



**Mrs Justine Chubb - Head of School**  
Clapham and Patching CofE Primary School  
The Street, Clapham, Worthing, BN13 3UU



01903 871214 [office@claphamandpatching.co.uk](mailto:office@claphamandpatching.co.uk)

Monday 4<sup>th</sup> September 2023

### Attendance Expectations for Academic Year 2023/2024

Dear Parents/Carers,

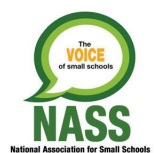
We recognise that the majority of our children aim to have good attendance at school, and we know that parents/carers are supportive in working with us to achieve this. However, as this is an important ongoing part of school development, we will be focusing on ensuring all children attend school on a regular basis. Poor attendance can have a detrimental on a child's progress, not only from an educational perspective but also developing their communication and social skills. Our shared role is to make sure we are preparing all of our children for their future and to ensure every child maintains the best attendance possible. Research indicates a strong correlation between a child's attainment and progress in school and good attendance.

In school we have a number of incentives to promote the importance of attendance:

- Assemblies are used to share and celebrate attendance with the children.
- Fortnightly attendance year group winners are celebrated in assembly and awarded a certificate.
- School attendance display to encourage children and celebrate best attenders.
- Termly and half termly updates sent home to make you aware of your child's attendance and improvements.
- End of year best attendance year group reward.

As we start a new academic year, we would like to take this opportunity to remind parents/carers of our expectations for school attendance. **The law states, all children of compulsory school age (between 5 and 16) must receive regular full-time education.** As a parent/carer, you are responsible for making sure this happens, either by registering your child at a school or by making arrangements which provide a suitable full-time education. Once your child is registered at a school parents are responsible for making sure their children attends regularly. Clapham and Patching CofE Primary School regard regular full-time education as attending school for at least 96% of the school year. Every school day has an attendance register taken once in the morning and again in the afternoon. Each day therefore has 2 attendance sessions. If your child feels unwell at the start of a day but feels better as the morning goes on, we would welcome them back in school.

We recognise being ill may prevent your child from coming to school, but if they can get out of bed and play, enjoy TV or play on their games consoles, they should be in school. Sneezes and seasonal coughs are not an excuse to miss school and feeling tired is not an illness. Parents should make medical/dental appointments outside of school time wherever possible. If your child has a medical/dental appointment during the school day, evidence will need to be provided. If this is not provided, this will be recorded as an authorised absence. Children need to be in school for the entirety of the school day and should not be picked up early, unless previously arranged with Head of School.





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We understand the challenges that some individual children face in relation to attendance, recognising that this can also extend into those adults in the children's life. However, the expectation remains that all school age children attend school on a regular basis. This expectation is supported in full by all medical staff, schools and both local and national government.

As outlined in the Department for Education attendance guidance, a leave of absence during term time is not permitted unless there are exceptional circumstances. If you wish to request absence from school, please fill out our "Absence Request Form" found on ParentApps (a paper copy can be obtained from the school office.) Please be aware term time family holidays, will not be authorised and any absence of 5 days/10 sessions, may result in a referral to Pupil Entitlement for consideration for a Fixed Penalty Notice. Repeated receipts of Fixed Penalty Notices can result in being taken to court by West Sussex County Council.

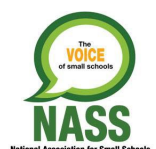
Exceptional circumstances may include, a sudden, unexpected, severe incident relating to a family member; a family bereavement or taking part in a religious festival. This is not meant to be an exhaustive list and there may be other activities that may be considered to be exceptional.

It is our hope that the above information outlines Clapham and Patching CofE Primary School's position regarding the importance of regular attendance from this point onwards and we look forward to working together.

As a school, we aim do our utmost to support our children's welfare and we have staff who really do care. If you feel that you need help, support or guidance to support regular attendance please contact either: [head@claphamandpatching.co.uk](mailto:head@claphamandpatching.co.uk) or [office@claphamandpatching.co.uk](mailto:office@claphamandpatching.co.uk) we can then discuss any specific issues that you may have further.

Thank you for your continued support. Further information is available on the next pages.

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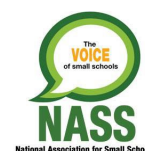
### Too ill for School?

School attendance is a matter of huge importance, and even a few days' absence can have a significant impact on children's learning – particularly in the core subjects where daily lessons cover the content needed for the future.

We all have days when we are unavoidably ill, but equally there are days when we feel 'under the weather' or perhaps have a minor cough or cold and we can still get on with our daily activities.

To help families understand what absence will be authorised from school, we have set out below some of the common ailments, and how school will consider these when marking registers.

Ailment	Suggested action
Common cold	Unfortunately, seasonal colds are a feature of life for all of us. Children should not normally miss school because they have a cold.  Absence will not routinely be authorised for colds.
Cough	As with seasonal colds, a winter cough is not in itself a reason for school absence. If the cough is persistent and may be a symptom of covid, then a short period of absence (usually no more than 3 days) may be advised.  If your child has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can go to school.
Diarrhoea	This is often an indication of a contagious illness. Children who have suffered with diarrhoea should not return to school until 48 hours after the last episode.
Fever / High temperature	Children should not attend school if they have a fever. A fever should normally pass in around 3 days and can be treated with Calpol.
Head lice	There is no reason to be absent from school in case of lice. Hair should be combed/treated and children return to school.  Absence will not routinely be authorised for head lice.
Sore throat	Children with a sore throat can still attend school, unless it is accompanied by a fever. Staff can accommodate children with hoarse voices.  Absence will not routinely be authorised for a sore throat.
Vomiting	This is often an indication of a contagious illness. Children who have suffered with a vomiting bug should not return to school until 48 hours after the last episode.





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Further information about other illnesses such as slapped cheek, chicken pox and impetigo, please see the NHS page: [Is my child too ill for school?](#)

**We will not routinely authorise absence where unclear reasons are given, such as “not feeling well”, or “poorly”.** Please ensure that you communicate clearly with the school office about the nature of your child’s illness so that we can correctly code their absence in the school register.

**Attendance percentages explained:**

100% Attendance	0 days missed	Excellent
97% Attendance	5 days of Absence 1 week of learning missed	Good
95% Attendance	9 days of Absence 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 days of Absence 3 week and 4 days of learning missed	Poor
85% Attendance	28 days of Absence 5 week and 3 days of learning missed	Very Poor
80% Attendance	38 days of Absence 7 weeks and 3 days of learning missed	Unacceptable

