

## What Happens if My Child Does Not Attend?

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### We will not authorise absence for:

- Holidays except in exceptional circumstances.
- Medical appointments without evidence (unless evidence states that more time is needed i.e. hospital appointments)
- Religious observance over two days

Once a student has a percentage of unauthorised absences above the government threshold within an academic year they will be classified as **persistently absent**. The current Persistent Absence threshold according to Government guidelines is **10%** of the school year.

A Penalty Notice and/or criminal prosecution may be requested if a student has a high number of unauthorised absences within an academic year.



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Fairfield High School may request that Bristol City Council issue Penalty notices or refer for prosecution under Section 444 of the Education Act 1996 (amended regulations 2013) for parents with children that have high levels of unauthorised absence.

A Penalty Notice is a fine up to £120. It is £60, if paid within the first 21 days but then £120 past the 21st day / within the 28 days. If the penalty is not paid in full by the end of the 28 day period, the Local Authority will instigate Court Proceedings and the outcome of a prosecution could be up to £1,000 per parent/adult.

In cases where a penalty notice has been issued previously and/or there is a persistent failure to secure good attendance, we may refer the case to the Local Authority for criminal prosecution of the parent(s).

### Useful Information

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Fairfield High School. 2016 *Attendance and Punctuality Policy* [Online]

Department for Education. 2014. *School attendance* [Online] London: Department for Education [Accessed on 01/07/2016] Available from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/518586/Advice\\_on\\_school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/518586/Advice_on_school_attendance.pdf)

Department for Education. 2015 *The link between absence and attainment at KS2 and KS4* [Online] London: Department for Education [Accessed on 01/07/2016] Available from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/412638/The link between absence and attainment at KS2 and KS4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/412638/The_link_between_absence_and_attainment_at_KS2_and_KS4.pdf)

# Attendance Counts

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**Fairfield  
High School**

*Achieving Excellence*





## Attendance Counts

Here at Fairfield we encourage our students to be aspirational individuals, this forms a part of our core values. Good attendance at school is key to attainment and therefore enables students to achieve at their highest possible level.

Evidence shows a link between missing school and performance at the end of Key Stage 4 (KS4). It shows that in general the higher the percentage of sessions missed across the key stage, the lower the likely level of attainment at the end of KS4. Specifically, pupils with no absence are 2.8 times more likely to achieve 5+ GCSEs A\*-C or equivalent including English and Mathematics than pupils missing 15-20 per cent of KS4 lessons (Department for Education)

As Parents and Carers we ask you to work with us to promote and reward good attendance and punctuality.



## How do I Report Absence?

### Illness

In the case of illness please telephone or e-mail school on the morning of each and every day of absence on **01179527101**

If this is not possible, write a note in the student's planner to explain absence on the student's return to school. Sign and date the note and ensure students show their tutor.

In cases where there are prolonged instances of illness or repeated periods of illness we will require a medical note or written permission to contact your GP.

### Medical

Try to make medical appointments outside of school hours. If this is not possible, only remove the child from school for the minimum amount of time necessary for the appointment. Please ensure students show their Tutor their medical appointment card so they can be given permission to leave school.

Provide School with copies of any medical evidence such as appointment cards, prescriptions or medication packets so that medical absences can be authorised. If you do not the absence will be classed as unauthorised.

Medical absences **will not be authorised for a full day** unless they relate to hospital or specialist appointment and we must receive a copy of the appointment letter as evidence.

### Religious Observance

We will authorise absence for legitimate religious observance for the maximum of **two days**. They will be authorised on dates exclusively set apart for this purpose by the religious body to which the parents/carers belong. Any additional days taken will be classed as unauthorised and may incur a penalty notice

## How do I Report Absence?

### Holidays

We are unable to authorise any absence from school except in exceptional circumstances. Therefore we would ask you to avoid taking holidays during term time as you may incur a penalty notice or face criminal prosecution.

If this is unavoidable please contact the Principal in writing using the absence request form (website) **two weeks** prior to absence. Although holidays will be recorded as an unauthorised absence, and may incur a fixed penalty notice if it reaches the threshold (see below), it is better that we know a child is safe rather than missing.

If there are unavoidable family circumstances, please complete an authorised absence request form (available from school reception or on the website), and/or arrange a meeting with the Assistant Principal for Attendance.

## Can I Get Help If My Child Is Not Attending Regularly?

Please contact us at the earliest possible opportunity if you require any support with your child's attendance. We have interventions on offer for support and we will also be able to signpost

