



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 all absences/appointments/holidays etc.

Direct Line: 01243 838028

Text: 07860 054358

Email: attendance@felpham.org.uk

Through reception: 01243 826511 (Option 1)

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

Reporting procedure

- ▶ You can contact attendance directly 24hrs a day. All absences need to be reported to the attendance office only, no later than 8.30am on the day of absence and a reason needs to be given. Absences that are not reported to attendance, or are without a valid reason, are marked as unauthorised.
- ▶ We expect your child to come in on occasions such as feeling sick without actually being sick, period pains, a cough, cold or sore throat and aches and pains etc.
- ▶ 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.
- ▶ 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. Any appointments during school hours should be reported to attendance in advance of the appointment.
- ▶ 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.
- ▶ All absences over 5 days require medical evidence.



Covid-19

Attending education is hugely important for children and young people's health and their future.

What to do if your child has symptoms

Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either have a high temperature or do not feel well enough to go to school, college or childcare, or do their normal activities.

They can go back to school, college or childcare when they feel better or do not have a high temperature.

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, college or childcare.

Encourage your child to cover their mouth and nose with a tissue when they cough or sneeze, and to wash their hands after using or throwing away tissues. Most children who are unwell will recover in a few days with rest and plenty of fluids.

What to do if your child has a positive COVID-19 test result

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person aged 18 or under tests positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days. This starts from the day after they did the test. Please record the test with track and trace <https://www.gov.uk/report-covid19-result> and send confirmation of this to attendance@felpham.org.uk. The absence will only be marked as authorised with this evidence, you do not need to call in daily for the 3 days of isolation, only after isolation ends if they still have a temperature.

Children and young people tend to be infectious to others for less time than adults. If they're well and do not have a temperature after 3 days, there's a much lower risk that they'll pass on COVID-19 to others.

Please refer to the following guidance if you have any questions or concerns:
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Viewing your child's attendance

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

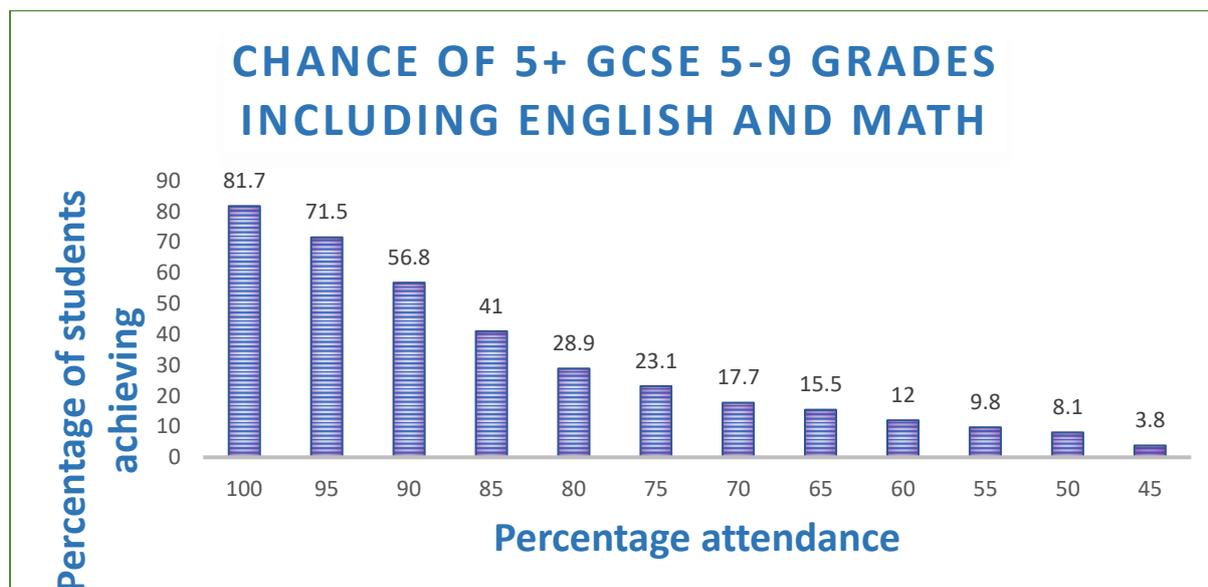
Please note that if your child is off for 1 day, it will show as 2 sessions of absence - AM and PM registration.

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.

January 2023