



4<sup>th</sup> September 2023

Dear Parent/Guardian,

## **INFORMATION TO ALL FAMILIES OF PUPILS AT JOHN FERNELEY COLLEGE**

Parents often ask about processes and procedures for attendance at John Ferneley, so each year we write to you with our guidelines that we have in place.

I am sure you are aware that we are continually striving to raise standards in our college to improve the achievements of all our students.

We are writing to all parents to inform them that the college target for attendance is 96%. Pupils that fall below this target will be monitored and meetings offered to support families to improve this. There are usually legitimate reasons for absence such as illness or compassionate leave; however, the college does track falling attendance for any potential issues or emerging patterns.

When a pupil's attendance falls below 90%, the Government classes this as persistent absence, requiring medical evidence to be authorised. This can, for example, be in the form of an appointment letter or an image of medicines that pupils have been prescribed.

Continued falling attendance below 90%, without medical evidence, will lead to families being referred to the Local Authority and a potential fine being issued if attendance does not start to improve.

### **Term-Time Holidays**

Legally, term time holidays and extended leave are not allowed and will not be authorised as stated in the Education (Pupil Registration, England) Regulations 2013. If parents/carers take their child out of college the absence will be recorded as an unauthorised absence and will be referred to the L.E.A. and could result in a penalty notice.

### **Tutor time**

I would also like to remind all parents, carers, and pupils that registration in the morning is at 8.40am and pupils need to be with tutors by this time. Persistent lateness to tutor time can lead to a referral to the L.E.A. and fining.

If your child is unable to attend school for any reason, please contact us before 8am – this is a legal requirement for families and is part of our safeguarding process.

We are also running a number of attendance drives this year, to promote great attendance and please look out for competitions in the coming weeks.

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 and please continue to make contact with tutors for any general support.

Yours sincerely,

**Mandy Mabbott / Sonia Teesdale**  
Attendance Team

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