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Headteacher: Mrs S. Mitchell | Chair of Governors: Mr J. Robinson

13th January 2025

Dear Parents/Carers

General attendance message

We have had a positive first week back with a high level of attendance among our pupils.

We would like to say a big thank you for supporting your children to attend school and engage so well with their learning. We know that this reflects the value our families place on children learning in school every day. We are looking forward to continuing to work together, to support best attendance and learning.

At Leavening we want and expect our pupils to attend school every day, unless they are not well enough to.

We believe that children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education.

Attending on time every day also helps pupils form good habits which can stay with them throughout their education and on into the workplace.

Return to school arrangements

The first day and week of term are very important in helping pupils to settle into school and the school routine. We know that children who attend every day during the first week of term are more likely to attend well over the year. They are also better settled into the changes that happen in new terms, and therefore more readily able to access learning than those who miss out.

Thank you for your support in ensuring your child returned to school on the first day of term. It was delightful to hear the buzz and chatter in the playground and I know many children (and parents) were ready to come back to school for a routine.

Support for your child in school

Please remember that we are here to help in any way we can. If you have any concerns about your child that you wish to discuss with us, please do get in touch. If we cannot help directly, we will work with you to help you find other support.

You can contact us by emailing the school office or speaking to your child's teacher at drop off or pick up.



Look and learn beyond the classroom | Have high aspirations and fulfil our potential
Care, share and belong | Lead, teach and learn with passion



We can support your child best when they are in school and have outlined below some important information about attendance expectations.

Arriving at school on time

Arriving at school on time is essential for the pupil's learning, it encourages habits of good timekeeping and lessens any classroom disruption. Late arrival means pupils risk missing important information which can seriously disadvantage them.

Pupils can arrive from 8.35am to the school playground which is always supervise by a member of staff from this time. Our breakfast club is open from 7.30am if you require this provision. This can be booked through the office.

- All pupils are expected to arrive at school in good time for the start of the school day at 8.45am
- If a pupil arrives at school after 9am, they will be marked in the register as late.

Staff may ask to meet with parents/carers of pupils who arrive late to school, to discuss reasons for lateness and solutions to support them to attend on time.

Illness

Pupils should attend school on every day the school is open, unless they are not well enough to.

Minor illness should not be a reason for staying at home. If your child attends school when feeling slightly under the weather, do let a member of staff know and we will monitor them and contact you if we think they need to go home. If you aren't sure whether to send your child to school, please contact us and we will be happy to talk this through with you.

If your child is too ill to attend school, you must contact the school before 8.45am on the first day of absence, to let us know. If your child is ill for more than one day, you will need to contact the school on each morning of the absence, unless otherwise agreed.

To report an absence, contact the school by telephone, where there is an option to report pupil absence (option 1)

Please clearly explain the symptoms your child has, when the symptoms started, and when you expect your child to be well enough to return to school.

By law, schools must record all absences and whether the absence is authorised or unauthorised.

Medical/Dental Appointments

Please try to avoid medical and dental appointments in school time. If this is unavoidable, arrange appointments so the minimum school time is lost. Unless it is an emergency appointment, parents/carers are expected to let school know about the appointment in advance. Your child should still attend school for as much of the day as possible.

Unexplained Absences

The school will follow up any pupil absences where the parent/carer has not contacted us to explain why, or where we are unclear about the reason for absence.

If you don't tell us the reason for your child's absence, it will be recorded as unauthorised. Where the school has cause for concern about the reason for a pupil's absence, staff may seek more information or evidence from parents/carers, and/or make a home visit. Unauthorised absences may result in a penalty notice or prosecution.

Important reminder about term time absence

Attending school every day helps children and young people maximise their learning and enjoy the benefits of their education. It really does make a difference. For that reason, school will not authorise any leave of absence in term time, unless satisfied the reason is exceptional.

We ask parents and carers to request permission in advance, and only if absolutely necessary. Any requests should be put in writing via the appropriate form (available from the school office) and wherever possible with at least four weeks' notice. The parent or carer who the child normally lives with should make the application. We also ask parents and carers not to make plans without discussing with the school first, so that we can make good decisions together.

Family emergencies also need careful consideration. It may not always be appropriate, or in the best interests of the child, to miss school for emergencies which are being dealt with by adult family members. Wherever possible, please try to make alternative arrangements for your child so they can still attend school.

It is really important that we know where children are, as we have a duty to ensure they are safe. If we don't know why a child is absent, we will follow our safeguarding procedures. Parents/carers are reminded that unauthorised term time leave may result in a penalty notice or prosecution.

To assist parents/carers in booking holidays and arranging other events, please find a link to the term dates on the website

<http://leavening.n-yorks.sch.uk/term-dates/>

If you have any questions about the information provided, or any other attendance related questions, please contact Mrs Mitchell

Thank you once again for supporting your child's education and experience at school through our positive partnerships.

Kind regards

Sian Mitchell
Headteacher