

# FERNDOWN MIDDLE SCHOOL

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Headteacher: Mrs G Allen BEd (Hons)



05 September 2018

Dear Parents and Carers,

## 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%. We have clear procedures to ensure we can support good attendance here at Ferndown Middle School.

If your child's attendance falls below 95% a letter may be sent informing you that their attendance is causing concern. Under the Department for Education (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. You can find further information regarding penalty notices on our website.

## 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'.

## 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, he/she 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".*

Requests for time off school during term time will only be considered for exceptional circumstances. Parents/ carers need to fill out our 'request for time off school' form (available from the office) for any absence and return it to the front office. Only applications made on these forms will be looked at. **We do not except any other method of application for time off, this includes emails to the office.** Please allow two weeks for applications to be considered and returned by post. These forms can be requested from the front office or downloaded from our school website.

We ask that parents consider the impact holidays during term time could have on their child's education.

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.

Yours faithfully

G E Allen

Mrs G E Allen  
Headteacher

