



AMBITION
RESPECT
COURAGE

ATTENDANCE INFORMATION

2026/27



Attendance Information.

At The Angmering School we believe that every school day counts. Regular attendance gives students the best chance to achieve their potential, build friendships and make the most of the opportunities available to them.



Contact details for reporting absence.



Miss S Silva - Attendance Officer



01903 778331



ssilva@theangmeringschool.co.uk



Mrs C Scrivener - Attendance Administrator



01903 778323



cscrivener@theangmeringschool.co.uk



Absence Reporting via Email - attendance@theangmeringschool.co.uk



Absence Reporting via Text Messaging - 07860054571

- All absences must be reported to the attendance teams only, no later than 8.15am and a reason must be given. Absences that are not reported by 8.15am and are also without a reason will be marked as unauthorised.
- All absences are to be reported to the attendance teams only using the correct contact details provided above, any absences reported to other members of staff may not be received in the attendance office and therefore may be unauthorised.
- All medical appointments should be booked after school and in school holidays wherever possible. Any absence for a medical appointment without evidence, i.e. appointment card, appointment text and hospital appointment letter will be marked as unauthorised.
- Students are expected to come into school before and after their appointments unless agreed otherwise. Please give the attendance team 24 hours' notice of medical appointments.



Why attendance matters.

At our school we expect 100% attendance. We believe in the power of belonging and community. We are committed to ensuring every child feels part of our school family, and regular attendance plays a key role in that.

Under the Education Act 1996, it is a legal requirement for children to attend school regularly. This means that students should be present in class each day that the school is open, except in the case of rare circumstances such as illness or other authorised absences. Our expectation is that students maintain an attendance rate of 96% or higher.

We understand that life can be unpredictable, and we're here to support families. If your child needs to miss school, please refer to our school policy for what counts as an authorised absence (like illness or medical appointments). We ask that you notify us as soon as possible if your child will be absent.

By working together, we can ensure that every child feels connected, valued, and part of our school community.

At The Angmering School, we believe that education is about more than just academic achievement. Our goal is to prepare your child for life beyond school, helping them to grow not only intellectually but also emotionally and socially. We focus on building character, resilience, strong friendships, and a positive work ethic—essential qualities for success in life.

We work closely with local primary schools and colleges to create a unified approach to attendance and well-being, ensuring that students develop the habits and support systems they need from an early age. We want our students to understand the importance of being present, just as they will need to be in the workplace later in life. Regular school attendance helps them develop the responsibility, commitment, and reliability that will serve them well in their future careers.

By fostering these skills, we aim to equip every student with the tools, confidence, and mindset they need to thrive after their journey at The Angmering School.

Promoting Attendance and Rewards.

At The Angmering School, we celebrate and reward excellent attendance to encourage all students to stay engaged and present. Every fortnight, the tutor group with the highest attendance wins a special trophy, which is proudly displayed in their classroom. In addition, the winning group's achievement is featured in the student bulletin, and they receive recognition on the "Attendance Matters" noticeboard.

The more a tutor group wins, the greater their chance to attend our exclusive End of Year Attendance Celebration, where they can enjoy a fun event to celebrate their commitment and hard work.

This system not only motivates students to attend school regularly, but also fosters a sense of pride and healthy competition within our school community.

Understanding Illness and Absence

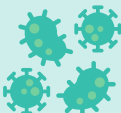


We understand that some illnesses can be more serious and, in those cases, children may need to take time off school. If your child is unwell, we ask that you provide us with supporting medical information, and we will consider authorising the absence where appropriate. However, to help build resilience and ensure that all students have access to their learning, we encourage children to attend school even when dealing with minor illnesses, such as colds, mild aches and pains, headaches, feeling a little nauseous, or menstrual discomfort.

By attending school during these times, students don't miss out on important lessons and continue to benefit from the valuable knowledge and resources their teachers provide.

When is it appropriate to stay at home?

For further guidance on managing common illnesses and when to keep your child at home, we encourage parents to refer to trusted resources such as the NHS. We have provided links to relevant NHS guidelines below, please click on the most common illness to read their clear advice on how to handle minor illnesses and when it's appropriate for children to stay home.

	<u>Covid</u>	If your child has tested positive for Covid but feel well they can attend school. There are currently no guidelines advising your child to remain off school for any period of time.
	<u>Menstrual Health</u>	We expect your child to attend school on occasions such as period pains, feeling sick (without being sick) and headaches unless they have supporting medical evidence.
	<u>Sickness and Diarrhea</u>	If your child has a sickness bug we ask that they remain off school for 48 hours from the last episode of sickness, if your child attends school before this time period they will be sent home. This is to prevent the spread of illness across the year groups.
	<u>Chicken Pox</u>	Your child will need to stay off school until after the spots have scabbed over; this is usually around day 5 of the spots appearing.
	<u>Common Cold, Sore Throats and Coughs</u>	It is fine to send your child to school with a cough, sore throat and/or cold.
	<u>Scarlet Fever</u>	If you or your child has a confirmed case of scarlet fever; they must stay home from school or college for 24 hours after they take the 1st dose of antibiotics.
	<u>Headlice / Nits</u>	There's no need to keep your child off school if they have head lice.

Mental Health.

We are aware that many of our students may experience periods of poor mental health, and we want to ensure that we provide the best support possible. We are committed to working closely with families and students to help manage these challenges. However, it is important for students to attend school regularly, as being in school allows them to fully access the support and resources available to them. We are here to support your child, and their consistent presence helps us work together to ensure their well-being and success.

At The Angmering School, our Student Services team is fully committed to supporting the mental health and well-being of every student. We understand that mental health is just as important as physical health, and our dedicated team is here to provide a safe space for students to talk, access support, and get the help they need. Whether through one-on-one sessions, group support, or signposting to external services, we offer a range of resources to ensure that every student feels heard, supported, and understood. We encourage all students to connect with our team whenever they need support, and we work closely with parents and carers to ensure the best possible care for each child.

Our Student Services Team.



Mrs Helen Stephens
Year 7



Ms Annette Duncan
Years 8 & 9



Mrs Dolly O'Hare
Years 10 & 11

Requesting absence from the school.

We would like to remind all parents that any requests for absence must be submitted using the official Absence Request Form. These requests can only be considered for approval by Mr. Liley, the Headteacher.

Please note that, in line with guidance from West Sussex County Council, Mr. Liley is unable to authorise term-time holiday requests. Any absences accrued for holidays taken during term time are liable to a Fixed Penalty Notice. To ensure the best support for your child's education, we ask that all absence requests are submitted in advance and include any relevant supporting information. Only absences authorised by Mr. Liley will be recorded as authorised in our attendance system.



Submit a request using our absence request form.

Please find the link to the absence request form below, this can also be found on our school website under the parents tab.

<https://www.angmeringschool.co.uk/assets/Absence-Request-form-2024-v8.docx>

Absences after Sporting Events, Dance / Drama Rehearsals and Enrichment Trips

We know that after a sports event, school trip, or dance rehearsal, your child might be feeling a bit tired. These activities are a great reward for all their hard work, and we totally understand the exhaustion that can come with them. However, we still expect them to be in school the following day.

Attending school is important to keep them on track with their learning, and it also helps reinforce the idea that balancing fun and responsibility is key.

By showing up the next day, they continue to grow and stay connected with their lessons, all while making the most of the experiences they've had outside the classroom. **If your child doesn't attend school the day after one of these events, the absence will be marked as unauthorised.** Your support in encouraging regular attendance helps set them up for success, both in school and beyond!

Impact of non-attendance.

At The Angmering School, we understand that poor attendance can create significant challenges for students. When a child misses school, they not only miss out on important learning but also on opportunities to develop social skills and maintain friendships, both of which are vital for their overall development. This can lead to feelings of isolation and anxiety, which may make it harder for them to return to school.

We recognise that most of our students want to be here, and we deeply appreciate the support from parents and carers who understand the essential link between school attendance and academic success. By attending school regularly, students are able to fully engage with their learning and access the necessary support to help them reach their full potential.

At The Angmering School, we are dedicated to ensuring all students succeed, and regular attendance plays a key role in making that happen.

Please scan the QR code to read the latest information on the government's Education Hub on Why is school attendance so important and what are the risks of missing a day:



Every school day counts.

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading.



Frequently Asked Questions.

Can I report an absence to my child's Tutor or Year Team Leader?

No, the school requires a consistent approach to absence. Year Team Leaders and Tutors are student focused first thing in the morning and are often out of the office or in assemblies meaning that messages can get missed.

Do I need to call in every day my child is absent?

Yes, it is a parents responsibility to notify us each day of absence, this is so we can work collectively to safeguard your child.

The school is requesting medical evidence to support a period of absence, does this mean a GP letter?

No, there are various forms of medical evidence we can accept, including and not limited to: GP Letter, Appointment Text, Prescription and Pharmacy Advised Medicines dated with the date of the absence.

What does FPN mean and what is the threshold?

Please click [HERE](#) to view the FPN Guidance.

My child was late to school and only missed Start and/or Assembly, why does this matter ?

Even if your child is only a few minutes late, Start and Assembly are an important part of the school day. Vital information is often shared at this time, including:

- Important announcements and changes to the school day
- Information about upcoming events, trips and activities
- Wellbeing messages
- School expectations, routines and behaviour
- Celebration and recognition of pupils' achievements
- Preparation and organisation for the day ahead
- House Information

Missing this information can mean your child does not start the day with the same information as their peers and may feel less prepared or included.

We understand that occasional lateness can happen. However, regular lateness - even by a few minutes - can quickly add up and may affect your child's learning, routines and readiness for the day.

Being on time helps your child start the day informed, prepared and ready to learn.

My child has sent me a text to tell me they are unwell / upset, can I come and collect them?

No - please advise your child to go to Student Services or the Medical Room, this will enable them to build relationships with key staff, our staff are trained to make decisions in the best interests of a child and will always contact parents where appropriate.

We are allowed to go on holiday aren't we ?

We understand that family holidays are important, but holidays should only be taken during the school holidays, in line with West Sussex County Council guidance. A family holiday or cheaper holiday price would not normally be considered an exceptional circumstance. Parents/carers should request permission from the school before making any arrangements.

Taking your child out of school without the school's permission may result in the absence being recorded as unauthorised and could lead to a Fixed Penalty Notice being issued. Good attendance is important because even a small number of days missed can affect your child's learning and progress.



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