



Headteacher: Mr. T Claridge
office@johnferneley.org

John Ferneley College

Dear Parents and Carers,

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)

Please use The School Voicemail OR MCAS app to inform us.

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 (and only parents should access and use this 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 legitimate 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, as the negative will be removed by The Student Manager, if a known reason.

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Additional information for families

The college 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 often unavoidable 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. This can, for example, be in the form of an appointment letter or an image of medicines that pupils have been prescribed. Patient records can also be accessed on The NHS app as evidence that may have led to absence or medical letters from a professional. However, medical evidence does not necessarily mean a student can remain at home or the absence is authorised and the circumstances will need to be clarified at times.

Unless a medical or other professional states a student **CAN NOT** attend school, we would expect them in, unless there are exceptional circumstances or it isn't possible to attend. In the event a student is unable to attend longer term, and we have evidence of this, the school may look at a referral to The LA and additional support, such as hospital school.

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 and to understand the reasons why their attendance continues to drop.

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 will only be granted in exceptional circumstances (at The Head's discretion).

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Tutor time

I would also like to remind all parents, carers, and students that registration in the morning is at 8.40am and pupils 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 LA 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,

Mrs Mabbott / Mr Dawes / Mr Kruse (Attendance Team)

jfcattendance@johnferneley.org

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