual reports.

Summary

If your child is unwell, please register your child's absence on Studybugs:

<https://studybugs.com>

If you are unable to use Studybugs, please email or telephone the school office as early as possible on each morning of the absence. Please include in the letter the nature of the illness and how long you expect your child to be away. You do not need to contact us every day if you have already told us that your child will be away for specified number of days. If we do not have a reason for your child's absence, the school will contact you to request an explanation.

If your child has been away and we haven't been given a reason we will contact you requesting an explanation for the absence. We will then be able to determine whether it should be authorised or not.

For other planned absences please write directly to the Headteacher. We will reply to your application for leave to advise you whether the absence has been authorised.

For more information on issues relating to attendance and absence, please refer to the school's Attendance Policy.

If you have any questions regarding attendance, please see your child's teacher or a member of the office staff.