



September 2023

Dear Parent / Carer,

Attendance and Punctuality

We regularly review our attendance and punctuality policies and an important part of that is ensuring that you understand the procedures we follow and why. Camblesforth Academy places great importance on helping all children form excellent patterns and habits in relation to daily attendance and punctuality. We believe that by helping children from a young age develop consistent daily routines this sets them up well for future life and gives them the best chance of accessing a full and rich educational entitlement. Furthermore both OFSTED and the Government demand that school's closely monitor daily attendance and intervene early if any patterns of absence are beginning to form. We believe very much in honest and transparent communication from the outset with all of our parents, and we know you understand that legally you have a duty to send your child into school every day and on time. Our attendance policy has been devised with the safety of your children firmly in mind. The safeguarding of your child remains our number one priority. Both as a school and you, as parents, need to know where your children are during the school day.

In the event of you needing to keep your child off school, you must **telephone** the school office before **9am** on 01757 616374 each morning of absence and provide the following information.

- Your name
- Child's name
- Child's class
- Reason for absence

Notifying the school of an unexpected absence by email is not acceptable. Any emails received will still be followed up with a phone call from staff. Where contact with a parent/carer or emergency contact has been unsuccessful school will follow our usual safeguarding procedures and make a visit to the home address. Please visit the school website to view our full Attendance Policy for more details. Your child's prompt arrival at school in the morning is a very important factor in ensuring your child is "ready to learn". A late start can be unsettling for a child because it is at the beginning of the day when children are settling into the school day. We request that your child arrives and is in class ready for learning by 9:00am each morning, with classroom doors opening from 8:50am. Where we see children struggling at the start of the day this is often a result of an unsettled start. We kindly ask that you work closely with your child to give them as calm a start to their learning experience as possible. We also ask you to speak to their teacher if you are noticing that your child is finding coming to school difficult for any reason. We always want to support and early intervention is really key in minimising the escalation of any concerns you or your child may have.

Half-termly review

Each half term we review our attendance and punctuality figures and then make contact with families regarding pupils who are below certain trigger points. There are a series of letters that will be issued throughout key points in the academic year depending on the severity of the level of absence or lateness. We fully understand that there may occasionally be circumstances, such as illness, when your child cannot be in school. Through our absence tracking and consultation process we will always make time to understand where absence is genuine and unavoidable.

Government expectations on how we measure persistent absenteeism in schools

If your child's attendance drops below 90%, for whatever reason, we have a duty to inform you. We will check our attendance records at the end of each half term and will write to parents of children whose attendance is a concern to us. We understand there are many reasons for this but we still have a responsibility to do this as a matter of policy. Where we feel the level of absence is becoming detrimental to your child's education or wellbeing we are duty bound to work in close partnership with yourselves to implement a rapid improvement. As a school we do not want to have to issue law enforcement in relation to non school attendance. Whilst we have the support, willingness and partnership of parents we are proud to say that we rarely have to implement these procedures. It is really vital that parents understand that we will always do all that we can to be sympathetic and supportive where the absence is unavoidable. Where a child's absence has clear medical grounding or extenuating circumstances we will always be able to support your child through any prolonged period of absence.

How much learning could your child be missing?

Please see below a guide to how percentages equate to whole days missed.

Attendance during one school year	Equals days absent	Approximate weeks absent
95%	9 days	2 weeks
90%	20 days	4 weeks
85%	29 days	5 ½ weeks
80%	40 days	8 weeks
70%	57 days	11 ½ weeks
60%	80 days	16 weeks

Holidays in term time

Absence during term time as a result of holiday/leave of absence interrupts continuity of teaching and learning and disrupts the educational progress of individual children. Ebor Academy Trust aims to minimise the amount of time lost to term time holiday/leave of absence through a policy which actively discourages parents from arranging family holidays, trips abroad etc. during term-time and supports schools to authorise absence for such leave ONLY in exceptional circumstances.

End of Key Stage assessments (SATS) take place in May for children in Year 2 and 6 and Phonics Screening takes place in June for Year 1 children. It is particularly important that these children are in school during these times.

From the academic year 2023 parental information will be passed onto to the local authority for any children who gain more than 10 unauthorised marks in a 3 month period (5 full days). A fixed penalty may then be issued and/or prosecution.

An effective whole school culture of high attendance and punctuality is expected at Camblesforth Academy. For children who attend our Nursery or who are below the statutory school age, please note that the school will follow the same procedures for un-reported absences and concerns with attendance of these pupils. Helping children understand the expectations around attendance as early as possible we believe underpins the success of their journey through school.

Our team is always available to talk through any concerns that you may have, please don't hesitate to call the school if you have any questions or concerns. Successful home and school partnership is something we will continually invest in. We look forward to working in close partnership with you and your child.

Kind regards

Mr Card
Headteacher



www.camblesforth.ebor.academy | Email admin.cam@ebor.academy | Telephone 01757 616374 | Fax 0844 2511260

Mill Lane, Camblesforth, Selby, North Yorkshire YO8 8HW | Headteacher: David Card

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