

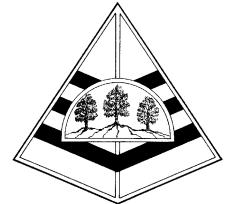
FERNDOWN MIDDLE SCHOOL

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Headteacher: Mrs G Allen BEd (Hons)



10th October 2017

Dear Parent/Guardian

Attendance and lateness

Good attendance is very important for your child's progress and attainment in learning. Thank you to all the parents who ensure that their child is in school and on time every day.

We expect every child's attendance to be 100%. If your child's attendance falls below 95% a letter may be sent informing you that their attendance is causing concern. Under the DfE guidance, if a child's attendance falls below 90% then he/she will be considered as a persistent absentee and a Penalty Notice can be issued.

Registration in the morning

The register will be taken at 8.45am. If your child arrives after 8.45am he/she must come through the front entrance and sign in; this will be recorded as 'late'.

If your child arrives at school after 9.10am then this will be recorded as an unauthorised absence. If your child arrives after 9.10am on 10 occasions, the school will make a referral to the attendance service.

'If a pupil is frequently arriving after the attendance register has closed, the parent/carer is committing an offence by failing to ensure that the child is receiving full-time education and the parent/carer may therefore be issued with a Penalty Notice or prosecuted under the Education Act 1996, Section 444.'

Penalty notices for holidays during term time

Holidays during term time will not be authorised by the school. If your child is removed from school for the purpose of a holiday, a Penalty Notice will be considered.

The authorised person may issue a Penalty Notice without first issuing a formal warning to the parent as would otherwise be required. However s/he should still be satisfied that the parent was informed beforehand that, in some circumstances e.g. term time holiday, unauthorised absence could lead to a Penalty Notice being issued without further warning.

Please note that payment by instalments is no longer accepted if a Penalty Notice is issued.

The school has an attendance policy that will be reviewed in light of the new guidance and then displayed on our website. If you have any queries regarding attendance, please contact Miss Hurst via the school office.

Mrs G E Allen
Headteacher

