



Filey School

Dear parents and carers,

I hope that your son/daughter has enjoyed a positive start to the year at Filey School. I wanted to take the opportunity early in the academic year to write to you to remind you of our strategies to support student attendance. Along with my attendance team, I am always grateful for the feedback provided by parents and carers in support of attendance.

Attendance and Punctuality Expectation

Filey School understand that excellent attendance and punctuality are the key to academic success. We strongly believe in working together with parents and carers to support consistently high expectations of attendance and punctuality. This is a vital part of preparing our children for their future adult life and careers. We request that parents support the school to keep absenteeism and lateness to an absolute minimum.

At Filey School we strive for every student to attain 100% attendance. Our minimum expectation for every student is 97% throughout the academic year.

Student Absence

The welfare of children is paramount and remains an absolute priority for us as a school. With this in mind, we need to ensure that we receive communication about any child who is unexpectedly absent. Parents and carers should contact Filey School before 9:00am giving the reason for the absence.

You can do this in three ways:

1. By ringing 01723 512354 and choosing option 1 leaving a message on our answer machine;
2. By emailing the Attendance officer directly at m.herring@fi.coastandvale.academy;
3. By leaving a message via the My Child at School App.

In each case, you need to confirm your child's name, form, and the reason for the absence.

Parents and carers are expected to contact the academy every day their child is absent from the school.

Please note, we will make contact every day of a student's absence even when we have been informed that the student is unwell the previous day. This is to ensure that a situation does not occur where a student returning fails to arrive, with the parents and carers assuming they are safe in school and us assuming they are at home unwell.

If we do not receive notification of absence, we will follow the procedure as outlined below:

- Telephone call to all contact numbers that have been provided by you to gain verbal confirmation that your child is absent with your knowledge (please ensure that you provide us with three up-to-date contact numbers for your child - one of the numbers should be a mobile telephone number).



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- If we are not able to contact you by phone or establish why your child is not in school, then a member of staff may carry out a visit to your home on the morning of absence (please ensure that we have all possible addresses that your child may be at if absent/sick).
- In the unlikely event that we cannot gain confirmation that your child is absent with your knowledge, we are now required to contact the police for them to make enquiries as to the safety and well-being of your child. With enhanced and more efficient communication between home and school, we can all be sure that the children in our care are safe and well.

Is my child too ill for school?

We understand making the decision to keep a child off school who may be feeling unwell is always a difficult balance. Considering this, we would like to remind you of the importance of following NHS guidance when deciding whether to send your child to school. The NHS provides valuable information on when it is appropriate for a student to attend school or stay at home based on health considerations.

Please refer to the NHS guidelines, which can be found on their official website:

www.nhs.uk/live-well/is-my-child-too-ill-for-school

Filey School Attendance Strategy

Phase 1	Phase 2	Phase 3
Letter 1: Below 95%	Attendance support meeting and support plan	Referral to Education Welfare Services
After the first 6 weeks of the school year, we will be in touch if a student's attendance falls below 95%. This is designed to be an early intervention to offer support and avoid persistent absence.	Our "ASPs" are held by the school and offer the opportunity to meet with a member of staff to discuss any concerns around attendance. The aim of the meeting is to address any barriers to attendance (e.g. transport, ill health) and to carry out a four-week period of monitoring.	Where our strategies have not been able to address attendance significantly, we will refer the case to the Local Authority. A formal school attendance panel meeting will be arranged by the Local Authority's Attendance & Enforcement Officer following consultation with relevant parties. This can then proceed to court for prosecution. In severe cases, fines can range up to £2,500 or lead to prison sentences. N.B. The School may, in specific circumstances, refer to the AAEO earlier than stage 3.



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Punctuality

Students should arrive on the school site no later than 8.35am to ensure they are seated and ready to start learning at 8.40am. Students arriving to school 3 minutes after this time will be marked as late. For students who arrive at school after registers have closed, at 09:00am, we will also send parents/carers a message to alert you to their lateness. This is again to avoid a situation where parents assume their child is in school when they are not. We understand that you will want to know where your child is and address unexpected lateness with them.

Home Visits

All Coast and Vale Schools uphold extremely high expectations for safeguarding their students. A key part of this is the aim to conduct a home visit on the third day of absence from school. This policy was designed to reduce the risk of serious harm to children in the event they are left unattended for an extended period of time. In September, the Department for Education has followed suit, setting the expectation that any student in the UK should receive a home visit if the school has had no contact over two school days. We believe that, regardless of contact from home, early intervention is key; our team will thus visit the home of every student who misses three school days in a row. Usually, this will involve a short visit from a member of our attendance team.

Further information and guidance regarding attendance at Filey School can be found on the school website.

We hope your child continues to have a successful year at Filey School. If you would like any further information, or support please let us know and we would be happy to help.

Yours Faithfully,

Ms Britton