



We are writing to **all families** with some information that will support student 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 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 then do not register in lesson 1, you will receive a text informing you that they are not in school. This can be distressing for parents so please remind your child that they need to attend tutor time and all lessons to prevent action being taken.

When a pupil is not registered for any given lesson, we will endeavour to locate them. If we are unable to find them, we will send you a text to say that they are not in lesson and missing. At this point we hope that parents would attempt to contact their child (if they have a mobile) and inform the school of their location. In extreme cases, where a pupil is not found and cannot be located by phone we may contact the police, as they may have left the site.

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.

### **Additional information for families –**

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. 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.

### **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).

### **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, 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 (Attendance Team)

[mmabbott@johnferneley.org](mailto:mmabbott@johnferneley.org)

[steesdale@johnferneley.org](mailto:steesdale@johnferneley.org)

