



# A T T E N D A N C E N E W S L E T T E R



**As a School we achieved 97% attendance for the academic year 2017-18 which is brilliant and we are aiming to sustain 97% or above for this year. Can YOU help us to achieve this?**

Thank you to all our families who help us to maintain the high level of attendance we currently have. However, all children are required by the Government to attain a percentage attendance of 97% or higher and as a school we monitor this very closely.

The table below explains the procedures, concerns and next steps to be taken should your child's attendance fall at any specific time.

190 School Days per academic year					
175 Non-School days per academic year (inc. weekends and holidays)					
% attendance during one school year	Equates to days / weeks absent (approx.)	Number of lessons missed (approx.)	Concerns of the School	Procedures	Next Steps
100%	0 days / weeks absence	0 lessons missed	NO concerns	N/A	N/A
94% - 95%	10 days / 2 weeks absence	60 lessons missed	Watching % attendance	We will monitor attendance	If attendance continues to fall move to next step
93% - 94%	12 days / 2 weeks + absence	72 lessons missed	Patterns of absence forming	Letter 1 – make aware of attendance	Review attendance fortnightly
92% - 93%	14 days / 2½ weeks absence	84 lessons missed	Patterns of absence – days and broken weeks	Letter 2 - discuss patterns	Review attendance fortnightly
91% - 92%	16 days / 3 weeks + absence	96 lessons missed	% attendance and patterns of absence	Letter 3 - discuss patterns and meeting with Headteacher	Review attendance weekly
90%	19 days / 4 weeks absence	120 lessons missed	Persistent Absence	Letter 4 - Meeting with Headteacher - discuss all attendance concerns	Review attendance daily
85%	29 days / 6 weeks absence	180 lessons missed	Attendance that falls below 85% will seriously affect your child's progress and this could result in a Referral to Pupil Entitlement Investigation  Action will continue to be pursued by the School		
80%	38 days / 8 weeks absence	240 lessons missed			
75%	48 days / 10 weeks absence	300 lessons missed			
70%	57 days / 11½ weeks absence	345 lessons missed			
65%	67 days / 13½ weeks absence	405 lessons missed			

**Attendance that falls below 90% is called Persistent Absence**



### Absence during term time

Absence will not be authorised during term time except in rare and exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, unexplained absences and unauthorised illness, are at risk of receiving a Fixed Penalty Notice from West Sussex County Council.

If you need to request absence from learning, please complete the Withdrawal from Learning Form which can be collected from the school office or downloaded from the website, and return to the school office. Please submit the form, allowing at least two weeks before the dates requested to allow time for processing and return of the form. A written response will be sent home via your child.

### Lateness

We do understand that occasionally you may be late. However, we also monitor children who are regularly late. The table below explains the procedures, concerns and next steps to be taken should your child's attendance fall at any specific time.

Number of Lates	Amount of minutes of lessons missed	Number of lessons missed (approx.)	Concerns of the School	Procedures	Next Steps
0-4 lates	Less than 30 mins	0 lessons missed	NO concerns	N/A	N/A
5 - 9	30 minutes	1 lesson	Watching Lates attendance	Letter 1 – information	Review fortnightly
10 - 14	1 hour	1 +	Patterns of Lateness forming	Letter 2 – Meeting with Headteacher -discuss patterns	Review fortnightly
15 - 19	1 hour 30 minutes	2	Patterns of Lateness – days and broken weeks <b>Persistent</b>	Letter 3 - Meeting with Headteacher - discuss patterns and concerns	Review weekly
20 +	2 hours +	2 +	Lateness and patterns of absence <b>Persistent</b>	Letter 4 - Meeting with Headteacher - discuss all attendance concerns	Review weekly

### **PERSISTENT LATENESS – NO 100% ATTENDANCE CERTIFICATE AT THE END OF YEAR**

### Absence through illness

We understand and appreciate that children can become ill and that it is not always easy to decide whether to send them into school or keep them at home, so to help you with this decision we have devised a useful reference guide

**RED – STAY AT HOME**

**Sickness and Diarrhoea** – 48 hours must have elapsed before a child can return to school from the last episode.

**High Temperature over 37.5°**

**Rashes** – this can be the first sign of a serious illness – check with your GP.

**AMBER – SEEK ADVICE**

**Headache, Feeling Sick, Tummy Ache**

Children often feel unwell if they are anxious, so if in doubt contact the school for advice.

**GREEN – COME TO SCHOOL**

**Mild Cough, Cold, Sore Throat, Feeling Tired**

We will always contact you if your child is ill during the school day.

If your child is too ill to attend school, please contact the office **everyday before 9.00am** with full details of your child's illness/symptoms. If sufficient information is not provided we may contact you for further details.

**Medical Appointments**- we do request that where possible, routine medical appointments are arranged outside school hours as these appointments will affect your child's % attendance. If you are not able to arrange the appointments at this time, we will require copies of all medical documentation.

### Celebrating Attendance

Every term we hand out certificates for those children who have 100% attendance. One term at 100% attendance is a bronze certificate and bookmark, two terms is a silver certificate and pencil and a whole year is a gold certificate with a badge. For any child who has 100% attendance from Reception to Year 2 they will receive a special certificate and a book token.