Three Bridges Primary School Attendance Newsletter Autumn Term 2026

Welcome back to our attendance newsletter and a big welcome to our new parents/ carers and children that have just joined us.

The school has quickly been filled once again with smiling faces, laughter and excitement, and it has been fantastic to welcome everyone back for another school year.

Our focus again this year is:

- 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.

Celebrating Good Attendance

At Three Bridges Primary School, we believe that every day counts!

Regular school attendance helps children build confidence, develop friendships, make progress in their learning and feel part of our school community.

We like to celebrate the children who attend school regularly and arrive ready to learn. By recognising and rewarding good attendance, we aim to encourage positive habits and help every child make the most of their time at school.

Every day matters, every child counts, and together we can make every school day a success!

This is how we celebrate good attendance:

- Class attendance certificates
- Improved attendance certificates
- Celebration assemblies
- Recognition for individual improvement, not just 100%.

Attendance Tips for Families

- Establish good bedtime routines
- Prepare uniform and equipment the night before
- Arrive at school on time every day
- Make medical appointments outside school hours where possible
- Contact the school promptly if your child is absent

Arriving on Time

The school day begins at **8:40am (on the Lower Site)** and **8:50am (on the Upper Site).** Arriving on time helps children settle quickly and ensures they do not miss important morning learning.

Gates open time - 8:25am on the Lower Site and 8:35am on the Upper Site.
Registration time - 8:40am on the Lower Site and 8:50am on the Upper Site.

Reporting Absence

You can report your child's illness using the **Studybugs App** or by contacting the absence line on **01293 524076 option 1** before 9am.

Acceptable Reasons:

- **Illness:** Your child is genuinely too unwell to attend (note that vomiting or diarrhea requires a 48-hour exclusion from school).
- **Medical or dental appointments:** Routine or emergency appointments that cannot be scheduled outside of school hours.
- **Exceptional circumstances:** Specific events pre-arranged and approved directly in writing by the headteacher.

Unacceptable Reasons:

- Birthdays or shopping trips
- Family appointments that do not directly involve the child
- Family holidays during term-time without headteacher permission
- Looking after family members or waiting in for deliveries
- Outings or visiting relatives

Holidays During Term Time

The Government does not allow schools to authorise holidays during term time except in exceptional circumstances. Requests should be made in advance using the school's leave of absence form.

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
Mrs Craig
Mrs Hutt
Mrs Ambrozi-Moore
Mrs Smallman
Mrs McCartney
Mrs Caplin
Year Leaders
Mrs Emberson

Whole school attendance so far

Reception - 92.8%

Number of children in Reception: 56

22 children with 100%

14 children are between 96% & 99%

7 are between 90% & 95%

Year 1 - 94.1%

Number of children in Year 1: 67

30 children with 100%

16 children are between 96% & 99%

8 are between 90% & 95%

Year 2 - 93.2%

Number of children in Year 2: 80

41 children with 100%

17 children are between 96% & 99%

5 are between 90% & 95%

Year 3 - 94.6%

Number of children in Year 3: 82

40 children with 100%

15 children are between 96% & 99%

14 are between 90% & 95%

Year 4 - 95%

Number of children in Year 4: 76

43 children with 100%

16 children are between 96% & 99%

9 are between 90% & 95%

Year 5 - 94.3%

Number of children in Year 5: 91

37 children with 100%

20 children are between 96% & 99%

14 are between 90% & 95%

Year 6 - 95.4%

Number of children in Year 6: 86

38 children with 100%

20 children are between 96% & 99%

15 are between 90% & 95%

Overall school attendance - 94.5%

National average attendance - 96.27%

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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Support Avaliable

We understand that attendance can sometimes be affected by illness, anxiety, family circumstances or other challenges.

We are here to help. If you are experiencing difficulties, please contact the school as early as possible so that we can work together to find solutions.

- Attendance Officer - Mrs King
- Emotional Literacy Support Assistant - Mrs Caplin
- Inclusion Lead - Mrs Smallman (Lower Site) and Mrs McCartney (Upper Site)

Did You Know?

If a child attends school for just one day less every fortnight, this could amount to nearly four weeks of lost learning across the school year.

Thank you for your continued support. By working together, we can ensure every child benefits from excellent attendance, punctuality and engagement in school life.

Children who attend regularly build stronger friendships, feel more connected to their class and are more confident learners. Being in school every day helps children feel that they are an important part of our school community.