



## Article 28:

**You have the right to a good quality education.**

**You should be encouraged to go to school to reach the highest level you can.**





*Expect Success*

# **Fairisle Infant & Nursery School**

## **School Attendance**

### **Booklet**





# Children's Rights - Article 28

Every child has the  
right to an education.

## **"Expect Success"**

**Our Mission Statement is "Expect Success."**

**At Fairisle Infant & Nursery School we want every child to achieve success and be the best they can possibly be. Pupils benefit from consistent and regular school attendance.**

**The minimum expected school attendance level is 96.5%.**

**We are required to report to the Department for Education any pupils whose attendance falls below 90%.**

**The Education Welfare Officer will contact any Families where there is concern about a child's school attendance.**

**The School Day Is: 8.55 am – 3.10 pm**

**8.55 am – Classroom Doors Open**

**9.00 am – Classroom Doors Close for Registration and Lessons Begin**



**Any child arriving after 9.00 am please sign in at the School Office**

**3.10 pm – End of School Day for Infant School Children**

**3.20 pm – End of School Day for Sunshine & Rainbow Nursery Children**

**N.B. Infant School children should always be collected at 3.10 pm or promptly at the close of an After School Club.**

**Nursery Children should be collected promptly at 3.20 pm.**

**The School Office should always be notified if the nominated adult is unable to collect their child on time.**

**Why is Regular School Attendance Important?**

**Children who attend school regularly:**

- ◆ Are members of the 'school family' and are fully involved in the life of the school.
- ◆ Make more progress with their school work.
- ◆ Achieve higher standards with their school work.
- ◆ Are able to mix more easily with other children, make friends and form relationships.
- ◆ Develop an awareness of the importance of good attendance and punctuality which will help them in adult life.
- ◆ Enjoy a sense of pride and achievement in their good attendance.



**EVERY Minute Counts.....**

<b>If your child is late every day by:</b>	<b>In a year, your child would lose the following number of days of their education:</b>
<b>5 minutes</b>	<b>3 days</b>
<b>10 minutes</b>	<b>6.5 days</b>
<b>15 minutes</b>	<b>10 days</b>
<b>20 minutes</b>	<b>13 days</b>
<b>30 minutes</b>	<b>19.5 days</b>

## What Can Parents Do To Help?

- Help your child get everything ready the night before school  
e.g. Uniform, Reading Books, Homework, have they got their PE Kit?
- Establish a good bedtime routine so your child can sleep well which makes mornings less of a struggle.
- Support the school in stressing to your child the importance of **Good Attendance and Punctuality** and how school benefits them.
- Make sure your child arrives at school and is collected **on time** every day.
- If you are going to be late collecting your child or if someone else is going to collect them on your behalf, **please let the School Office know As Soon As Possible**.
- **School starts promptly at 8.55 am - Classroom doors close at 9.00 am.**
- Under the Government Guidelines children who arrive **after 9.00 am** for registration will be marked **Late** and any who arrive after the final deadline set of **9.30 am** for registration will be marked as a **half day absence for that session** and you could put yourself at risk of a **Penalty Notice from the Local Authority for Unauthorised Absence**.
- Ensure that once the bell for the start of the school day is rung, you leave the school promptly in order that class registration and lessons may commence.
- Avoid making Dental or Doctor's Appointments during school time unless absolutely necessary. Under government guidelines, pupils away for such treatment are considered absent, unless schools are notified in advance.
- If your child does have to have an appointment during school time, please do not keep them away for the whole day – only for the time necessary for the appointment. Remember there are separate attendance marks for the Morning and Afternoon Sessions. **Please book your child in and out at the School Office**.
- **Never** let your child stay at home unless you are certain that he/she has a genuine (usually medical) reason for doing so.
- **Always** let the School Office know **by 9.30 am or as soon as possible** if your child is going to be absent on the **first and any subsequent days of any absence from school**. Please either telephone or visit the School Office, **not** the Class Teacher.
- Avoid taking children out of school during term time.  
This causes serious disruption to learning and friendships.



- Make careful note of term dates (available on-line from Southampton City Council website - search 'School Calendars' and from the School Office) and any In-Service Staff Training Day Closures which are sent out in Newsletters. All Newsletters are sent to Parents via email or can be viewed on the School Website or via OurSchoolsApp.
- Talk regularly to your child about their school day/work to ensure they do not have any worries which may prevent them from wanting to come to school.
- Contact your child's Teacher or the Headteacher without delay if you have any concerns about your child's attitude to school.
- ***Not to book any holidays during school times as these will NOT be approved.***
- In line with Government Guidance and Southampton City Council's Attendance Policy, **Schools do not authorise Leave of Absence during term time for the purpose of a family holiday.**
- **If you take your child out of school for a Family Holiday, you risk the Local Authority issuing a Penalty Notice or pursuing a prosecution.**
- The first few weeks of the school year are very important for learning routines, establishing relationships and expectations and building friendships. Because of this the Local Authority may issue a **Penalty Notice** or pursue a prosecution if you take Leave of Absence for a Family Holiday in the month of **September**.
- **End of Key Stage 1 Assessments**  
We strongly advise that you do not apply for any Leave of Absence involving a child in **Year 2 during the Summer Term.**
- Requests for Leave of Absence can only be authorised in **Mitigating or Exceptional Circumstances** (please see page 8).
- **Any Leave of Absence requests must always be authorised in advance by the Headteacher.** The Headteacher will notify you of the decision within five days.



## What Will The School Do?

### Fairisle Infant & Nursery will:

- Stress to all children the importance of good attendance and reward children who have good or improved attendance.
- Keep a daily record of your child's attendance and give you your child's Attendance Record with his/her Annual Report showing their attendance percentage for the year.
- Regularly update parents with pupil School Reports and Parent/Teacher Meetings.
- Contact you by telephone on the **first day** of absence if your child is away and we have not been informed of the reason why.
- Arrange meetings with Parents to discuss concerns where they exist and look for ways to help.
- Make Referrals to the Educational Welfare Officer any children who fall into the Department for Education '**Persistent Absentee**' category (i.e. **under 90% attendance**) whom we have concerns about their attendance. This may be due to concerns either at school or at home.
- Be available to discuss any concerns that you may have about your child's attendance.
- Help children who have been away to catch up on any work.
- The school has a duty of care and safeguarding. We will do all we can to encourage parents to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent attendance are identified and acted on promptly.

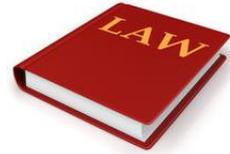


### Together We Can:

- Talk to your child about school to make sure they do not have any worries which stop them wanting to come to school.
- Ensure you can talk to your child's Class Teacher, the Deputy Head, Assistant Head or the Headteacher if you have any concerns about school.



## What Does The Law Say



Parents are legally obliged to ensure that their child attends school whenever possible. Once a child is of compulsory school age and is registered at a school, parents are legally responsible for making sure they attend regularly. The minimum acceptable level of attendance for each child is **96.5%** and should be considerably higher. Any child whose attendance is **lower than 90%** will be considered an active concern by the school and the Education Welfare Service as under Government Definition they will be categorised as a '**Persistent Absentee**'. **This may result in a Fixed Penalty Notice being issued by the Local Authority.**

There are two types of absence – **Authorised** and **Unauthorised**.

Only the school can legally authorise an absence – not a parent. Absence can be authorised when a good reason is given for the pupil to be away. **Absence will not be authorised when no reason has been given or if the reason supplied is considered unacceptable, including a Family Holiday if taken during term time.**

Parents who allow their child to be regularly absent or take holidays during term time are liable for a **Penalty Notice**. Penalty Notices are raised with the Local Authority and carry a fine of £60 per parent, per child. Penalty Notices can also lead to Prosecution by the Local Authority.

### **Authorised Absences:**

#### **Reasons for authorising an absence are as follows:**

- Child's own illness. If a child is absent for **3 consecutive days or more** due to illness, Medical Evidence may be required in order to authorise the absence. (If the level of illness is unacceptably high, the school will not authorise and you will be notified of this. The School Nurse may also be invited to investigate or if the absence appears to show a regular pattern.)
- Unavoidable Medical/Dental Appointments where an Authorised Letter, Appointment Card or proof of Prescribed Medication is shown as evidence. (If possible please try to make these late in the afternoon).
- Religious observances.
- Close family bereavement and funerals.
- Exclusion from school.

## **Unauthorised Absences:**

### **The law does NOT allow the following as acceptable reasons for absence:**

- Family Holidays (during term time).
- Truancy.
- Parent being ill.
- Visits or shopping trips during school hours, even if it is for the child.
- Personal appointments such as visiting the hairdresser.
- Birthdays or similar family celebrations.
- Minding the house or looking after other members of the family.
- Other kinds of visits or treats (e.g. day out to Thorpe Park).

### **Mitigating Circumstances**

In exceptional circumstances the Headteacher may authorise an absence for a particular special occasion e.g. a sudden hospitalisation of a parent.

Each case needs to be notified, in advance if possible, whereby the Headteacher will consider each case individually. **A Leave of Absence form will need to be completed and written evidence may also be requested.**

**Under Government Definition, the Department for Education categorises any pupil absence below 90% as 'Persistent Absence'.**

**Every absence therefore has to be followed up by the school.  
Please remember to always contact the School Office  
before 9.30 am on the first day of any absence  
and any subsequent days absence  
so that we may keep our records up to date.**

**Thank you.**

**Thank you for taking the time to read this information.  
Please retain this document for future reference.**