



**WE ARE REQUIRED TO MONITOR AND RESPOND TO ABSENCE.
WE ARE REQUIRED TO UPDATE YOU ON YOUR CHILD'S ATTENDANCE.**

Your child's attendance is presented on their annual report. If their attendance becomes a concern, we are required to update you about this. See 'Monitoring' below - if we are asked to prove that we have completed this duty, the letters that you receive to alert you about a drop in attendance for your child fulfil this requirement.

We appreciate that there are many reasons that affect attendance - illness, home circumstances, neurodiversity. However, we have a duty to monitor and respond to all absences. The attached letter is an opportunity to open a discussion if required. Letters expressing concern about attendance are part of a process to show that we are making families aware of absence. Please see the CYC and UK government guidance explaining that this is part of our duty of care.

We are able to discuss situations around children's attendance and any considerations that you feel we are not aware of, however, our absence monitoring and response requirements are directed to us. Please make contact with CYC or the government in the event that you wish to discuss the requirements for schools to monitor and respond to attendance.

City of York Council: 01904 551550 | Department for Education: 0370 000 2288

Responsibility of the School (from CYC)

- Schools must keep a record of pupils' attendance.
- Schools have to decide whether absences are authorised or unauthorised.
- Schools will follow up all absences, so you may receive a telephone call, email or text message to check where your child is.
- The school will have a strong universal offer for attendance. Where issues arise, schools will use the City of York Council Graduated Response to engage with early help strategies and multi agency partners, as well as offering enhanced support in school:
- **if your school is worried that your child is not coming to school regularly, you may receive a warning letter**
- the school will get in touch with you and will offer to talk to you about what you and they can do to help your child to school every day
- the school will review attendance 4 weeks later to see if your child has been at school regularly
- if they are still not going to school regularly, your school will work with you through an Attendance Panel to set a target for when your child's attendance needs to improve
- if they don't meet this target, then the school can request that the local authority consider issuing a fixed penalty notice
- the local authority may then issue a fixed penalty notice following a request by the school





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Summary table of responsibilities for school attendance (from gov.uk)

Monitoring	
Parents:	Schools:
Schools regularly update parents on their child's attendance.	Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools.
All pupils	
Parents are expected to:	Schools are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>
Pupils at risk of becoming persistently absent	



St. Helen's Road, York, YO24 1HW | 01904 553940

Family contact - hello@dringhouses.co.uk | All other enquiries - admin@dringhouses.co.uk



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Parents are expected to:	Schools are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>



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