



Archbishop of York's Church of England Junior School

Executive Headteacher: Mrs Kerry Davies

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## School Attendance

Dear Parent/Carer,

From this term, there is new guidance about attendance in place for schools. School attendance is a critical factor for your child's academic and social success. We believe helping children from a young age develop consistent daily routines sets them up well for future life and gives them the best chance of accessing a full and rich educational entitlement. We ask you to support us in achieving this goal for your child/ren. We do acknowledge and appreciate that pupil attendance at Bishopthorpe Infant School and Archbishop of York's CE Junior School is generally high. All pupils should strive for 100% attendance at school. If your child's attendance drops below 90%, for whatever reason, we have a duty to inform you. This is an average of one day off a fortnight or twenty days in a school year.

New guidance is in place for schools from the DfE, Working together to improve attendance document (September 2022) and the City of York (see attached flyer). We will be integrating this information into our school attendance policy which will be available on our school website later this term. I am sure that you appreciate that these are not school level decisions but the implementation of a national strategy. Therefore, I feel that it is important to share this information with you and be transparent in the detail.

### School Attendance Policy

To ensure all leaders, staff, pupils, and parents understand these expectations, all schools are expected to have a clear, written school attendance policy based on the expectations this guidance sets. The new policy has to detail:

- The attendance and punctuality expectations of pupils and parents, including start and close of the day, register closing times and the processes for requesting leaves of absence and informing the school of the reason for an unexpected absence.
- The name and contact details of the senior leader responsible for the strategic approach to attendance in school.
- The school's day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence.
- How your school will look to positively support good attendance
- How your school will support any student or family where attendance is a concern
- The point at which Fixed Penalty Notices for absence and other sanctions will be sought if support not successful, not engaged with or is not appropriate (e.g. for an unauthorised holiday in term time). The DfE are looking at default Penalty Notices for any holiday leave taken without authorisation

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## **Monitoring of attendance data**

Regularly, we are expected to analyse our attendance data, identify pupils whose attendance is a concern, provide appropriate support and refer parents/carers to agencies that can help.

There is a Graduated Response for Persistent Absence in City of York schools which we have to follow. This includes working with and supporting our families, working together with relevant multi-agency partners in Early Help, Social Care and CAMHS (Child and Adolescent Mental Health Service) amongst other key agencies. In the City of York document, provided in this correspondence, you will find details of these supporting agencies and helpful contacts.

In situations where attendance does not improve and additional support is not needed, or an offer of support is not taken up by parents/carers we will have to contact the Local Authority (see Fast Track Process – Flow Chart document). They will support the school in enforcing a legal response to non-attendance; this includes the use of Penalty Notices and where necessary prosecutions.

The Local Authority also supports schools in responding to inappropriate leave of absence in term time, such as for family holidays or trips overseas, with and without formal parental request; this process is demonstrated in the flow charts within the City of York documentation provided with this correspondence. Furthermore, there will be a weekly social media campaign on our Twitter feed @AYJSupdates supporting good attendance in school which has been devised by the City of York.

We are always available to talk through any concerns that you may have, please do not hesitate to call/email the school. 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/ren.

Best wishes,

Kerry Davies

Executive Headteacher & Attendance Lead