

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

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Dear Parents and Carers,

Attendance

You will recall that I wrote to all parents and carers regarding school attendance last term. As part of our drive to improve school attendance, we want to work in collaboration with our families. In working together, it is clear that we all have a shared sense of what we are aiming for.

What is the expected attendance?

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

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.

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



How are we promoting good attendance?

Each term, we will reward pupils who have achieved 100% attendance for the term. During Collective Worship, these pupils will receive a certificate.

Pupils who have an attendance of 97% or above are entered into a termly raffle. The winning child will then choose a gift set from an 'Attendance Menu'. They will be able to select gifts from art, cooking, Lego or sport. Congratulations to Harry (Yr 2) who was presented with his art set after being drawn as the raffle winner for the Spring Term.

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 (sent to 'Mrs Office' and not the class teacher).
- 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.

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 (10 sessions) in a rolling ten-week period (excluding school holidays), 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.

To ensure a consistent approach to attendance across all schools in the Bognor and Felpham area, also attach our agreed Felpham and Bognor (FAB) Schools Attendance Protocol 2022/23.

Thank you for your continued support.

Yours sincerely



Mr Noel Goodwin
Headteacher

