

26 September, 2025

Dear Parents and Carers,

I hope that your son/daughter has enjoyed a positive start to the year at Scalby Academy. I wanted to take the opportunity early in the academic year to write to you to remind you of our strategies to support student attendance.

Attendance and Punctuality expectation

Scalby Academy believes that excellent attendance and punctuality are the key to academic success. We strongly believe in working together with parents and carers to support consistently high expectations of attendance and punctuality. This is a vital part of preparing students for their future adult life and careers. We request that parents support the school to keep absenteeism and lateness to an absolute minimum.

At Scalby Academy we strive for every student to attain 100% attendance. Our minimum expectation for every student is 97% through the academic year.

Student Absence

The welfare of children is paramount and remains an absolute priority for us as an academy. With this in mind, we need to ensure that we receive communication about any child who is unexpectedly absent. Parents and carers should contact Scalby Academy before 8:25am giving the reason for the absence.

You can do this in two ways.

- Telephone 01723 628607 and choose option 1 leaving a message on our answer machine;
- Email info@scalbyacademy.org.uk or use the MCAS text messaging service. You need to confirm your child's name, mentor group, and the reason for the absence.

Parents and carers are expected to contact the academy every day their child is absent from the academy.

Please note, we will make contact every day of a student's absence even when we have been informed that the student is unwell the previous day. This is to ensure that a situation does not occur where a student returning fails to arrive, with the parents and carers assuming they are safe in school and us assuming they are at home unwell.

Registered Office / Head Office

Education House, Spawd Bone Lane, Knottingley, WF11 0EP
Company Number: 07386086 (England and Wales)
Charity Exempt under the Academies Act 2010
VAT Number 115 811 243

If we do not receive notification of absence, we will follow the procedure as outlined below:

- Telephone call to all contact numbers that have been provided by you to gain verbal confirmation that your child is absent with your knowledge (please ensure that you provide us with three up-to-date contact numbers for your child). One of the numbers should be a mobile telephone number.
- If we are not able to contact you by phone or establish why your child is not in school, then a member of staff may carry out a home visit on the morning of absence (please ensure that we have all possible addresses that your child may be at if absent/sick).
- In the unlikely event that we cannot gain confirmation that your child is absent with your knowledge, we are now required to contact the police for them to make enquiries as to the safety and well-being of your child. With enhanced and more efficient communication between home and school, we can all be sure that the children in our care are safe and well.

Is my child too ill for school?

We understand making the decision to keep a child off school who may be feeling unwell is always a difficult balance. Considering this, we would like to remind you of the importance of following NHS guidance when deciding whether to send your child to school. The NHS provides valuable information on when it is appropriate for a student to attend school or stay at home based on health considerations.

Please refer to the NHS guidelines, which can be found on their official website.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

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Scalby Academy Attendance Strategy

Phase 1	Phase 2	Phase 3	Phase 4
Letter 1: Below 96%	Letter 2: Below 94%	Attendance Support Plan	Academy Attendance Panel
After the first 4 weeks of the school year, we will be in touch if a student's attendance falls below 96%. This is designed to be an early intervention to offer support and avoid persistent absence.	Once attendance falls below 94% we will be in touch with a second letter. This aims to ensure parents/carers are aware of declining attendance and the support that is available. It also encourages a dialogue with the attendance team.	Our "ASPs" offer the opportunity to meet with a member of staff to discuss any concerns around attendance. The aim of the meeting is to address any barriers to attendance (e.g. transport, ill health – providing medical evidence etc) and to carry out a four-week period of monitoring.	In the rare event that ASPs and other strategies have not addressed declining attendance, a meeting will take place with a Senior Leader who will offer expertise and information in addressing complex attendance and wellbeing concerns. A 10 day monitoring process will take place – followed by a further 20 days.
Phase 5: Referral to Education Welfare Services			
Where our strategies have not been able to address attendance significantly, we will refer to our Education Welfare Officer who provides expertise in the field and is able to refer to other local authority services. If attendance is not addressed at this point, the EWO has the power to refer cases to the School Attendance Panel and on to court for prosecution. In severe cases, fines can range up to £2,500 or lead to prison sentences. N.B. The academy may, in specific circumstances, refer to EWS earlier than Phase 5.			

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Home Visits

All Delta academies uphold extremely high expectations for safeguarding their students. A key part of this is the aim to conduct a home visit on the **third day of absence** from school. This policy was designed to reduce the **risk of serious harm** to children in the event they are left unattended for an extended period of time. In September, the **Department for Education** has followed suit, setting the expectation that any student in the UK should receive a home visit if the school has had no contact over two school days. We believe that, regardless of contact from home, **early intervention is key**; our team will thus visit the home of every student who misses three school days in a row. Usually, this will involve a short visit from a member of our attendance team.

Further information and guidance regarding attendance at Scalby Academy can be found on the school website using the link below: [Scalby School - Attendance and Behaviour](#)

We hope your child continues to have a successful year at Scalby Academy. If you would like any further information, or support please let us know and we would be happy to help.

Yours faithfully,

Mr Robertson

Headteacher

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