

Burford Partnership Schools

Mrs Diane Axford

St Peter's School
Alvescot
Oxon OX18 2PU
Tel: 01993 842535
headteacher@stpeters.oxon.sch.uk

Miss Carol Phillips

Bampton CE (C) Primary School
Bowling Green Close
Bampton
Oxon OX18 2NJ
Tel/Fax: 01993 850371
head.3131@bampton.oxon.sch.uk

Mrs Robyn Jones

Brize Norton Primary School
Station Road
Brize Norton
Oxon OX18 3PL
Tel/Fax: 01993 842488
head.2250@brize-norton.oxon.sch.uk

Mrs Rachel Veeder

Burford Primary School
Priory Lane
Burford
Oxon OX18 4SG
Tel: 01993 822159
head.2251@burford-pri.oxon.sch.uk

Mrs Kim Rogers

Clanfield CE Primary School
Main Street
Clanfield
Oxon OX18 2SP
Tel: 01367 810257
head.3100@clanfield.oxon.sch.uk

Mrs Rachel Veeder

St Christopher's CE (A) Primary School
Langford
Lechlade
Glos GL7 3LA
Tel/Fax: 01367 860318
head.3555@st-christophers.oxon.sch.uk

Mrs Rhiannon Abberley

Leaffield C.E.Primary School
The Green
Leaffield
Oxon OX29 9NP
Tel/Fax: 01993 878273
head.3124@leaffield.oxon.sch.uk

Mrs Catherine Souch

St Kenelm's CE (C) School
Wenrisc Drive
Minster Lovell
Oxon OX18 5SP
Tel: 01993 775394
head.3125@st-kenelms.oxon.sch.uk

Mrs Katy Gent

Wychwood CE (C) Primary School
Milton Road
Shipton-under-Wychwood
Oxon OX7 6BD
Tel: 01993 830059
head.3257@wychwood-pri.oxon.sch.uk

Mr Matthew Albrighton

Burford School
Cheltenham Road
Burford
Oxon OX8 3PL
Tel: 01993 823303
head.4040@burford.oxon.sch.uk

Friday 31st January 2025

Dear Parents and Carers

We hope this letter finds you well. Following our January Burford Partnership Heads meeting we are keen to be consistent across the schools in the implementation of our new attendance policies.

We are writing to stress the importance of your child's attendance at school and how vital it is to their academic progress and overall success. We aim for every child to maintain an attendance rate of at least 95% throughout the academic year, and we need your support to help us achieve this important goal.

Why is attendance so important? Research shows that students with high attendance rates perform significantly better in their studies, both in terms of academic attainment and personal development. Regular attendance not only helps children stay on track with their learning but also builds positive habits, resilience, and a strong work ethic, which will benefit them throughout their lives. On the other hand, even small amounts of missed time can have a substantial impact. Missing just a few days each term can lead to gaps in learning, making it harder for children to catch up and progress as they should. This often results in a ripple effect, affecting their confidence and overall academic performance, with 19 days of absence, for example, equating to 95 hours of lost learning.

We would like to remind you that our school policy does not allow for the authorisation of holidays taken during term time. While there may be rare exceptions, such requests can only be approved by the Headteacher. Should you need to request time off for a holiday, please submit your request in writing before making any arrangements. Please be aware that permission may not be granted.

If a holiday is taken during term time without prior approval, the absence will be recorded as unauthorised. This will lead to a referral to the County Attendance Team, potentially resulting in the issuance of an Education Penalty Notice for each child affected.

A Fixed Penalty Notice may be issued when there are 10 missed sessions within a 10-week period. It is important to note that each school day is divided into two sessions: morning registration and afternoon registration. Therefore, missing a full school day counts as two sessions.

It is important to note that if your child arrives at school after registration closes at 8.45 a.m., this will be recorded as an unauthorised absence and is also subject to referral to the county attendance team for a Fixed Penalty Notice if these exceed 10 sessions within a 10-week period.

Thank you for your continued support.

Yours sincerely

The Burford Partnership of Schools
