



'Believe & Achieve'

The Carlton & Faceby and Bilsdale CE Federation

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Dear Parent/Carer

I am asking for your support in improving whole school attendance and punctuality. As I emphasised in the letter sent in September, it is essential that we build back up on our previous positive attendance rates.

The impact upon children's education through lost learning is huge. At a time when so much education has been disrupted it is vital that we make every school minute count. I urge you to ensure that your child is in school and on time every day to prevent anyone falling behind with their learning.

Persistent cases where poor attendance and punctuality do not improve can be considered to be neglect.

Government departments track school attendance figures. It is considered that attendance of 90% or below is **persistent absence** which will be closely monitored by school staff. Failing to improve on this 90% can lead to prosecution, which school want to help families avoid.

The Carlton & Faceby and Bilsdale CE Federation have a school attendance target which is 96%.

If your child is unwell and you are unsure whether to send them to school, contact the office to seek advice on 01642 712340.

There are things you can do to improve your child's attendance and avoid falling into the persistent absence category:

- **Avoid medical/dental appointments during school hours.** If medical appointments have to be taken in school time please bring an appointment letter or card to the school office in accordance with Local Authority procedures.
- **Avoid taking any holidays during term times**
- Keep up to date with what % attendance your child has so that you know if they are at risk of persistent absence (office staff will provide this for you)
- Speak to school staff with any concerns
- Talk to your child about the importance of them being in school and let them know how important **you** feel it is

The table below provides an example of the impact of lost learning through pupil absence:

attendance % over a school year	Equal to number of days absent	Converted to approximate weeks of absence	Approximate number of lessons missed	School Concern Level
95%	9.5	2	47.5	Pupil can catch up and still succeed
90%	19	4	95	Poor attendance -we are concerned
80%	38	8	190	Very poor attendance – we are very concerned
70%	57	12	285	Serious concerns

So, a child who has an absence % of 80% has missed 38 days of school and has missed 190 lessons.

Punctuality is also highly important. Pupils who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Pupils do not like being late into school and we witness how upsetting it can be for them. We want to prevent this.

The table below provides an example of the impact of lost learning through pupil lateness.

Number of minutes late <i>per day</i> over a school year	Approximate equivalent number of days lost learning
5	3
10	6.5
15	10
20	13

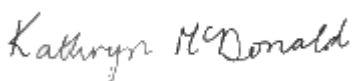
We want to help families get their child to school on time. Here are some things you can try:

- Have everything you/your child needs for school prepared the night before
- Ensure that your child goes to bed reasonably so they are not too tired to get up in the morning
- Ensure your child has a good night's sleep by minimising their use of devices at bed time.
- Have a consistent bedtime routine for your child
- Set an alarm to allow plenty of time for your morning routine in getting to school on time
- Bring your child to breakfast club (7.45am – 8.40am at Carlton)

Following school policy, Miss Jeffries as Lead Teacher for Attendance at The Carlton & Faceby and Bilsdale CE Federation, will continue to send Local Authority approved letters concerning attendance below 90%. Attendance between 90% and 96% will be closely monitored and a Local Authority approved letter may be sent if deemed necessary. From January 2022, school will inform every family of their child's attendance for the previous half term and a cumulative total for the year to date.

Thank you for your support. I hope we can make improvements to attendance and punctuality.

Yours sincerely



Mrs K. McDonald
Executive Headteacher