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Headteacher: Mrs J. Monaghan

Dear Parents/Carers

We believe that children's consistent attendance in school is a key factor in their achievement and attainment over their time in education. It is vital that we give our children the greatest possible opportunities to progress and thrive throughout their early education. Enabling them to succeed in their later life, at home, in the community, in further education or in employment.

Our school attendance target is 96% which is in line with the UK national attendance target for schools.

Currently, our school attendance is 94.97% for all children. This is 1% higher than the current national attendance percentage for UK Primary schools.

We appreciate all of your support and cooperation regarding your children's attendance and further encourage you to continue to promote the importance of high school attendance throughout your family. It is important to note that parents have a statutory responsibility to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- The statutory guidance for this is found at this link below:

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

In order to ensure your child's high attendance and carry out your statutory roles, you could arrange medical appointments for out of school hours or if it is necessary to book an appointment in the middle of the day, children could come to school if they are healthy enough and leave temporarily for their appointment, returning to school after.

Holidays should be booked out of school term time, there are 13 free weeks per year to do this. If this is not possible due to exceptional circumstances, a Leave of Absence Form would need to be completed in advance of any child absence. However, this does not mean that the absence will be authorised. Any unauthorised leave of absences could result in a fixed penalty notice. Please view our Attendance Policy on the school website for more information on this link attached: [Policies | School | Cayton Primary School | Cayton | Scarborough](#)

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*"Many parents describe Cayton as a great school where their children thrive."*

*"Pupils enjoy learning because they get lots of help and support from their teachers and teaching assistants."*

(OfSTED October 2019)

Children should arrive at school in time for registration at 8.50am to receive their morning attendance mark. If a child arrives after 9.00am they will receive a late mark for their attendance.

If your child's school attendance is 90% or below at any point in the academic year, they fall into the 'Persistent Absence' category. At this point, contact will be made with parents via telephone, letter or face to face to discuss necessary support to help improve their child's attendance. A plan of action will be developed.

Any child with 85% attendance or below at any point within an academic year, could trigger a discussion with Children & Families Service regarding a possible referral within the NYCC policy and practice guidance.

I will be sending information out via Class Dojo messages and letters, to Persistently Absent Children's Families this week to offer support and information regarding their child's attendance.

This table will help highlight how significant each day's absence is for your children's education.

Attendance %	Days missed	Lessons Missed
100%	0	0
99%	2	10
96% (School Target)	8	40
94%	12	60
90%	20	100
85%	30	150
80%	40	200

If you have any questions, please feel free to arrange a meeting with myself or message me on Class Dojo for further information.

Regards

Mr Vasey  
Assistant Head Teacher



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