

Building the bridge to success together



12 September 2022

Dear Parents and Carers

Ebor Academy Trust regularly review the attendance and punctuality policy. At the start of the school year, we feel it is important to remind you of this policy, the expectations and procedures. All Saints' CE Federation of Academies 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 will 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 school and yourselves need to know where children are during the school day. In the event of you needing to keep your child off school, we need you to ring the school office before 9:15am on 01482 648082 each morning of absence with the following information:

- Your name
- Child's name
- Child's class
- Specific reason for absence

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 and disrupt both their own and other children's learning. We request that your child arrives by 8:45am each morning at the Junior school and 8.55am at the Infant school. Where we see children struggling at the start of the day it is often due to 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: early intervention is really key in minimising the escalation of any concerns you or your child may have.

Half-termly review

Children should routinely have a high attendance rate. Our school target, set by Ebor Academy Trust, is for all of our pupils to have a 97% attendance rate for the year. Each half term we review the attendance and punctuality figures and where the school has concerns, these will be shared with parents or carers. Depending on the severity of the level of absence or lateness, this will be through telephone communications, emailed letters or face-to-face meetings. 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.



www.allsaints.ebor.academy | Email: admin.asf@ebor.academy | Tel: 01482 648082

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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 or carers 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 and an Attendance Action Plan will be agreed. 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.

Overall Attendance % Days of learning missed (in a school year)

98%		4 days
97%	<i>Target</i>	5 days
95%		10 days
90%		19 days

Holidays in term time

We would also like to take this opportunity to remind parents that there is NO entitlement to additional holidays outside of normal school holiday times. End of Key Stage assessments (SATS) take place in May for children in Year 2 and 6, Times Table Tests take place in June for Year 4 and Phonics Screening also takes place in June for Year 1 children. It is particularly important that these children are in school during these times.

Successful home and school partnerships is something we will continually invest in and we look forward to working in close partnership with you and your child. We are always available to discuss any concerns that you may have, please don't hesitate to contact the school if you have any questions or concerns, asking to speak with Mrs Newsham or Mrs Nicholson.

Yours faithfully



Mrs Newsham
Deputy Headteacher