

Dear Parent/Carers

We want to highlight school attendance as a critical factor for both the academic and social success of your child at school.

All pupils should strive for 100% attendance at school. A pupil is regarded as persistently absent from school if their attendance is below 90%: an average of one day off a fortnight or twenty days in a school year.

Securing good school attendance is a clear focus of National Government and the City of York and we act within national frameworks of guidance to support this.

We have created a Graduated Response for attendance that we expect schools to work to, so that clear expectations are set for school attendance and so that the needs of children with poor school attendance are met.

This response includes a significant emphasis on working with families within school and with relevant multi-agency partners in Early Help, Social Care and CAMHS (Child and Adolescent Mental Health Service) amongst other key agencies. Schools are expected to analyse their data, identify pupils whose attendance is a concern, provide appropriate support and refer to agencies that can help, but they are also expected to not accept ongoing poor school attendance.

**If you are concerned about your child's attendance you should make contact with the school to speak to the relevant staff member – generally the Attendance Officer or a member of the pastoral team or the SENCO.**

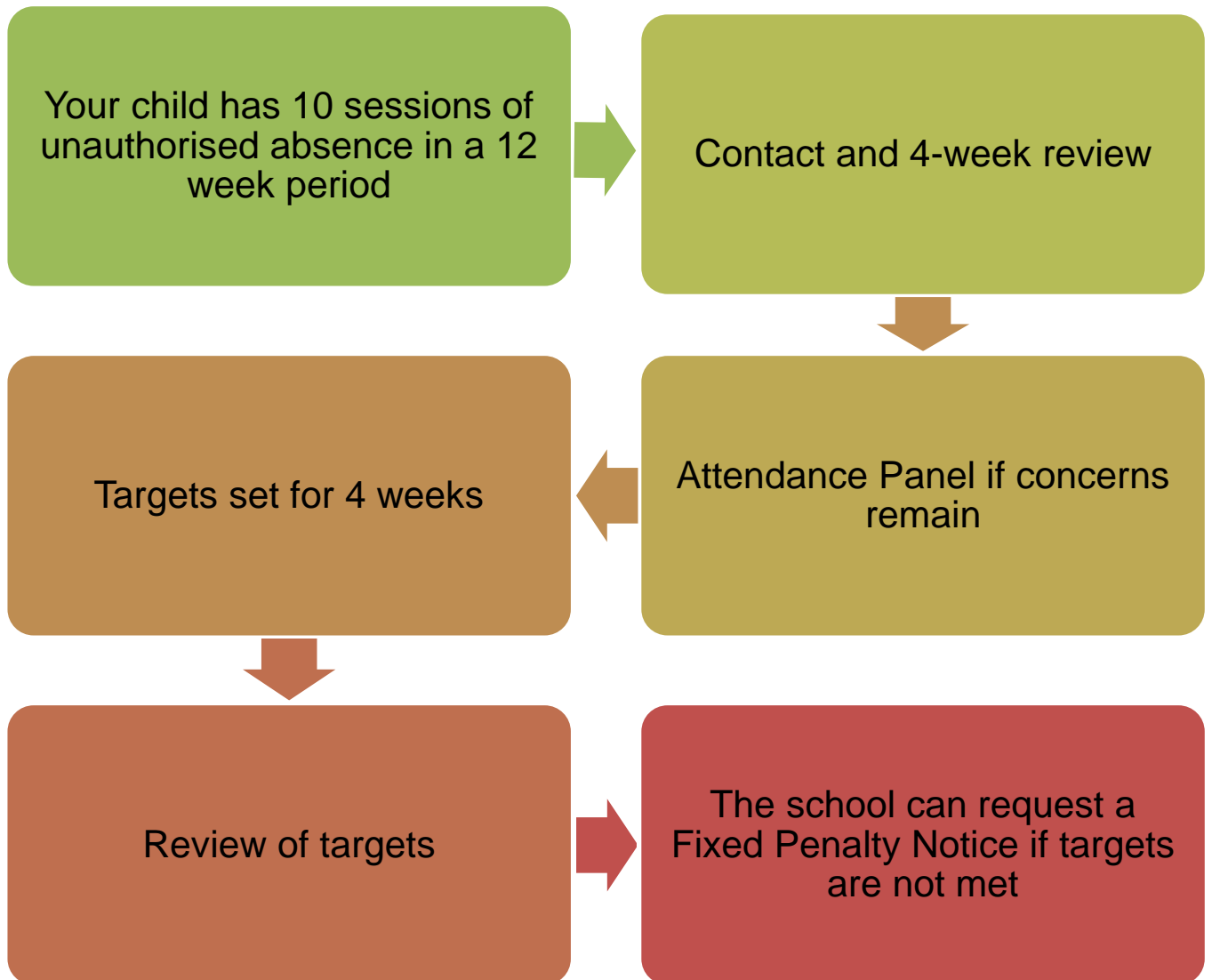
Where additional support is not needed, or an offer of support is not taken up by parents / carers and attendance does not improve, the Local Authority will support schools in enforcing a legal response to non-attendance, including the use of Penalty Notices and where necessary prosecutions. This process is described in the flow charts within this leaflet.

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, and this is also demonstrated in the flow charts within this leaflet.

We know that school attendance raises achievement and a sense of belonging for the young people in our city. This is key in providing the life skills and qualifications to have the best possible future life and we ask you to support us in achieving this goal for the children in our city.



## The Fast Track Process



The school will have a strong universal offer for Attendance.

Where issues arise schools will use the CYC Graduated Response to engage with early help strategies and multiagency partners, as well as offering enhanced support in school.

## Leave of absence requests

Contact the school in good time requesting a leave of absence.



School will reply to say if the absence has been authorised or not



You may receive a warning letter or the school can request a Fixed Penalty Notice if you take absence despite it not being authorised



The Local Authority may issue a Fixed Penalty Notice following a request by the school.

## Helpful contacts

### **CAMHS Single Point of Access**

[tewv.camhsspaysorkselby@nhs.net](mailto:tewv.camhsspaysorkselby@nhs.net)

01904 615345

### **CAMHS Crisis Line**

0800 0516171

### **Family Information Service**

[yor-ok.org.uk](http://yor-ok.org.uk)

### **Multi Agency Safeguarding Hub (MASH)**

[mash@york.gov.uk](mailto:mash@york.gov.uk)

01904 551900

### **Special Educational Needs Independent Advice Service (SENDIAS)**

[www.yorksendiass.org.uk](http://www.yorksendiass.org.uk)

01904 554319

### **York Mind**

[www.yorkmind.org.uk](http://www.yorkmind.org.uk)

01904 643363

### **The Island**

[www.theislandyork.org](http://www.theislandyork.org)

01904 628449

### **York Travellers Trust**

[www.ytt.org.uk](http://www.ytt.org.uk)

01904 630526

