

FAIRFIELD ENDOWED CE (C) JUNIOR SCHOOL
'HAPPY.PROUD.SUCCESSFUL.

Boarstone Lane, Fairfield, Buxton, SK17 7NA
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Headteacher: Mrs. J. Mercer B.Ed Hons M.Sc
Chair of Governors: Mr. Fletcher BSc Hons MBE



Stronger families, safer children
Information regarding attendance

Dear Parents/Carers,

As you will be aware, there was an item on the news last week which seems to have made school attendance procedures very confusing.

As a parent, I understand that holidays can be difficult to organise around a parent's time off work and I'm well aware that holidays are significantly cheaper during term time but the attendance policy still remains i.e. that good attendance is always important. Times have certainly changed from when I was young; nobody took holidays during term time then!

However, we are no longer allowed to authorise holidays during term time. The Local Authority have issued a set of 'exceptional circumstances' for which we are allowed to authorise leave of absence. The following guidance should therefore be followed:

Absences likely to be authorised:

1. Medical – illnesses and medical appointments
2. Attendance at important close family occasions (e.g. weddings and funerals)
3. Family temporarily working away or relocating and there being no immediate relatives or carers to look after the child(ren)
4. Emergency family situations
5. Recuperation after an illness or trauma
6. Observance of a religious festival
7. Visits to close relatives which, for justifiable reasons, need to take place in term time

Absences likely to be unauthorised:

1. Holidays during term time
2. Shopping trips for non-medical needs
3. Haircuts or other cosmetic appointments
4. Recreational day trips
5. Visits to friends or relatives for social or recreational purposes
6. Birthdays or special treats/rewards
7. Holidays in term time due to parents' work commitments in the school holidays



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As of now, and in order to treat each request in a fair and consistent manner, we have a panel of three governors who make a recommendation to myself for each request. The following process is followed:

1. Parents submit a request for absence using the correct form from the school office (a minimum of two weeks prior to the absence);
2. A panel meeting between three governors and the Headteacher is arranged;
3. The Headteacher shares the anonymised details of the request with the panel;
4. The panel considers the request in line with the criteria explained above;
5. The Headteacher communicates the panel decision to the parents;
6. If applicable, the unauthorised absence is referred to Derbyshire County Council.

Our attendance policy can be seen on the school website but just to re-iterate, permission to be absent will only be given in exceptional circumstances and are judged on an individual basis.

Unnecessary time off school leads to your child falling behind in their learning. Lessons are planned in sequences and missing part of a unit of work means that it will be harder for your child to pick up where they last left off.

To keep good attendance is also a lesson in life especially as your children move up to high school, college, university or gets a job.

Our attendance target for the school and indeed for every child is 96%, an aspirational target would be 97% but we allow for the possibility that your child might be poorly from time to time.

The school is also judged on its attendance and requires good attendance in order for it to be good too.

May I take this opportunity to thank you for your continued support and for recognising that your child's attendance at school is a priority.

Yours faithfully,

Mrs. Mercer

Headteacher



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