



Principal: Miss Vicki Kerr

Carr Junior School T: 01904 798996
Ostman Road, Acomb E: admin@carrjunior.elc.org.uk
York YO26 5QA www.carrjunior.co.uk

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Dear Families,

We hope that you and your families are well. Now that we have started 2025, we wanted to share our school's attendance approach, following the City of York Council's guidance. It is particularly important that you read the section on Fixed Penalty Notices, which the school will be implementing, in line with CYC's citywide approach to improving attendance in the city. Our school target for attendance is 96% which is celebrated with a 'good attendance' badge for children achieving this aspirational target.

Parent Responsibility

Parents must ensure their children receive a suitable education by attending school regularly.

Going In, Not Missing Out

Regular school attendance helps children learn, make friends and prepare for the future. Even missing a few days can make learning harder and affect future opportunities.

Consequences of Poor Attendance

Under the new statutory guidelines, all schools are required to consider a fine if a child misses 10 sessions (5 days) for unauthorised reasons. 'Fixed Penalty Notices' of £80 or £160 can be issued per child if a child doesn't attend school regularly. This will increase for the second fine in a 3 year period.

Our Responsibility

We record attendance carefully and mark absences as authorised or unauthorised. Unauthorised absences include term-time holidays, late arrivals and more.

Communication

Please let us know at least two weeks in advance if your child will be absent for an extended period. Unexpected absences should be reported the same day.

Supportive Approach

We support attendance by using a graduated response:

1. **Early Concern or Warning Letter**
2. **Discussion and Support** – we will telephone or arrange to meet with you and your child to discuss strategies to improve attendance
3. **Attendance Panel**- If needed we will then invite you to an attendance panel meeting and set attendance improvement goals.
4. **Review** – We will monitor and review for 4 weeks/20 school days
5. **Fixed Penalty Notice**- if goals are not met, we may request a penalty notice from the local authority.

How Parents Can Help

Families can help by ensuring children arrive on time, arranging holidays outside of school time and avoiding keeping children at home for common minor ailments such as coughs, colds and headaches. Please contact the school office if your child may require medicine during school time.

More Information

Additional support and information can be found at:

-**Family Information Service**

-**York SENDIASS**

-**York MIND**

-**The Island**

Persistent Unauthorised Absence

Where a child has persistent unauthorised absence and we do not see any improvement with our graduated response approach, we may implement our Fast Track Process. If this happens:

1. **Fast Track Notification Letter** – we will notify you that we have placed your child onto our Fast Track Process
2. **Monitor** – we will monitor attendance for 20 school days
3. **Attendance Panel** – we will hold an attendance panel meeting which you will be invited to attend. We may request a Fixed Penalty Notice at the end of this meeting.
4. **Monitor**- we will monitor for 12 weeks to determine if targets are being met.
5. **Penalty** – if targets are not met we will request a Fixed Penalty Notice.

The unauthorised absences do not need to be in a row.

Unauthorised Term Time Leave

Children should only miss school for really important reasons. If we can't approve an absence we will let you know, and this serves as a warning letter. In these cases, there must be at least ten missed sessions (5 days) during a period of ten school weeks after which a fine (Fixed Penalty Notice) will be issued.

We appreciate your understanding and cooperation in ensuring good attendance for all children at Carr Junior School, allowing them to Aim High and Shine Bright.

If you have any questions, please contact us.

Vicki Kerr
Principal