

FREQUENTLY ASK QUESTIONS AND ANSWERS

Q1. What happens if my child is late?

If your child arrives after **8:55 am** you should bring your child to the **main entrance** and he / she will need to be signed in late and a member of the admin team will take them to their class.

If your child arrives after **9:10 am** they will receive a **late after registration** mark (this is recorded as an unauthorised absence).

Where children arrive after **9:15 am** parents are expected to provide an acceptable reason for lateness. Lateness will be monitored by the school by letters and telephone communication.

Q2. Can my child attend school when he/she is on medication?

Yes, your child can come back to school as soon as he/she is feeling better. You will need to bring the medication to school and complete a medical form allowing a member of staff to administer the medication.

Q3. Do we have to provide proof of a medical appointment?

The school may request medical evidence this can either be an appointment card to show that your child has been seen by a doctor or any medication that a doctor has prescribed.

Q4. Will the school monitor my child's attendance?

The school monitors attendance for all children closely and the name of any child whose attendance is below 96% is entered on a monitoring list. Parents receive a courtesy letter notifying them that their child's attendance is below 96%.

Q5. What is an unauthorised absence?

These are absences where:

- Term time holidays.
- We do not receive an explanation for your child's absence.
- Your child has frequent absences without medical evidence.
- The explanation is unsatisfactory.
- Late after 9.10am when registration closes.
- Unauthorised absences show up on your child's attendance report that you will receive at the end of each year with your child's report.

Q6. Can we take family holidays during term time?

NO. Family holidays must be taken during school holidays and **NOT** during term time. If you take your child out of school to go on holiday you may receive a Fixed Penalty Notice and your child's absence will be recorded as unauthorised.

Q7. What is a Fixed Penalty Notice?

A Fixed Penalty Notice is a fine issued by the Local Authority to parents who take their child on holiday, or out of school, during term time without the express consent of the school. Such absences are referred to the Local Authority who may impose a fixed penalty fine of £60 if paid within 21 days rising to £120 per parent for each child if paid within 28 days.

If the notice remains unpaid after the 28th day, the Local Authority prosecutes the parent in the Magistrates' Court for the original non-attendance offence under The Education Act 1996, section 444, and not for non-payment of the penalty notice. If found guilty, parents will have a criminal record, possibly receive a fine of up to £1,000, for a first offence, and be required to pay costs to the Local Authority. **There is no right of appeal against a Fixed-Penalty Notice.**

Q8. What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning to have breakfast before coming to school. Ensure that they leave home in school uniform with any items they need for the day e.g. homework, PE kit, swimming kit. Look in their school bags and communicate with your child's teachers. Show your child, by your interest, that you value their education.

Q9. My child is trying to avoid coming to school. What should I do?

Contact a member of staff immediately and discuss your concerns. Your child could be avoiding school for a number of reasons:

- Difficulties with school work
- Friendship problems
- Family difficulties

Q.10 Who can I contact for help and advise?

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with your child's class teacher or the **School's Attendance Lead Officer, Mrs Nikki Shuttleworth on 01803 853347**. Please feel free to contact us if you have any queries.

ATTENDANCE GUIDE FOR PARENTS



ATTENDANCE INFORMATION AT FURZEHAM PRIMARY & NURSERY SCHOOL

PARENT'S LEGAL RESPONSIBILITY

A child is of statutory school age between 5 and 16 years old. A parent's legal responsibility is to ensure the regular, full-time attendance of their child/ren in school. Failure to do this for a prolonged period of time and without notice, could lead to legal proceedings from the Local Authority.

SCHOOL TARGET

The local authority and school governing body have set a target of **96%** attendance. We acknowledge government guidelines that state a child's attendance at school is directly related to attainment outcomes. Children who miss 67 days of school (which is the equivalent to one term of missed curriculum) will impact on their learning and result in reduced attainment. Long term this will have implications on children's KS1 and KS2 SATS results.

REPORTING YOUR CHILD'S ABSENCE

On the first day of your child's absence please contact the school via telephone 01803 853347 (answer machine if before 8am) or emailing admin@furzeshamprimary.org. We will contact you by telephone or text if your child fails to attend school in time for morning registration if we have not heard from you.

THE SCHOOL DAY

The school gates are open from 8.45am for the children to go straight to class. **Registration is at 8.55am and lessons begin at 9.00am.** We expect all children to be in school starting lessons at this time. If children arrive after 9.00am they will receive a late mark and **after 9.10am absence is recorded as (U) which is an unauthorised absence for one session.**

HOLIDAY

The current legislation issued to schools from the Department for Education around taking holidays in term-time states: *In accordance with The Education Pupil Registration England Amendment Regulations 2013 No. 756: Leave of absence shall not be granted by schools unless there are 'exceptional circumstances'.*

| Authorised absences, please see reasons below:- | Unauthorised absences, please see reasons below:- |
|---|---|
| <ul style="list-style-type: none"> Genuine illness * Unavoidable medical / dental appointments (but try to make these after school or during holidays if at all possible) Days of religious observance Seeing a parent who is on leave from the armed forces External examinations | <ul style="list-style-type: none"> Holidays (during term time) Any type of shopping Looking after siblings or unwell parents Minding the house Birthdays Resting after a late night Relatives visiting or visiting relatives |

* If your child is just 'feeling under the weather', we can provide support at school by encouraging them to drink plenty of water and providing a space indoors during break and lunchtime. We can also administer medicines such as calpol, paracetamol or cough medicine and we will always contact you if the situation worsens.

TRACKING ATTENDANCE AT SCHOOL

Whilst we aspire for all children to attend for 100% of the time, we acknowledge that throughout the year your child may be absent from school. The chart below details the school's processes and procedures when a child is absent.

| % Attendance | Between 96% & 100% | Between 90% & 96% | Below 90% |
|--------------|--|--|--|
| Action taken | Meeting target. Attendance reward system for children achieving 100 to 96%. | Attendance monitored. Stage 1 - Letter sent home to parent/carer. The school will provide confidential one to one support for all parents and carers and advice on solutions. | Stage 2 - Where attendance levels show no improvement, a meeting will be arranged with the Attendance Lead Teacher/Headteacher and parent/carer. Parent Contract will be put in place. Stage 3 - If attendance levels are unsuccessful after a review period this will result in a referral to the Attendance Improvement Service at Torbay Council. The school will provide confidential one to one support for all parent and carers and advice on solutions. |

Interesting Attendance Facts!

| Getting your child to school really matters. Did you know..... | | |
|---|---|---|
| In a school year, if your child is late everyday by..... | Your child would have lost approximately..... | Or they would have missed approximately |
| 5 minutes | 3.5 days from school | 20 lessons |
| 10 minutes | 7 days from school | 41 lessons |
| 15 minutes | 10 days from school | 55 lessons |
| 20 minutes | 14.5 days from school | 82 lessons |
| 30 minutes | 22 days from school | 123 lessons |
| Encourage punctuality to maintain school attendance REMEMBER: ABSENCE = LOST OPPORTUNITY | | |

| Getting your child to school really matters. Did you know..... | | |
|---|---|---|
| If your child's attendance during the school year is..... | Your child would have lost approximately..... | Or they would have missed approximately |
| 95% | 9 days | 50 lessons |
| 90% | 19 days | 100 lessons |
| 85% | 29 days | 150 lessons |
| 80% | 38 days | 200 lessons |
| 75% | 48 days | 250 lessons |
| 70% | 57 days | 290 lessons |
| 65% | 67 days | 340 lessons |
| You should not take your child on holiday during term time. REMEMBER: ABSENCE = LOST OPPORTUNITY | | |

ATTENDANCE REWARD SYSTEM

We feel it is important to reward children who have excellent attendance and punctuality. Our attendance reward system ensures that as many pupils as possible with excellent attendance and punctuality are recognised.



The reward system is publicised in various ways, on our website, newsletters and notice boards around the school.

EVERY TERM.....

(September to December / January to April / April to July)
Those pupils with 100% attendance for each term will receive a:

BRONZE CERTIFICATE / SILVER CERTIFICATE / GOLD CERTIFICATE

If a pupil has 100% attendance from September to July, they will receive all three certificates. Those pupils with 100% attendance in two of the terms will receive a bronze and silver certificate (this does not have to be consecutively). All pupils with 100% attendance in one term will receive a bronze certificate. **Pupils who achieve 100% attendance each term will be entered into a raffle to win a £10 book voucher.**

AT THE END OF THE ACADEMIC YEAR.....

Those pupils with 100% attendance and punctuality from September to July will be entered into a raffle to win a £20 book voucher. The raffle and presentation will take place at the end of year assembly.

ATTENDANCE BEAR

Each week our whole school attendance is celebrated with the highest class attendance and is displayed in the school hall. Our attendance bear spends the week with the class that has achieved the highest attendance the previous week.

