



20<sup>th</sup> September 2021

**The Carlton & Faceby and Bilsdale Church of England Federation**

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Dear Parents

We are already noticing some recurring reasons for pupil absences. It is reassuring that families are being cautious about illnesses; however, we need to encourage every child who is well to be in school. A mild cold (without a high temperature, new continuous cough or changes to sense of smell or taste) which would not have kept a child at home pre-covid, can still be managed at school. Vague tummy and other aches which you believe may be caused by anxiety or non-specific reasons can also be managed by school – many of our children are finding the increased pace of learning very tiring as they have experienced 18 months of disruption to their lives.

We are asking for parents/carers to support us through this period of recovery from lost learning. Some of our youngest children missed vital early learning in their preschool and reception years through no fault but this has to be caught up to achieve national expectations. Older children must get to grips with more sustained periods of working and meeting deadlines. As we have explained previously, rigorous assessment is being undertaken, additional small group teaching and the extended day, shown below, is part of our recovery curriculum which is aimed at supporting children to close gaps in their knowledge and skills caused by periods of lockdown.

**The school day (from September 2021)**

Class	Arrival & Departure Times	Drop Off / Collection Point
EYFS Preschool	8.50 – 3.10 (all day attendance) 12.00 – 3.10 (afternoon only)	Gate beside the Village Hall behind school
EYFS Reception	8.50 – 3.10	Gate beside the Village Hall behind school
Class 2 Y1, Y2 & Y3	8:45 – 3.15	Gate beside the Village Hall behind school
Class 3 Y4, Y5 & Y6	8.40 – 3.20	Gate beside the Village Hall behind school
Bilsdale Whole School	8.40 – 3.20	Gate at the front of Bilsdale school
<b>Federated Fridays – Carlton &amp; Faceby same as above Bilsdale as below</b>		
Bilsdale Whole School	8.45 – 3.20	Gate beside the Village Hall behind school Taxi Only - Main entrance, Carlton School
<p>At Carlton - Please respect the request that you park away from the school and walk with your child – for safety, the road to the side and in front of school and neighbouring houses is pedestrian only access at school times with the exception of school taxis, staff, residents and Outdoor Centre access.</p> <p>At Bilsdale – For children’s safety next to the B1257, please remain in your car until staff open the gate to the yard.</p> <p><b>If someone is collecting your child for you, please write details in the home-school diary.</b></p> <p>Children should arrive promptly at the time given for their class. If you are collecting more than one child, please work to the times for the eldest child.</p> <p>On arrival, children will go straight to their classroom, washing hands first. Whenever possible messages should be written in home-school diaries, emailed to <a href="mailto:admin@carltonfaceby.n-yorks.sch.uk">admin@carltonfaceby.n-yorks.sch.uk</a></p>		

**Attendance**

Did you know that your child’s attendance and punctuality is monitored daily by the school and the Local Authority? To ensure that everyone is aware of how our attendance procedures work in school I am reminding you of the procedures which we have in place. In the first instance, please make sure that your child attends regularly. If your child is absent, please let the school office know the reason. A phone call should be made before 8.45am on the day to report the absence followed by a written note confirming the reason when your child returns to school. Absences must be reported, by a parent/carer, to a member of staff – we cannot accept messages via another child.

If children are regularly late, and/or having days off they miss vital parts of their education. A child with 90% of attendance over the year is classed as being persistently absent by the DFE. This means they have missed the equivalent of an afternoon a week over the school year! The school has set procedures and we expect all children to achieve at least 96% attendance throughout the year. The school closely monitors attendance and if attendance drops below 96% a letter will be sent to inform parents.

### **Lateness**

National statistics show that poor time keeping seriously affects a young person's chance of achieving their full potential. Arriving late may mean that your child misses important instructions for the day and can lead to feelings of isolation and disengagement from learning.

**Please note that arrival after the close of registration (9.15 am) is classed as an unauthorised absence. Under the Education (Pupil Registration) (England) Regulations 2006 these absences could be used as evidence against you if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.**

95%	47 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	95 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 day
85%	142 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	190 LESSONS MISSED EACH YEAR 32 days in total or 6 weeks and 2 days

**BE SMART BE THERE!**

Percentages based on 190 academic days

### **ATTENDANCE MATTERS**

**WHAT DO YOUR ATTENDANCE FIGURES ACTUALLY MEAN?**

Children are expected to be in school for 190 days of the school year with holidays and medical/dental appointments to be taken outside of this time. If medical appointments have to be taken in school time please can we ask that you bring an appointment letter or card to the school office in accordance with Local Authority procedures.

### **Request for absence from school in exceptional circumstances and Penalty Notices**

You are required under the Education Act (1996) to ensure your child attend school regularly. If your child accrues 10 consecutive sessions of unauthorised absence you may be liable for a penalty notice (1 day equals 2 sessions and a 5 day absence is equal to 10 sessions). An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parents.

If you are thinking of taking your child out of school, parents must complete a Request for Absence in Exceptional Circumstances Form. You must allow sufficient time to enable the school to consider the request and inform parents of the decision.

Where parents do not follow the school's procedure of submitting a request and simply remove their child without seeking prior approval, a warning may not be given and you may be liable for a penalty notice.

#### **Exceptional circumstances could include:**

- Service personnel returning from a tour of duty abroad, where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

Should you need to complete a request form you can obtain one from school. **Evidence would be required in each case.**

Time off for holidays is not permitted and we are unable to authorise this type of request. Full details about authorising absence from school can be found on the North Yorkshire Council website: [cyps.northyorks.gov.uk/school-attendance](https://cyps.northyorks.gov.uk/school-attendance)

Yours sincerely



Mrs K McDonald  
Executive Headteacher