



Fakenham Junior School

Be the best YOU can be.

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Executive Headteacher: Adam Mason

Head of Junior Phase: Thomas Scannell

18/09/23

Attendance Matters.... Attendance Matters.... Attendance Matters.... Attendance Matters.....

2023/2024

At Fakenham Junior School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

If your child is absent, we ask you to contact the school on the number above, choosing Option 1, between 8.30am and 9.30am. Messages can be left on the answer machine. If your child is sick, you will need to contact the school for every day that your child is absent. Please state the illness affecting your child and be specific as just “unwell” is not enough information for our records. Additionally, we require advance notification and appointment letters for all hospital, dentist or other medical appointments. As far as possible, all appointments should be made after school hours.

If your child needs medication in school, please complete a signed permission form to accompany any medication. The medication request form can be found on the school website or from the school office. Only prescribed medication can be administered to your child. Any other medication may be given by yourselves by arrangement through the office staff.

Consistent lateness will be monitored, as arriving after the bell not only affects your child but causes disruption for the whole class.

IMPORTANT: - Arriving very late without valid reason, not notifying the school of absence and unauthorised holidays are all counted as unauthorised absence.

We realise that children are sometimes ill, but we need to stress the importance of high levels of attendance and punctuality.

We want your child to feel happy and supported in school. Let us work together to ensure that your child gets the best out of their time in school in order to make the most of their full potential.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Adam Mason, Executive Headteacher

Attendance at school and legal intervention

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

100%	99% - 96%	95% - 91%	90% and under
Excellent	Good	Below Expectations	Persistent Absentee

The important legal information

The Local Authority operates a system where any pupil with at least **9 sessions (4.5 school days) of unauthorised absence within 6 school weeks** meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any pupil at Fakenham Junior School who meets that criteria, will be referred to the Local Authority for action to be considered.

If issued, the penalty notice is £60 when paid within the 21 days, rising to £120 if paid after 21 days but within 28 days. When penalty notices are issued, each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than one child who has been absent. Failure to pay the total amount within the timescale will result in legal action being taken.

There is no right of appeal against a fixed penalty notice.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

Requests for leave of absence

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.