



Bourne End Academy

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Dear Parents/Carers

Attendance Matters

I would like to take this opportunity to introduce myself, my name is Jackie Carr and I am the Assistant Head in charge of Attendance at Bourne End Academy.

At the heart of our attendance policy is the desire to ensure your child has the best educational opportunities possible, the chance to socialise with a caring community, and of course their safety. We are trying to prepare children for future lives and careers. Building resilience in being able to attend school even when feeling under the weather is an important life skill.

Students with Good Attendance (1 day off school per half term) achieve two Grades higher at GCSE than students with Poor Attendance (3 or more days off school per half term). Our aim is to ensure that students at Bourne End Academy strive to achieve Good or Excellent attendance.

Absence due to medical appointment: if your child has a dentist or a doctor's appointment, please avoid removing them from the academy during the day, please arrange where possible for appointments to be outside of school hours. Should your child have a hospital appointment please try to avoid taking them out for the whole day. Evidence of appointments must be provided. Every lesson counts, and time outside of the academy needs to be minimised.

Lateness: Any student who arrives to school after 08:40 will need to sign in at reception and will be issued a sanction. The first offence is a C2 and the second will be a C3. If there is a reason that your child is unable to arrive to school by 08:40, could you please get in touch with me via the [Contact Us](#) form on our website.

Absence due to illness: Students with mild symptoms like a runny nose or a mild cough, cold or headache should aim to attend school and if necessary bring in medication with a signed [medication consent form](#). We have a welfare room should your child's symptoms worsen and we are able to administer the medication they have brought in with the consent form. For severe illnesses, where your child is unable to get out of bed, please notify us of their absence immediately by using ClassCharts or emailing us on: beaattendance@e-act.org.uk. This should be done no later 08:30am.

Please be reminded that the school gate closes at 8:32 to ensure that students have a prompt start to the day and there is time to check uniform and equipment so that students are ready for a successful day.

If you have any concerns about your child's attendance, please do get in touch with me (via Contact Us) and I would be happy to arrange a meeting to discuss ways we can support your child in improving their attendance.

Kind regards

Jackie Carr
Assistant Headteacher

Developing Future Leaders



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Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school when they're unwell. There are government guidelines for schools about [managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they shouldn't. If you do keep your child at home, it's important to phone the academy on the first day. Let us know that your child won't be in and give us the reason.

Other illnesses

Follow this advice for other illnesses:

Coughs and colds

It's fine to send your child to school with a minor [cough](#) or [common cold](#). But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.

High temperature

If your child has a [high temperature](#), keep them off school until it goes away.

Cold sores

There's no need to keep your child off school if they have a [cold sore](#). Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis

You don't need to keep your child away from school if they have [conjunctivitis](#). Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

COVID

There is no longer a requirement to test for COVID so if your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can attend school. Your child should try to stay at home and avoid contact with other people if they have:

- have a high temperature
- or do not feel well enough to do normal day to day activities.