



Attendance Policy - Quick Guide for Parents

Useful staff contact details:

Senior Attendance Champion	Kate Hurst	khurst@fynamore.org.uk 01249 810090
Attendance Officer	Emma Groom	egroom@fynamore.org.uk 01249 810090
Attendance Admin Officer	Sophie Croxford	office@fynamore.org.uk 01249 810090

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Name: Sophie Croxford (Attendance Admin Officer)

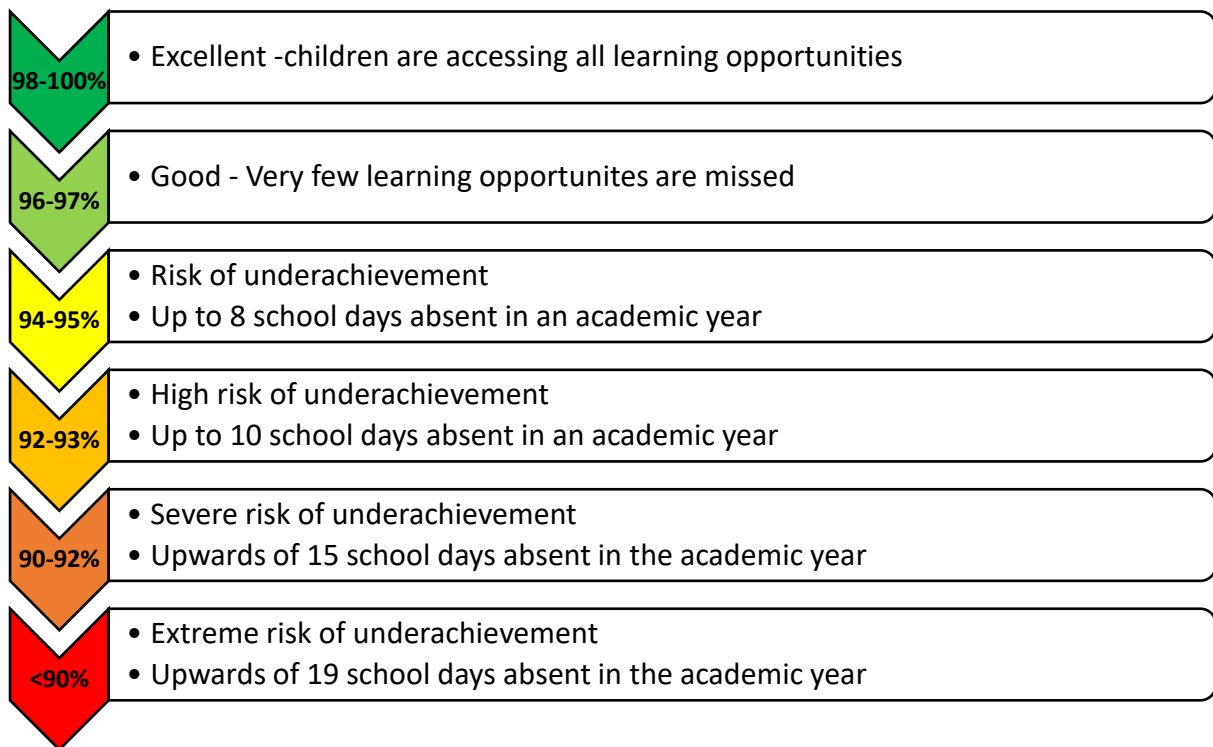
Email address and telephone number: office@fynamore.org.uk

01249 810090

We expect pupils to attend school as close to 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8.40am**.
- Avoid taking holidays during term time – holidays can not be authorised and are very likely incur a penalty notice charge.
- If your child appears to be only slightly unwell, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Please supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence using the Absence Form on our school website (www.fynamore.org.uk), telephone the school office on 01249 810090 or text the school mobile on 07537 438427 starting the message with FYN. When contacting school about an absence, you must leave your child’s full name, class and give the specific reason for absence. The information you give will be recorded on our official registration system. Daily attendance is now directly reported to Wiltshire Council and the Department for Education. Fynamore School will be regularly monitoring attendance and punctuality and will contact parents for an meeting if your child’s attendance becomes a concern.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our ‘Leave of absence request’ form to make these types of requests. The form should be submitted as soon as possible in advance of the leave of absence. You will receive a letter in response, to advise if the request has been declined or consent to take a leave of absence in exceptional circumstances from the Headteacher.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child will be recorded as late to school if they do not arrive by 8.40am. If you arrive after 9.10am then your child will be recorded as an unauthorised absence for the entire morning.

The Department for Education remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. We hope we can count on your support in this matter.

You can approach us at any time if you are having difficulties getting your child to school on time. We understand that there will be times where some children may struggle to attend school or arrive punctually, some may experience challenges due to an emotional/ mental health need (such as anxiety). We have an experienced pastoral team in school who can support your child and family in these instances. Please contact Kate Hurst (DSL) or Debbie Stiles (SENDCo) if you feel you require support and see guidance about ‘Emotional-based school avoidance – information for parents/ carers’ on our school website.