



WEST SUSSEX COUNTY COUNCIL
BARTONS PRIMARY SCHOOL

Headteacher: Kate Powell

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14th December 2022

Dear Parents/Carers,

New Attendance Protocol

The local schools across Felpham and Bognor are part of the FaB locality and all of the schools work together to have consistency in practice and approach. This is essential so that families with children in both local primary and secondary school have similar experiences.

All schools have to follow the guidance of the Department for Education for attendance and poor attendance has to be reported externally. It was agreed, recently by all of the Felpham and Bognor locality schools, to tighten the rules that must be followed. Genuine illness is acknowledged and cannot be helped but holidays booked in term time and inconsistent attendance at school for no sufficient reason, does affect the learning of pupils. Some work will not be retaught due to the heavy content of the curriculum. Pupils are only in school for 190 days each year. There are 175 other days for holidays and other activities. 80% attendance represents 1 day off every week. 90% attendance represents 1 day off every fortnight. We expect attendance to be 95% or above for every child. The new attendance protocol will start in January 2023 and will be on the school website. Fixed Penalty Notices will be issued for non - attendance including holidays taken in school time. 10 sessions missed within a 10 week period will trigger a referral to the Local Authority if the reasons given are not satisfactory. Please be supportive of this protocol because it is in the best interests of the children.

Yours sincerely,

(Mrs Kate Powell)

Headteacher

