

Medical Appointments

If a medical appointment is known in advance, parents and carers must notify the school in writing. If an emergency appointment is made parents should phone the school office in order to keep the school up-to-date

Monitoring Attendance

The school operates a '1st day response' policy. This means that if we have not heard from parents and carers by 9am to tell us why their child is not coming to school that day, the school will contact them.

Registers are monitored on a regular basis by our Attendance Improvement Officer.

A fixed penalty notice of £60 can be issued if a child has more than 21 sessions of unauthorised absences in the previous and/or current term. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

Parents

As

Partners

Working Together

Find out what is happening at Featherstone Primary school by logging onto our Facebook at:

<https://www.facebook.com/pages/Official-Featherstone-Wood-Primary-School/663949520337607>

Or our webpage at:

<http://www.featherstonewood.herts.sch.uk/>

Featherstone Wood Primary School

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Tel: 01438 235550 Fax: 01438 235559

Head Teacher: Miss L Shuttleworth



Attendance Matters



Featherstone Wood School is committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children within this community to maximise their learning.

Our schools attendance target is 95.5%

What is authorised absence?

An absence is authorised when a child has been away from school for a legitimate reason and the school has been informed by the child's parent or guardian. If a child is too ill to attend school or there may be a family crisis, such as a funeral. Such absences are allowed by law.

What is unauthorised absence?

An absence is classified as unauthorised when a child is away from school without permission.

Requesting Leave of Absence

Parents may make a request for leave of absence, but these will only be given in exceptional circumstances, and must be made at least 2 weeks in advance on the school form available from the office

Permission for absence will be given on a case to case basis, depending on circumstances to give flexibility. The amount of time, age of pupil, pupils general absence/attendance records, SATs, length of leave, pupils educational needs, general welfare of pupil, circumstances of the request, purpose, frequency, when request was made, will all be taken into account

If a child is absent from school, parents and carers must contact the school office, with the reason, on the first day of absence and keep in regular contact thereafter until their child returns to school. They must confirm the reason for the child's absence on their return.

Permission will not be given for holidays after the event has taken place.

Evidence will be requested where a company requires an employee to take holidays during term time.

Parents and carers are expected to contact the school if they cannot get back from a holiday on time

If permission is refused for a holiday, a letter will be written giving the reasons.

A child can be removed from the school's registers if they fail to return from an extended family holiday after both school and LA have tried to locate the pupil. Also, if there are 20 days continuous unauthorised absences, and both the Local Authority and school have tried and failed to locate the pupil.

