

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

20th May 2022

Dear Parents and Carers

Attendance

At South Bersted Church of England Primary School, we want to work with parents and carers to improve our whole school attendance. Over the past two years, there have been many disruptions to pupils' learning due to the COVID-19 pandemic. We know that central to improving pupil's attainment and accelerating progress is their regular attendance at school.

As part of the school's Attendance Policy, I regularly monitor pupil's attendance. Where a pupil's attendance is a concern, I will endeavour to discuss this with parents and carers, to understand how we can work collaboratively to improve your child's attendance.

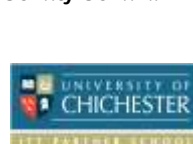
What is the expected attendance?

In your child's Interim Report, which you received in February, you received the percentage figure for your child's attendance in the following table:

Below 90%	90.1% - 95.9%	96%+
Serious risk of underachievement	Risk of underachievement	Good
Attendance: xxx		

As shown in the table, we identify 96%+ as good attendance. Often when we see a figure of 90% we may interpret this as a good attendance; however, if your child has an attendance of 90% across the school year, this represents 19 days of absence from school, which is equivalent to approximately 4 weeks of missed school.

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The below table shows the impact in days and weeks for different attendances.

ATTENDANCE DURING ONE SCHOOL YEAR	EQUATES TO DAYS ABSENT	WHICH IS APPROXIMATELY
94%	10 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

What happens if my child tests positive for COVID – 19?

If your child tests positive for COVID-19, they should stay at home for 3 days following their test. Government guidance states that if your child does not have a high temperature and is well enough, they are able to return to school.

How do I inform the school if my child is unwell?

Parents/carers are responsible for:

- Notifying the school on the first day of absence **before 9.15am**, or as soon as possible. Parents can report an absence by telephoning the school office, emailing or via Class Dojo.
- Providing medical evidence where possible, on the child’s return to school.
- Ensuring that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.
- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

What is the school’s responsibility in relation to an absence from school?

Where a pupil has not attended and we are unable to contact any parent or carer by telephone, including the use of emergency contact numbers, we will consider the matter from a safeguarding perspective. Where appropriate, the headteacher and/or safeguarding lead will take further steps to ensure the wellbeing of the child, which may include home visits, referral to the Integrated Front Door (IFD); formerly known as MASH, or by seeking further advice from the local authority’s team for Children Missing in Education.

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Does the school authorise holidays?

Although as a school we appreciate the cost of holidays in term time is significantly cheaper, this would not be considered to be rare or unavoidable, and so this would not be authorised.

Does the school issue fines?

Fixed Penalty Notices can be issued to families where a child has missed at least 5 days of school in a ten-week period, without authorisation. Fixed Penalty Notices incur a fine of £120 per parent, per child, (£60 if paid in 28 days). A parent is any person who has parental responsibility for the child.

Further information regarding attendance can be found in the school's policy and on the school website.

Thank you for your continued support.

Yours sincerely



Mr Noel Goodwin
Headteacher

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