

15th October 2025

Dear Parents and Carers,

I hope that your child has enjoyed a positive start to the year at Filey 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. Along with my Attendance team, I am always grateful for the feedback provided by parents and carers in support of attendance.

Attendance and Punctuality expectation

Filey 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 Filey 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 Filey Academy before 9am giving the reason for the absence.

You can do this in two ways.

- Telephone the academy and press 1 for attendance. There is a voicemail service.
- Email (attendance@fileyacademy.org.uk) or use the MCAS text messaging service. You need to confirm your child's name, form, 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.

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 carry out a welfare check to ensure 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.

Filey Academy Attendance Strategy

Phase 1	Phase 2	Phase 3	Phase 4
Letter 1: Below 95%	Letter 2: Below 92%	Attendance Support Plan	Academy Attendance Panel
We will routinely be in touch if a student's attendance falls below 95%. This is designed to be an early intervention to offer support and avoid persistent absence.	Once attendance falls below 92% we will be in touch with a second letter and an invitation to a meeting. 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) 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.
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.			

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

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 (Miss Herring, Mrs O'Brien)

Further information and guidance regarding attendance at Filey Academy can be found on the school website using the link below:

[Attendance Policy and Procedure](#)

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'H Pegg', with a stylized flourish at the end.

Miss H Pegg
Principal
Filey Academy

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