

The Angmering School Student Absence Policy

Reporting Procedure for Absences

Contact Details for Reporting Absence

Year 7

Mrs Marshall: Telephone – 01903778354 Email – smarshall@theangmeringschool.co.uk
Text Message: 07700185859

Year 8 and Year 11

Mrs Jones: Telephone- 01903778323 Email – ljones@theangmeringschool.co.uk
Text Message: 07700185859

Year 9 and 10

Miss Silva: Telephone – 01903778331 Email ssilva@theangmeringschool.co.uk
Text Message: 07700185859

- 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 and feels unwell we ask that they remain off school for 3 days from the date of the positive test. They can then return to school on day 4 without a negative test providing they feel well enough to attend.
- 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.

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.

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

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.