



Attendance and Punctuality

Overview

Attendance

All attendance is monitored closely.

Fairholme Primary School governing body has set the school an overall attendance target of **96.4%**, to be in line with National expectations.

In the 1944 Education Act states that it is a parents responsibility to ensure that their children attend school regularly. In the same legislation permits local authorities to prosecute parents for failing to ensure their child's attendance at school. The maximum possible fine per parent is up to £2500 per child, however this is subject to change.

Absences will be recorded as authorised or unauthorised. Authorised absences can only be authorised by school, not by parents.

- If your child is **unwell** this must be communicated to the school by telephone on the first day of absence with the reason and expected return to school date. If illness is prolonged then proof of medical appointments will be asked for.
- Where possible make **medical or dental appointment** outside of school hours. When this is not possible, pupils should attend for that part of the day they are available. Evidence of appointment must be shown to the office.
- Obviously their maybe **exceptional circumstances**, such a family bereavement. Prior consent should be obtained before the absence.
- As we are a multi-faith society, there may be some occasions when **religious festivals** may fall outside of the school holidays or weekends. Parents should inform the school of observance day prior to absence, no more than one day will be authorised if it falls on a week day.
- In the rare event that it is necessary to give your child a **fixed term exclusion**, this will be counted as an authorised absence.

Unauthorised absences are any absences not previously agreed by the school. Legally, parents do not have an automatic right to take their child away from school during term time to go on a **family holiday**.

You will receive a call to explain absence if you have not already made contact of the first day of absence. If we do not have contact with you within 3 days we will refer onto the Local Authority SASO, Schools Attendance Support Officer. If they are not able to contact you then your child will be labelled as Missing in Education (CME) and further action will be taken.

We regularly talk about attendance with our families and look for ways to resolve any difficulties they may be facing in relation to their child's attendance and punctuality. Our Pastoral Support Assistant (Sinead McManus), Family Engagement Officer (Jo Bird) and Assistant Headteacher (Ruth Mwangi) are the first point of reference for our families with regard to attendance, however any member of the senior leadership team is happy to support families where required. All staff openly discuss attendance targets and punctuality with families, which may require a phone call or further discussion at parent's evenings for example.

Punctuality

Punctuality is being on time for school. **All punctuality is monitored closely.** The School day starts at 8:45am. All children **MUST** be in school for 8:45am registration. If children come to school after this time they need to enter school via the office and will be recorded as late. If your child is not in school by 9:15am it will be recorded as an unauthorised absence. A letter will be sent home after 5 lates.

(Please consult policy on website for full details)