



FEARNHILL SCHOOL

Headteacher – Ms E Ellis BA, MA

Our ref: MPS/SCR

January 2022

Dear Parents/Carers,

Attendance Mentoring

As you know, attending school is vital in ensuring excellent life chances for young people, not to mention an essential point on any reference for further education or employment. The national expectation is that a student's attendance should be at 97-100%, with the government considering 90% attendance or below to be 'persistently absent'. I am pleased to note that the vast majority of students at Fearnhill have excellent attendance and demonstrate the Fearnhill Student quality of 'Resilience'.

To support our partnership with you in your child's success, where attendance is a concern, please note that the following procedure will be applied alongside our usual pastoral support:

Attendance below 96% - Letter 1 sent



Attendance continues to fall: 93% and below. This requires medical evidence and may be considered as 'unauthorised' if evidence is not provided. In that case, Letter 2 sent



One day of absence following Letter 2 sent – Fixed Penalty Notice Warning Letter. This is a legal process involving a fine to parents and carers if attendance is 'unauthorised' as above



15 or more unauthorised absences following Letter 2, a Fixed Penalty Notice (FPN) will be issued

Please note that the following conditions should not affect a child's attendance at school:

- Cough/cold - A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, make an appointment with your GP.
- Headache - A child with a headache does not need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then contact your GP.
- Period Pain - Attendance at school should not be affected. If necessary, allow your child to take pain killers. If these are ineffective, your GP may prescribe a stronger painkiller.
- Head lice - Children can attend school with head lice, however they must be being treated to stop it spreading.
- Conjunctivitis - It is not necessary to miss school if your child has bacterial or viral conjunctivitis.
- Tonsillitis - It is not necessary to miss school. There are many causes, but most cases are due to viruses and do not need antibiotics.

- Anxiety/friendship issue - The best place to conquer anxiety and/or worry regarding friendship issues is at school, with support from our pastoral team. Please let us know of any issues and we will work with your child to resolve them.

Conditions that may affect a child's attendance

- Covid-19 - Follow the latest government guidance on testing and self isolation.
- Chicken pox - All lesions should be crusted over before a child returns to school
- Measles - Your child should be kept off school for 5 days after the onset of a confirmed measles rash

For full guidance please see the following link:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

Please note that children are expected to be in school during term time, and absence for holidays will not be authorised.

Attendance Mentoring

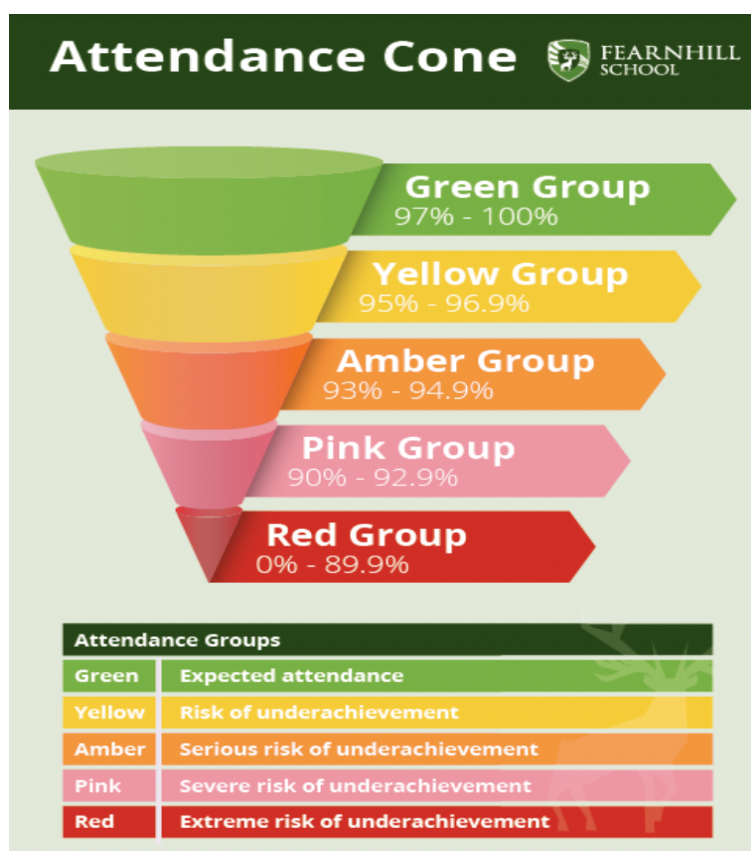
As part of our support for our young people and to ensure a whole school community ethos, Fearnhill runs a mentoring programme aimed at removing barriers to attending school. Where a student's attendance is close to or below 90%, a member of staff is allocated to the student as their mentor. They will check in with the student regularly and work with them to ensure that the student knows they have someone they can talk to about any issues, and discuss how to improve their attendance.

Thank you for your continued support and do not hesitate to contact me if you would like further discussion on any issues.

Yours faithfully,



Michael Phillips
Assistant Headteacher



Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

Telephone: 01462 621200 – Email: admin@fearnhill.herts.sch.uk – Website: www.fearnhill.herts.sch.uk

GROWING EXCELLENCE EVERY DAY