

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

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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.

Evidence from the Department for Education (DfE) shows that the students with the highest school attendance gain the best GCSE and A Level results. Research finds that pupils who performed better at the end their primary and secondary education, missed fewer days than those who didn't perform as well. (DfE June 2023).

What is the expected attendance?

As shown in the table, we identify **96%+** as good attendance.

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

Often when you see a figure of 90% you 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. This is the equivalent of approximately 4 weeks of school missed.

The table below shows the impact in days and weeks for different attendance levels

Attendance During one School Year	Number of days absent	Number of approximate weeks
94%	10 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
75%	38 days	8 weeks
70%	48 days	10 weeks

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How are we promoting good attendance?

Each term, we reward pupils with 100% attendance by giving them 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 relating to art, cooking, Lego or sport.

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 8.45am, 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.
- Liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness.

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 a member of the school's safeguarding team may take further steps to ensure the wellbeing of the child. This may include home visits, referral to the Integrated Front Door (IFD); or by seeking further advice from the local authority's team for Children Missing in Education.

Does the school authorise holidays?

Holidays during term time are not authorised except in exceptional circumstances. This is in line with the Felpham and Bognor attendance protocol, which all locality schools have agreed to. There are 12 weeks of holiday across an academic year.

Does the school refer to the LA for the issue of a fine?

Yes. Fixed Penalty Notices (FPN) 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 £160 per parent, per child, (£80 if paid in 28 days). A parent is any person who has parental responsibility for the child. In addition to this, if an absence is for 15 consecutive school days, the local authority can bring the matter directly to the courts.

If 2 FPNs are issued in a 12-month period, the fine will be £160 with no reduction.

If a third referral is made, the FPN team will refer it directly before the courts.

Further information regarding Fixed Penalty Notices can be found on the [attached leaflet](#).

Is my child too ill for school?

The NHS have produced guidance on this question which can be found below. If at any point you are unsure, please contact the school office.

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Is my child too ill for school?

Does your child have a high temperature (38°C or more)?

YES Keep them off school until it goes away.

NO Follow the guidance below.

Your child can usually go to school with a mild cough or cold if they are otherwise well. If you do keep your child at home, it's important to phone the school or nursery on the first day and give them the reason.

Should go in	Should go in (let the school know)	Seek treatment before returning to school	Keep them off (at first)
A cough, cold or sore throat Fine with slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature. Threadworms Speak to your pharmacist, who can recommend a treatment.	Cold sores 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 Fine unless they are feeling very unwell. Seek advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly. Head lice & nits You can treat head lice and nits without seeing a GP. Hand, foot & mouth disease If they seem well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly. Slapped cheek syndrome Once the rash appears, they're no longer infectious. Let the school or teacher know if you think your child has slapped cheek syndrome.	Impetigo They'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school. Ringworm See your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment. Scarlet fever They'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics. Chickenpox Keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.	Ear infection If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away. Measles They'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system. Vomiting & diarrhoea Stay away from school until they have not been sick or had diarrhoea due to illness for at least 2 days (48 hours).

Feeling worried or anxious: It's normal for any of us to feel worried sometimes. We may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can sometimes make a child's worries about going to school worse. If your child is struggling, please speak to school as soon as possible to explore available help. If your child is still struggling and it's affecting their everyday life, you should contact GP or school nurse.

If you have any questions regarding the information in this letter, please contact the school office or discuss the matter at the school gate.

Thank you for your continued support.

Yours faithfully,

M. Goodwin

Mr N Goodwin
Headteacher

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