



# CHESSWOOD JUNIOR SCHOOL

**Home of Bright Sparks**

Chesswood Road Worthing West Sussex BN11 2AA

**Head Teacher: Mr Andrew Jolley**

[www.chesswood.w-sussex.sch.uk](http://www.chesswood.w-sussex.sch.uk)

[office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk)

Tel: Worthing (01903) 204141



Dear Parents,

Please read the following communication which details the process for reporting your child's absence with effect from the start of the new term on Tuesday 4<sup>th</sup> January 2022. This will enable us to streamline the absence procedure into a more organised process.

- In the first instance we would prefer for the online absence form on the school website to be completed which can be found [HERE](#). Or alternatively follow the links to take you to the same page: [HOME > PARENTS > ATTENDANCE & PUNCTUALITY > REPORTING SICKNESS ABSENCE](#)
- Please note that the [office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk) email **SHOULD** only be used if you do not have access to the internet at home.
- From Tuesday 4<sup>th</sup> January we would request that parents do **NOT** call the school to report a pupil's absence and to follow the procedure requested above.

Please repeat this process for every time that your child is unwell and away from school. This would need to be repeated daily unless any other arrangement has been agreed for your child by a member of the Chesswood staff team.

*Treena Beech*

Kind regards,  
Treena Beech  
Administration Manager



Chesswood Road, Worthing, BN11 2AA  
01903 204141 [@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk)  
<http://www.chesswood.w-sussex.sch.uk/>

Chesswood **Bright Sparks**  
Dream **Aspire Achieve**



Home of  
**Solar School &  
The Jedi Academy**

Do you have a welfare or safeguarding concern about a child?

Contact the school: [cplo@chesswood.w-sussex.sch.uk](mailto:cplo@chesswood.w-sussex.sch.uk)  
West Sussex Children's Services – MASH: [MASH@westsussex.gov.uk](mailto:MASH@westsussex.gov.uk)  
**Immediate Danger: Emergency Services & Police 999**

## Useful School Information

[E-Safety](#)  
[School Brochure](#)

## Useful Links

[Schoolsbuddy](#)  
[Parent Portal](#)

This e-mail and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please reply to advise us and delete it immediately from your system. You should not read it, copy it, show it to anyone else nor make any other use of its content. Chesswood Junior School takes steps to ensure e-mails and attachments are virus-free but you should carry out your own checks before opening any attachments or clicking any links.

**DREAM – ASPIRE - ACHIEVE**