BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389
EMAIL office@broadwaterce.org

Headteacher: Mr Aaron Morrissey

www.broadwaterce.org

9th October 2026

ATTENDANCE REMINDERS

Dear Parents and Carers,

As we move further into the school year, I would like to take this opportunity to thank you for your continued support in ensuring that children attend school regularly and arrive on time each day.

I wanted to share this letter with you as a reminder of the importance of attendance.

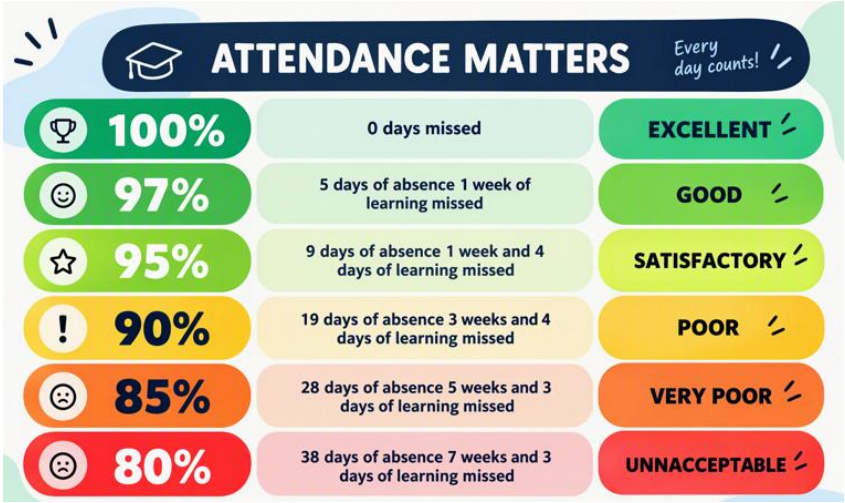
At Broadwater, we know that attendance has a significant impact on children's academic success, wellbeing and sense of belonging. Every day in school matters. Lessons build on previous learning, friendships are strengthened, and children develop confidence through consistent routines. Whilst occasional absence due to genuine illness or exceptional circumstances are inevitable, regular absence can quickly affect a child's progress.

Working Together

Our aim is always to work in partnership with families. We understand that there are occasions when children are genuinely unwell, family circumstances can be challenging, or attendance concerns arise for complex reasons. Please speak to us early if you need support. In many cases, we can work together to identify solutions before attendance becomes a concern.

Attendance Expectations

We want every child to achieve attendance of **96% or above**, with the expectation that children attend school every day unless they are genuinely too ill to do so or exceptional circumstances arise for them or family. Pupils are only in school for 190 days each year. There are 175 other days for holidays and other activities.



Even seemingly small amounts of absence can have a cumulative impact over time.

Is My Child Well Enough for School?

We recognise that deciding whether a child is well enough to attend can sometimes be difficult. We encourage all families to use the NHS guidance when making this decision. The NHS resource below provides clear advice on common childhood illnesses and whether children should attend school:

Is my child too ill for school? NHS: Is My Child Too Ill for School?

We are also sharing a short animation which helps explain why attendance remains important, even when children have minor illnesses that do not require them to stay at home.

Illness Absence and Holidays

We have a responsibility to ensure attendance records are accurate and that all families are treated fairly. Where absences are reported as illness but there are reasonable grounds to suspect a term-time holiday has been taken, we may challenge the reason for absence and seek further information. We ask all families to be open and honest when reporting absence so that we can maintain accurate records and provide appropriate support where needed.

Fixed Penalty Notices (FPNs)

We would also like to draw parents' attention to the changes relating to West Sussex County Council attendance enforcement and the **rolling three-year Fixed Penalty Notice process**. Information and Frequently Asked Questions from West Sussex County Council will be attached to this communication. We strongly encourage all parents and carers to read these documents carefully. Whilst our priority is always to support families and improve attendance through partnership, schools and local authorities have a statutory duty to address unauthorised absence where required. Understanding the FPN process helps ensure there are no surprises should attendance concerns arise.

Punctuality Matters Too

Good attendance is not only about being present. It is also about arriving on time. Children who arrive late can miss important learning, key instructions and a positive start to the day. Over time, regular lateness can amount to a significant loss of learning. Please help your child arrive at school ready, organised and on time each morning.

Useful Resources

We encourage families to explore the following resources:

- NHS: Is My Child Too Ill for School?
- School Absence Due to Illness Animation
- Tips for Supporting Good Attendance

Turn your ear to wisdom and apply your heart to understanding (PROVERBS 2:2)

Thank you for your continued support. By working together, maintaining open communication, and prioritising attendance wherever possible, we can ensure every child receives the full benefit of their education and enjoys all that school life has to offer.

Yours sincerely,



Mr A Morrissey
Headteacher

Turn your ear to wisdom and apply your heart to understanding (PROVERBS 2:2)