



Headteacher: Mr. T Claridge
office@johnferneley.org

John Ferneley College

We are writing to all families with some information to clarify attendance and safeguarding protocols in school.

Attendance is part of our safeguarding process and ensuring all students are safe every day is why we require parents/carers to contact the school by 8am, if their child is going to be absent or late on any given day (unless this has been pre-arranged with the school such as a medical or visit)

If your child arrives late to school, **THEY MUST** sign in at The Attendance Office by reception.

A student that does not attend tutor time or sign in with attendance, will be marked as absent. If they do not register in lesson 1 as well, you will receive a text informing you that they are not in school. This can be distressing for parents and so please remind your child that they need to attend tutor time and all lessons to prevent action being taken. If a student is not in class, where they should be, they will be marked as absent.

Any parent who uses our app to check attendance, please be aware that there is sometimes a lag with coding, so your child 'may' be marked as N (absent) but merely late to a lesson or held up, so missed the original register taken. If we do not contact you, please wait for the app to refresh and show the correct code, as your child is not missing. Also, please be mindful that sometimes we need to mark a student LATE for a lesson, to meet attendance regulations but in some cases (arriving after a Drs appointment for example) we can remove any negatives on class-charts as this is a 'known' late. Please wait until the next day to contact us and check class-charts again, before contacting us, as the negative will be removed by The Student Manager, if a legitimate reason.

Additional information for families

The college's target for attendance is 96%. Students that fall below this target will be monitored, and meetings offered to support families to improve this. We do understand that there are sometimes legitimate reasons for absence, however, the college has a duty to track falling attendance for any potential issues or emerging patterns and take action.

When a student's attendance falls below 90% The Government classes this as persistent absence, requiring medical evidence for the absence to be authorised. This can, for example, be in the form of an appointment letter or an image of medicines that students have been prescribed. Patient records can also be accessed on The NHS app as evidence that may have led to absence.

Continued falling attendance, without medical evidence, may lead to families being referred to The Local Authority and a potential fine. We do not want this to happen and will also contact parents to offer any support that may be needed.

Part of Mowbray Education Trust

Mowbray Education Trust, Pera Business Park,
Nottingham Road, Melton Mowbray, Leicestershire, LE13 0PB
01664 565901 info@mowbrayeducation.org
www.mowbrayeducation.org





Headteacher: Mr. T Claridge
office@johnferneley.org

John Ferneley College

Term-Time Holidays

Guidance from The DfE states that term time holidays and extended leave are not permitted and will not be authorised, with fixed penalties in place for the coming year. Families may request term time leave by writing to The Head-teacher but this will only be granted in exceptional circumstances (at The Head's discretion).

Tutor time

I would also like to remind all parents, carers, and students that registration in the morning is at 8.40am and students need to be with tutors by this time, as this is when they receive their legal mark. Persistent lateness to tutor time may lead to a referral to the LEA and fining.

If you or your child would like to speak to a member of the attendance team, please do not hesitate to contact us and we will assist in any way that we can.

Yours sincerely,

Mandy Mabbott / Sonia Teesdale / Phil Kruse (Attendance Team)

attendance@johnferneley.org

Part of Mowbray Education Trust

Mowbray Education Trust, Pera Business Park,
Nottingham Road, Melton Mowbray, Leicestershire, LE13 0PB
01664 565901 info@mowbrayeducation.org
www.mowbrayeducation.org

