

Attendance Matters!

A huge well done and thank you to the 31 children who have 100% attendance for the year to date. The Department for Education tracks attendance carefully and we aim to have an attendance figure in excess of 96%. Our attendance figure to date is 95.4% which puts us in the top 20-30% of schools nationally.

Regular attendance is very important for children to achieve the best they can. If children are absent from school, it not only affects their education but they will miss out on the social side of school which affects their ability to make and keep friends and can dent their self confidence to attempt new work and work alongside each other.

We appreciate that attendance levels at this time of year can be affected by illness, particularly colds, tummy bugs and chickenpox. We would therefore encourage all parents to send their children into school wherever possible. However, if they have been ill with sickness and/or diarrhoea, please keep them off school until they have been symptom free for a **minimum** of 48 hours to prevent the bug spreading throughout the school community as this has a significant, adverse effect on attendance levels of both staff and children.

A copy of your child's attendance record is available, on request, from the school office. You can also view their attendance via the MCAS App in real time.



Attendance Letters

Each month we look at whole school attendance, including all the reasons for absence, and we will contact, by letter, those parents whose child has an attendance level below 90% which is classed as Persistent Absence. We currently have 32 children whose attendance is below 90%. This is more than a whole class.

We aim to work with parents/carers to help improve a child's attendance so that all children can benefit from being in school regularly and achieving their full potential.

If you would like any support or advice on attendance or punctuality, please speak to your child's class teacher or the Headteacher.



Reporting an absence

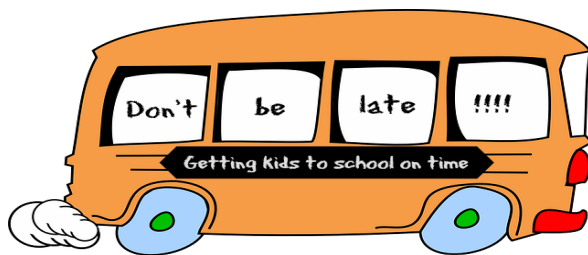
If your child is too ill to attend school, please contact the school office before 9.25am with full details of your child's illness/symptoms. If we do not hear from you, we will ring you to find out why your child is not in school. If you email the school office, please remember to include your child's full name and class in the subject line.

If we are not able to contact you we will, on a weekly basis, contact those families to ask them to let us know why their child was not in school. This will come via ParentMail. If we do not hear from you, we will treat the absence as unauthorised. Sometimes, human errors can occur and it may be that a message has not reached the relevant person. Please do not take offence, we just need to make sure the registers are up to date. Thank you for your support.



Punctuality Matters Too!

The table below shows some of the impact of missed school whether through days off or being late to school. Time out of school has a far bigger impact than you may realise. For example you may think that 90% attendance is good but that is 19 days lost. Likewise, arriving 10 minutes late every day is the equivalent of missing 32.5 hours or 6.5 days in a school year.



Amount	mins late	Hours missed by end of year	School Days lost
1 Late per week	10	6.5 Hours missed	1.3 days
2 Lates per week	10	13 Hours missed	2.6 days
3 Lates per week	10	19.50 Hours missed	3.9 days
4 Lates per week	10	26 Hours missed	4.2 days
5 Lates per week	10	32.5 Hours missed	6.5 days
Amount	mins late	Hours missed by end of year	School Days lost
1 Late per week	20	13 Hours missed	2.6 days
2 Lates per week	20	26 Hours missed	4.2 days
3 Lates per week	20	39 Hours missed	7.8 days
4 Lates per week	20	52 Hours missed	10.4 days
5 Lates per week	20	65 Hours missed	13 days
Amount	mins late	Hours missed by end of year	School Days lost
1 Late per week	30	19.5 Hours missed	3.9 days
2 Lates per week	30	39 Hours missed	7.8 days
3 Lates per week	30	58.5 Hours missed	11.7 days
4 Lates per week	30	78 Hours missed	15.6 days
5 Lates per week	30	97.5 Hours missed	19.5 days

Holidays and Absence in Term Time

Absence will not be authorised during term time except in exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, and unexplained absences are at risk of receiving a Fixed Penalty Notice from West Sussex County Council. The rules on Fixed Penalty Notices changed in August 2024—further details can be found on our website. It is important that parents are aware that unauthorised absences now staddle school holidays and academic years and that each incidence of a FPN referral is dealt with on an escalating scale. The school does not benefit financially from any FPN issued by the Local Authority.



Medical Appointments

We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations are not always possible to arrange outside of school hours. However if your appointment time allows your child to come to school for registration and then leave later this will have a positive impact on their attendance figure. Likewise if they are able to be back in school for afternoon registration - 12.45pm - Reception and Year 1, 1.15pm - Year 2 this will also have a positive impact.



When is it not ok for your child to stay away from school

Holidays - only in exceptional circumstances will term time holidays be authorised by the school.

Birthdays - your child should still attend, even if it is their Birthday.

Shopping/Family Days Out - or any other activity for which there is no serious reason for your child to stay away from school.

There are 175 non school days a year. This is 175 days to spend on family time, visits, holidays, shopping and other appointments.

If you need to request absence from learning, please complete a Request for Withdrawal from Learning form, available from the school office, and return it to school. A written response will be sent home via your child's book bag.

The Legal Stuff

School attendance is important because the law requires it. As a parent you are legally responsible for making sure your child gets a full time education. This means registering your child at school and making sure they attend regularly and on time.

Thank you for your support in helping to raise our school attendance. If you would like any support or advice on attendance or punctuality, please speak to your child's class teacher or the Headteacher.

