



Attendance Matters

Attendance plays a big part in your child's education and future (please see enclosed graph). With poor attendance your child may struggle, fall behind, feel isolated and may not achieve their full potential.

Contact details for reporting absences

Tel: 01243 826511 (Option 1)

Direct Line 01243 838028

Text: 07943 110012

Email: attendance@felpham.org.uk

The following information outlines the potential impact on attendance, and the school's procedures for reporting absences and Covid-19

Reporting procedure

- ▶ All absences need to be reported to the attendance office only, no later than 8.30am and a reason needs to be given. Absences that are not reported to attendance, or are without a reason, are marked as unauthorised.
- ▶ When reporting absences, we do not expect you to go into full detail, although one word/line reason is required - whether it is a headache, sickness or a cold etc. Unfortunately, we cannot accept 'unwell' as a reason as the absence needs to be recorded accurately so that we can support where needed.
- ▶ We expect your child to come in on occasions such as feeling sick without actually being sick, period pains and headaches/migraines unless supported by medical evidence.
- ▶ If your child has a sickness bug they will need to remain off school until 48 hours after their last episode of sickness and/or diarrhoea to prevent spreading the illness; they will be sent home if they arrive in school before this time limit.
- ▶ All medical appointments should be booked after school and during school holidays where possible.
- ▶ We expect your child to come into school before and/or after their appointment (unless otherwise agreed) and all medical appointments, where possible, to be reported at least 24 hours before the appointment.
- ▶ Unfortunately, we are unable to authorise holidays in term time. All 'exceptional circumstances' holiday requests must be accompanied by a holiday form which your child can get from the Attendance Office and advanced warning needs to be given.



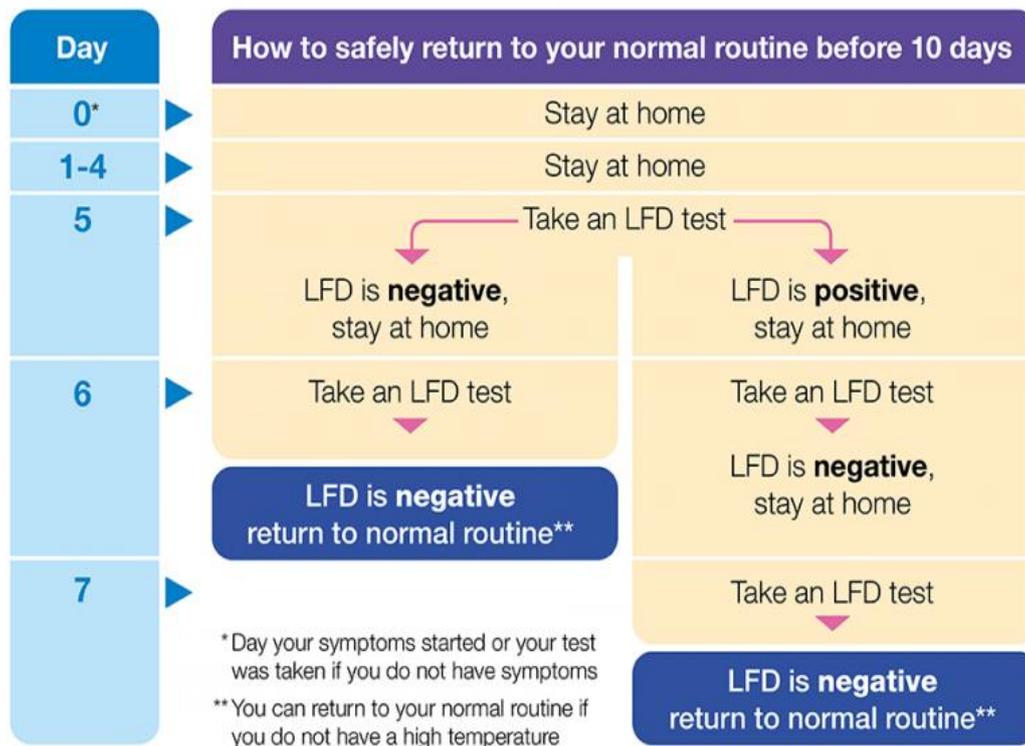
Covid-19

There has been some confusion around reporting absences and keeping children off for minor illnesses. We appreciate that Covid-19 has played a rather large role in this and understand that parents/carers have had to be very cautious. However, here is some information below that we hope will help and is in line with government guidance that was changed on 24th February 2022:

► Children are required to book a PCR test if they have any of the symptoms listed on the NHS Website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>.

► If your child has tested positive on a PCR or an LFD test, though it is no longer a legal requirement to isolate, the guidance still states that those with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test as normal from 5 days after their symptoms started, or the day their test was taken if they did not have symptoms, followed by another one the next day. If both these tests results are negative, they should return to school as long as they feel well enough to do so and do not have a temperature. <https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>



Please note that this guidance is subject to change as the government continue to review the situation.

Viewing your child's attendance

You can continue to monitor your child's attendance on the Go4Schools app.

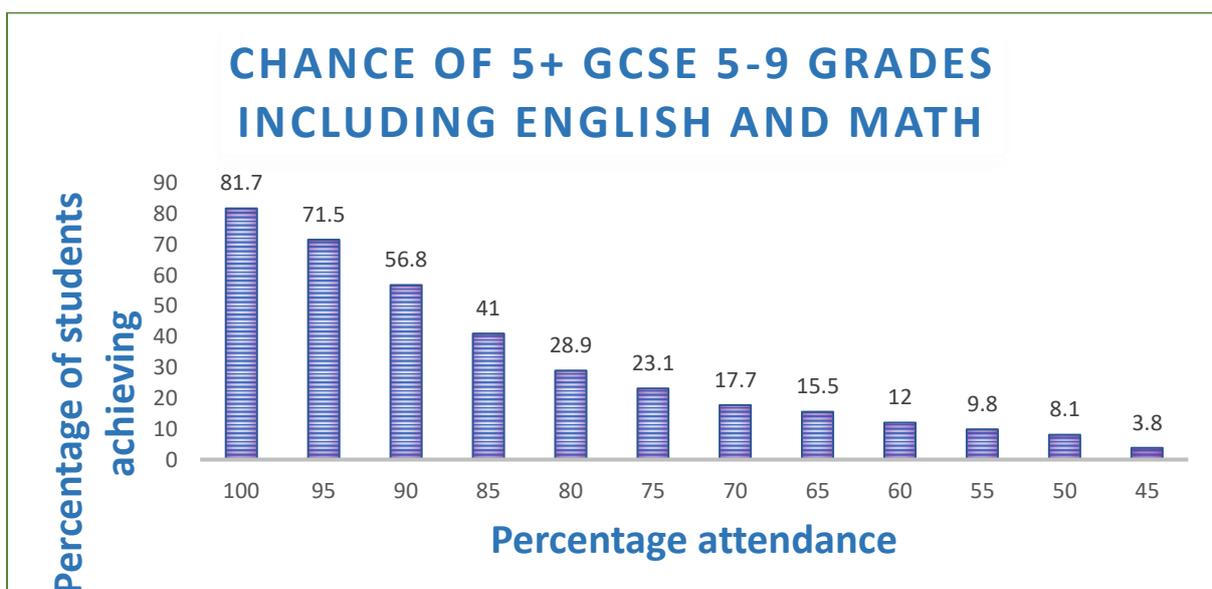
Please note that if your child is off for 1 day, it will show as 2 sessions of absence - AM and PM registration.

Where does your child fit in?

What is their attendance %?	How many days of absence and how much learning is missed?	What is the impact?
100% Attendance	0 days missed	Gives your child the best chance of success and they are likely to be happy, connected and learning
95% Attendance	9 days of absence 1 week and 4 days of learning missed	
90% Attendance	19 Days of Absence 3 Weeks and 4 days of Learning Missed	Makes it harder for your child to progress and they may be feeling pressure, feeling distant and having difficulty engaging
85% Attendance	27 Days of Absence 5 Weeks and 3 Days of Learning Missed Almost half a term missed	Has serious implications on learning and progress and they might be experiencing frustration, isolation and/or confusion
80% Attendance	36 Days of Absence 7 Weeks and 3 Days of Learning Missed Half a term missed	
75% Attendance	45 Days of Absence 9 Weeks and 1 Day of Learning Missed Almost 1 whole term missed	

The school, year offices and staff want to work with and support you around your child's attendance, so if there is any information that can help us to do this, then please do contact us.

The graph below indicates the potential impact of attendance in obtaining GCSE grades:



We would like to thank you for all your efforts in ensuring that your child(ren) are at school and arrive on time.