

Our ref: AGH/SWD/Letter – Working Together

16 September 2025

Dear Parents and Carers

Re: Working Together

I am writing to emphasise the vital role that regular school attendance plays in your child's academic and personal development. We are committed to ensuring every student reaches their full potential, and a key factor in achieving this is high attendance.

Research consistently shows that students with higher levels of attendance are more likely to succeed academically, develop strong social connections, and build the resilience needed for their future education and careers. The Department for Education highlights that attendance below 95% can have a significant impact on a child's progress. Improving attendance is therefore crucial for your child's education and overall development.

Our Shared Responsibility

The *'Working Together to Improve School Attendance'* guidance reinforces that ensuring good attendance is a shared responsibility between schools, families, and the wider community. As a school, we are committed to supporting students and families by:

- **Monitoring attendance** regularly to identify any patterns or concerns early on.
- **Offering support and guidance** to families who may face barriers to regular attendance.
- **Creating an inclusive environment** where students feel safe, valued, and engaged in their learning.

As parents and carers, you play a key role in reinforcing the importance of attendance at home:

1. **Communication:** If your child is absent, it is crucial to inform the school as soon as possible with a valid reason. Open communication helps us to understand and address any challenges you may be facing.
2. **Routine and Punctuality:** Establishing a morning routine can reduce stress and make it easier for your child to arrive at school on time, in uniform and ready to learn.
3. **Prioritising Attendance:** Where possible, please try to arrange medical appointments outside of school hours, and avoid taking your child out of school for holidays during term time.

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We understand that occasional absences are unavoidable. However, if your child's attendance becomes a concern, we will work with you to identify the underlying causes and provide appropriate support, which may include access to pastoral care or external services.

If, despite this support, families do not engage and attendance does not improve, the matter may be escalated. This could lead to the involvement of the Pupil Entitlement Investigation Team, and in some cases, a **Fixed Penalty Notice** may be issued. Please be aware that non-compliance can result in a fine of up to **£1,000** per parent or carer, in accordance with national attendance legislation.

REQUESTING ABSENCE

In the unavoidable event of an absence please refer to the school website and follow the link under 'school life'. This will direct you to all the information you need regarding **absence and attendance**. We also use the confidential 'Studybugs' app to enable families to report absence, see link below:

<https://www.theburgesshillacademy.org.uk/school-life>

[Studybugs – Sign In](#)

Absences should be reported to 01444 241 691 or absence@theburgesshillacademy.org.uk on the first day of any absence and each day of any subsequent absence in order for us to be satisfied of your child's safety and whereabouts. We cannot make assumptions that if your child was absent the previous day and they continue to be away, that they are still under your care. It would be appreciated if contact could be made before 8:30am on each day of any absence.

If your child has a medical appointment booked in advance, please notify us as soon as you can and if possible attach a letter from the GP or hospital confirming this appointment.

By working together, we can ensure that every child attends school regularly and benefits fully from their education. We are confident that, with your support, we can maintain the high standards of attendance and achievement that we are proud of here at The Burgess Hill Academy.

Thank you for your ongoing commitment to your child's education. If you have any concerns about attendance or would like to discuss this further, please do not hesitate to contact us.

Yours sincerely



Mr A Griffith
Assistant Principal
Designated Safeguarding Lead

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