Three Bridges Primary School Attendance Newsletter Spring Term 2026

Welcome to our first issue of 'Attendance Matters Newsletter'. The aim of this newsletter is to:

- Continue to raise awareness of the importance of good attendance and punctuality.
- Inform parents of school policies and procedures.
- Keep parents up to date with attendance figures at school.
- Provide helpful tips to support attendance and punctuality.
- Introduce you to the Attendance Team

As part of our attendance strategy, we will be monitoring and addressing patterns of school attendance through the 'Traffic Lights' scheme. You will receive a letter informing you of your child's 'Attendance Zone' at the end of each school term. The 3 different attendance zones are:-

Green Zone - Attendance of 96% and above

All pupils who are in the 'Green Zone' have 96% or above attendance. This zone recognises patterns of good to excellent school attendance. Pupils who fall within this band are more likely to do well at school and achieve good results.

Amber Zone - Attendance between 90% & 95%

All pupils who are in the 'Amber Zone' have 90% to 95% attendance. Pupils with this level of attendance are a cause for concern and are at risk of under achieving at school.

Red Zone - Attendance below 90%

All pupils who are in the 'Red Zone' have below 90%. Pupils who fall within this zone are regularly absent from school and are significantly less likely to achieve their potential. Such pupils will be closely monitored by the Attendance Team at Three Bridges primary School.

Spotlight on Persistent Absence

What is persistent absence?

If your child takes too much time off school they will become categorised as PA or persistently absent. (Attendance below 90% = persistent absence).

Missing school will make your child fall behind in lessons and will impact on their academic progress and achievement.

Do not allow your child to become a PA pupil.

This table shows how many days missed each half–term will make your child a PA pupil:

HOW MANY DAYS OFF WILL MAKE YOUR CHILD A PERSISTENLY ABSENCE PUPIL?

Half-term 1	3 ½ days off school from September until October half-term will make your child a PA Pupil.
Half-term 1-2	7 days off school from September until the Christmas holiday will make your child a PA Pupil
Half term 1-3	10 days of absence from September until February half-term will make your child a PA Pupil
Half term 1-4	12 ½ days of absence from September until the Easter holidays will make your child a PA Pupil.

How will Three Bridges Primary School address persistent absence?

If your child's attendance falls below 90%, a member of the Attendance Team will contact you to discuss barriers and agree next steps. Parents will receive an attendance letter, and the school will stop approving absences unless medical evidence is provided. The school will also seek support from the Pupil Entitlement Investigation Team (PEI).

If attendance does not improve or drops again, the school will refer to West Sussex County Council who could issue a fixed penalty notice (FPN).

In serious cases, West Sussex County Council may take the matter to court for failing to ensure your child attends school regularly.

We ask that Parents/Carers support good attendance in the following ways:

- Make school attendance a priority.
- Arrive at school on time – punctuality matters
- Contact the school to report each daily absence by 8.30am via telephone on 01293 524076 *option 1* or by the Studybugs app.
- Children should return to school as soon as they are able to do so after an illness.
- If you have ANY concerns about attendance, please do not hesitate to speak to our attendance officer, Mrs King, in the first instance.
- Don't forget to visit our Attendance Page on the school website for more information: **Attendance I Three Bridges Primary School**

Attendance Matters

Every Day Counts 1 or 2 days a week doesn't seem like much but...			
If your child misses...	**That is equal to...**	**Which is...**	**And over 13 years of schooling that is...**
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1.5 years of learning
1 day per week	40 days per year	8 weeks per year	Over 2.5 years of learning
2 days per week	80 days per year	16 weeks per year	Over 5 years of learning
3 days per week	120 days per year	24 weeks per year	Nearly 8 years of learning

Every Minute Counts Just a little late doesn't seem much but...			
If your child misses...	**That is equal to...**	**Which is...**	**And over 13 years of schooling that is...**
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly HALF A YEAR!
20 minutes per day	1 hour 40 minutes per week	Nearly 2.5 weeks per year	Nearly 1 YEAR!
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 AND A HALF YEARS
1 hour per day	1 day per week	8 weeks per year	Nearly 2 AND A HALF YEARS

Attendance Team

Mr Stockton
Mrs King
Ms Webb
Mrs Craig
Mrs Hutt
Mrs Smallman
Mrs McCartney
Mrs Caplin
Year Leaders
Mrs Ambrozi-Moore

Whole school attendance so far

Reception - 93%

Number of children in Reception: 67

7 children with 100%

17 children are between 96% & 99%

23 are between 90% & 95%

Year 1 - 90%

Number of children in Year 1: 80

3 children with 100%

37 children are between 96% & 99%

22 are between 90% & 95%

Year 2 - 93%

Number of children in Year 2: 82

11 children with 100%

38 children are between 96% & 99%

19 are between 90% & 95%

Year 3 - 95%

Number of children in Year 3: 81

11 children with 100%

34 children are between 96% & 99%

25 are between 90% & 95%

Year 4 - 95%

Number of children in Year 4: 87

9 children with 100%

44 children are between 96% & 99%

20 are between 90% & 95%

Year 5 - 96%

Number of children in Year 5: 86

17 children with 100%

40 children are between 96% & 99%

19 are between 90% & 95%

Year 6 - 94%

Number of children in Year 6: 86

9 children with 100%

38 children are between 96% & 99%

23 are between 90% & 95%

Overall school attendance - 93.6%

National average attendance - 93.3%

Illness

Children are ill on occasions and when this is the case we readily accept that being at home is the best place to be. Please phone the office on **01293 524076** ***option 1*** **by 10.00am** to explain why your child will be absent and the nature of the absence. Please also phone on each subsequent day of your child's absence, or provide us with an indication of when they are expected to return.

If we do not receive a phone call we will contact you to ascertain your child's whereabouts and the reason why they are not in school. Children can't help being ill and as a school we want all our children to be well and healthy in order to learn happily and confidently when they are here. However, this traffic light system is a guide to help you to recognise when to send your child into school and when they should be kept at home.

Please be aware that we reserve the right to ask for medical certificates for any absence.

RED: STAY AT HOME

Raised temperature (over 37.5)

Rashes: Can be the sign of many infectious illnesses. Check with your GP before sending them to school.

Vomiting and diarrhoea: Please keep your child at home for forty eight hours after the last bout.

AMBER: TAKE ADVICE

Headaches: A child with a minor headache does not usually need to stay off school. However if the headache is more severe or is accompanied by other symptoms such as a raised temperature or drowsiness then keep your child home and consult your GP.

GREEN: COME TO SCHOOL

Cough, cold, sore throat, feeling tired.

For more information

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

UK Health Security Agency

NHS

Should I keep my child off school?



Yes

	Until...
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek

SCAN ME

Advice and guidance

To find out more, **search for health protection in schools** or scan the QR code or visit https://qrco.de/minfec.

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Three Bridges
Primary School