



City Of York Council

**Fishergate Primary School, Fishergate, York. YO10 4AP**

Head Teacher: Tina Clarke

Tel: **01904 555335** Absence Line: **553869**

Email: [admin@fishergateschool.com](mailto:admin@fishergateschool.com)

18.10.2022

Dear Parent/Carer,

Fishergate School has high expectations for pupils' attendance and punctuality. We expect pupils to attend punctually. The school day starts at 8:45am and children should be on the school site by 8:40am. If a child is not in their classroom by 8:55am they will be marked as late. Registers close at 9:15am and any child who arrives after this time will be marked as absent, unless the office has had a call to explain the reason for the lateness and an assurance that they will be in as soon as possible.

If your child is ill then you should phone the school office and leave a message before 9am. This message should contain an explanation for the absence and an estimation of how long it will last, e.g. one school day. Where a pupil is absent, and their parent/carer has not contacted school by the close of morning register, the office team will make contact by phone to ascertain the reason for the absence. Where a pupil is absent more than three school days in a row, or more than ten school days in one term, the pupils' parent/carer will be expected to provide a written signed letter/email with an explanation for the absences. The school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the absence.

The school will only grant a pupil leave of absence in exceptional circumstances. In order to request a leave of absence the parent/carer should complete a form that they can collect from the main office. Any requests will be considered on an individual basis and the pupil's previous attendance record will be taken into account. The school is very unlikely to grant leave of absences for the purpose of family holidays. Requests for absence will not be granted:

- Immediately before and during statutory assessment periods





City Of York Council

**Fishergate Primary School, Fishergate, York. YO10 4AP**

Head Teacher: Tina Clarke

Tel: **01904 555335** Absence Line: **553869**

Email: [admin@fishergateschool.com](mailto:admin@fishergateschool.com)

- If a pupil has any unauthorised absence
- Where a pupil's authorised absence is already above 10% for any reason.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and will result in a penalty notice.

Parents/carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible they should ensure that their child misses only the amount of time to attend the appointment.

Attendance lower than 90% is classified as persistent absence. If a pupil's attendance falls below this then a letter will be sent home explaining that their attendance is now being monitored. It will be monitored for four weeks and if it does not improve after this time, parents/carers will be required to attend a meeting in school with the head teacher to discuss ways of addressing the barriers to attendance and to set targets. If there are still no improvements after a further four weeks then the Local Authority will issue a fixed-penalty notice of £60 per parent/carer per child. This process will also be followed if a child has five unauthorised absences in a term.

Tina Clarke

