

## Contact Details for Reporting Absences

**Attendance Officer:** Mrs S Silva: Telephone - 01903778331 Email -

[Attendance@theangmeringschool.o.uk](mailto:Attendance@theangmeringschool.o.uk)

**Attendance Administrator:** Mrs C Scrivener Telephone 01903778323 Email -

[Attendance@theangmeringschool.o.uk](mailto:Attendance@theangmeringschool.o.uk)

### **Absence Reporting Via Text Messaging - 07860054571 (Verification maybe required)**

- All absences must be reported to the attendance teams only, no later than 8.30am and a reason must be given. Absences that are not reported by 8.30am 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.
- 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.
- 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.
- Covid – 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.
- 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.
- We are unable to authorise holidays in term time; this is in line with West Sussex and government guidance. All exceptional circumstances requests must be submitted with an absence request form available from the Attendance Team or via the school website and requested in advance of the absence. Any absence not requested correctly will be marked as unauthorised.
- Emails of a non-attendance nature may not be actioned, please use the correct contact details found on our website <https://www.angmeringschool.co.uk/home/school-information/key-staff-contact-info/>

# Every School Day Counts

Every single day a child is absent from school equates to a day of lost learning.

Attendance	Days Missed (Year)	Lessons Missed (5-period day)	Level of Concern	Evidenced Impact on Academic Progress
100%	0 days	0 lessons	Outstanding	Maximising achievement potential
97%	6 days	30 lessons	Excellent	On track to meet academic targets
95%	9–10 days	50 lessons	Improvement Needed	At risk - Gaps in learning may impact academic outcomes
92%	14 days	70 lessons	Early cause for concern	Significant learning gaps - unlikely to reach academic targets
90%	19 days	95 lessons	Significant cause for concern	Very unlikely to achieve academic targets
85%	29 days	145 lessons	Severe cause for concern	Extremely unlikely to achieve academic targets

Children are only in school for 190 days each year. There are 175 other days for holidays and other activities.

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week, or 19 days of school during the school year – that's nearly 4 school weeks every year.