

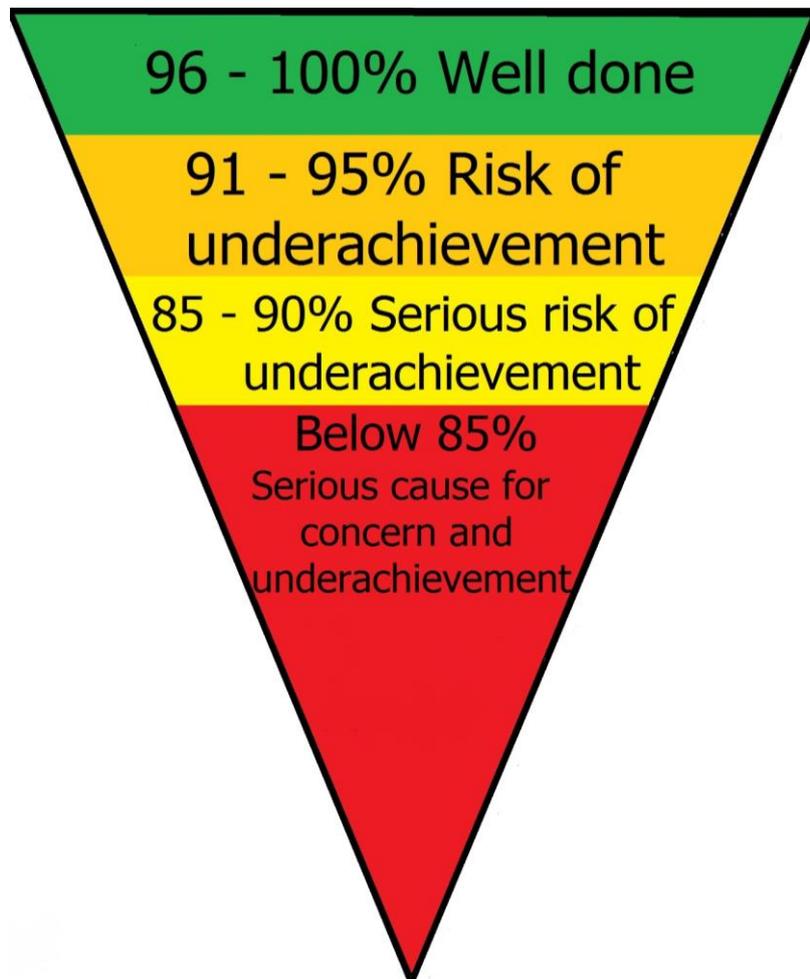


FAIRLANDS PRIMARY SCHOOL

**Pound Avenue
Stevenage
Hertfordshire
SG1 3JA**

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ATTENDANCE



GUIDANCE FOR PARENTS

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Why should my child attend school?

Children of school-age who are registered at a school must, by law, attend school regularly.

Regular attendance is important, not just because the law requires it but because it is the best way of ensuring that a child makes the most of the educational opportunities which are available to him or her.

When might my child miss school?

There may be rare occasions when a child has to miss school - for example, if he or she is very unwell. Any other absences should be kept to an absolute minimum. **In particular, parents should never take their children out of school during term-time in order to go on holiday.**

What is 'good' attendance?

The easiest way to answer this is to think about the impact of 'bad' attendance:

90% attendance sounds OK, but it actually means:

- HALF A DAY OF EVERY WEEK missed...
- FOUR SCHOOL WEEKS (20 DAYS) MISSED over the course of a year...
- HALF A YEAR MISSED over your child's time at primary school...

Research suggests that **17 missed school days** a year = 1 GCSE grade **DROP** in achievement. (DfE) and that poor attendance is linked to average wages later in life:

- NO qualifications: £7.44 per hour
- GCSEs: £9.02 per hour
- A-Levels: £10.25 per hour
- Graduate degree: £15.01 per hour

So, 'good' attendance is nothing less than 100% - the greater the attendance the greater the achievement.



**WHAT DO YOU WANT
FOR YOUR CHILD?**

What should I do if my child is absent?

- If your child is absent from school, please contact the school using the details below on their **first day of absence**.
- If we do not hear from you, we will endeavour to contact you by phone or by letter to ask for a reason for absence.
- If, within a week of your child's return to school, we do not receive a response to our phone calls, we will send a letter to you by post. If, after a further week, we still do not receive a response, this absence will be marked on your child's file as an **'unauthorised absence from school'**, which is closely monitored by the HCC Attendance Improvement Officer. On-going unauthorised absence may attract a Penalty Notice for each parent with parental responsibility for your child.
- If you need to take your child out of school for any other unavoidable reason (i.e. doctor, dentist, hospital, etc; please either write a letter, email us or contact the office **beforehand**. In these instances, where possible, please bring your child into school before and/or return them to school after their appointment.

PLEASE CONTACT US FIRST TO HELP US TO CUT DOWN ON THE TIME AND MONEY SPENT CONTACTING YOU. THANK YOU.

FAIRLANDS PRIMARY SCHOOL

CONTACT NUMBERS

Telephone: 01438 351053

Email address: admin@fairlands.herts.sch.uk

Text Message: 07970 731154

SchoolGateway

HOLIDAYS IN TERM TIME

All Stevenage schools have signed up to an agreement that holidays during term time will NOT be authorised.

If you take you take your child out of school during term time, it will be recorded as an unauthorised absence. Over 7 days (15 sessions) unauthorised absences, across the current and previous term, will attract an automatic Penalty Notice.

UNAUTHORISED ABSENCE

If your child's attendance drops below 95%, each parent with parental responsibility for that child will receive a letter warning you that the school will no longer authorise absence.

If there is no immediate improvement in your child's attendance, you should expect to be asked to provide evidence from a medical professional to prove that your child has an on-going medical condition, or to be invited in for a meeting to discuss any exceptional circumstances.

If, following a meeting, there is still no improvement, school will no longer authorise any absence for your child without evidence from a medical professional that they are too unwell to attend.

PENALTY NOTICES

If your child reaches over 3 school days' (6 sessions) unauthorised absence in the current and previous term, you will receive a letter warning you that you are at risk of receiving a Penalty Notice.

If your child then reaches over 7 days' (15 sessions) unauthorised absences in the current or previous term, this will attract an automatic Penalty Notice.

The Penalty Notice requires each parent with parental responsibility to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days of receipt of the notice.

If you do not pay the fine you will be liable for prosecution for this offence. The maximum fine upon conviction of this offence under Section 444(1) Education Act 1996 is £1,000 per parent or £2,500 and/or 3 month's imprisonment under Section 444 (1A) Education Act 1996. This is a criminal offence and carries a criminal record.



**LET'S AIM FOR
100%
ATTENDANCE!**