

# Oakfield Primary School

## Attendance Guidance for Parents and Carers



Going to school regularly is important for your child's future. As a parent, you are responsible for making sure your child receives a full-time education. You are legally responsible for making sure that your children attend school.

# What does good attendance mean?

Every day of school helps your child enjoy and achieve. Good attendance provides better life chances.

We know it's not always easy. We really do appreciate that you tackle juggling work commitments, traffic and weather conditions to get your children here. We also appreciate not every family's circumstances are the same.

We try our very best to understand each situation, rather than just reading a statistic.

But the reality is that missed days = missed opportunities and we want to give each of our pupils every opportunity to shine. At Oakfield Primary School our aim is to achieve at least 97% attendance and we need everyone on board!

Use the Attendance Ladder on the next page to help you keep track of your child's absences. By working together— parents, carers, pupils and school — to build a strong culture of attendance we'll give every pupil the very best chance of success.

“Education is the most powerful weapon that you can use to change the world”

Nelson Mandela.

# The Attendance Ladder

More time in school =  
MORE TIME TO LEARN!

Equates to  
**4 school days**  
off each year

Equates to  
**7 school days**  
off each year

Equates to  
**9 school days**  
off each year

Equates to  
**11 school days**  
off each year

Equates to  
**18 school days**  
off each year

Equates to  
**2 months**  
off each year

**100%**  
Perfection

**98%**  
Impressive

**96%**  
Good

**95%**  
Nearly There

**94%**  
Needs to Improve

**90%**  
Danger Zone

**80%**  
Danger Zone

**On  
Track**

**At  
Risk**

**Off  
Track**

For every day your child is absent from school,  
**over 6 hours** of instructional time is lost.



## Reminders!

- Registration is at 8.50am. Children should be in their classroom **no later than 8.50am**. The playground opens at 8.15am, classrooms open at 8.45am.
- If your child is unable to come to school due to illness the **school must be notified by 9.00 am on the first day and every day thereafter**. You must phone the school office on **01724 842246** and speak to or leave a message for **Mrs Terentiak, the Attendance Officer**. A specific reason for absence must be provided, rather than leaving a 'not well' message. Without specific information the absence will remain unauthorised. Please **do not** use dojo messaging or email to inform us of your child's absence.
- If a pupil's illness lasts for more than 2 days the school may require medical evidence to support the absence.
- Proof must be shown for any absences due to medical or dentist appointments. **No absence will be authorised without it.**
- **Holidays will not be authorised during term-time**, unless there are exceptional circumstances.
- **Penalty Notices** will be sought for all unauthorised holidays and patterns of poor attendance over a period of time
- Please ensure your child is collected from school **promptly at 3.15 pm**. It can be very upsetting and traumatic for your child if someone is not there to collect them. **Persistent late collection will result in a referral to the Education Inclusion Team and/ or Children's Services.**

# Illness



It can be tricky deciding whether or not to keep your child off school when they're unwell. There will be times when it is obvious that your child is simply too unwell to come to school, such as being in pain or clearly in a condition that could spread unwelcome germs around the class. **Please be assured that your child's health and well-being is of the utmost importance to us, therefore, if we feel a child should not be in school because they're too unwell we will send them home.**

Please refer to the **government guidelines** for schools that say when children should be kept off school and when they shouldn't.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

Children with **diarrhoea and vomiting** should not attend school for 2 days after their symptoms have gone.

School must receive a phone call **every day** of illness absence unless agreed otherwise with **Mrs Terentiak, the Attendance Officer**.

# Medical



Whenever possible, medical appointments should be made outside school hours. If it is absolutely necessary for your child to attend a medical appointment during the school day, a prescription, appointment card, appointment letter or reminder text must be produced for the session to be authorised and brought to the school to Mrs Terentiak **before the day of the appointment.**

**An absence due to a medical appointment will not be authorised until proof is seen.**

It should not be necessary for your child to be absent for the whole day if you either have an 'am' or 'pm' appointment. If the appointment is in the morning we expect your child to be back to school for the afternoon session; if the appointment is towards the end of the day, your child would be allowed to leave school early. Please ensure your child is signed in and out using the electronic signing in system in the school foyer.

Please ensure when you inform the Attendance Officer of the absence that you confirm the time your child will return to school and dinner arrangements.

# Avoid taking holidays in term time



**Children are in school for 190 days per year. Children have 175 days where they are not required to attend school.**

If you take your child on a 2 week holiday in term time, attendance for the year immediately drops to 95%.

In accordance with North Lincolnshire Council policy, holidays during term time **will not be authorised unless there are exceptional circumstances**, such as an important immediate family event. Unfortunately, cost of flights being too expensive or other family members e.g. grandparents booking surprise flights are not exceptional circumstances.

The Attendance Officer must receive a 'request for school leave form' for any holiday request with an explanation of why you think it's an exceptional circumstance. This must be received at least 2 weeks prior to the requested time being taken.

Whether or not you think your circumstance is exceptional please still fill in the form as it is important for us to make you aware of your liability and the potential consequences if you go ahead with your holiday without authorisation from the head teacher.

You can pick up a Leave of Absence Form from the school office.

**Penalty notices** will be sought for all unauthorised holidays over a period of time or for 5 or more consecutive days.



Parents and carers will be liable to receive a penalty notice from the Local Authority for the following reasons:

- Firstly, where a pupil is taken out of school for 5 days or more without being authorised by the head teacher. Each parent and carer will be liable for each child. A penalty of £60 per parent/carer, per child will apply if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. *If the penalty notice is not paid within 28 days, the Local Authority will consider a prosecution in the Magistrates Court. Please note that Penalty Notices are issued per parent/ carer per child, so a family with 2 parents/ carers and 2 children will receive 4 penalty notices.*
- Secondly, where a pupil has a poor attendance record over a period of time.

# Lateness



Lateness is classed as arriving after the beginning of the school day (8.50am) Attendance registers close 20 minutes after the beginning of the school day (9.10 am) and any child entering school after this time will be marked down as having an unauthorised absence unless a satisfactory explanation is provided by the parent / carer. Getting up late is not a satisfactory reason. Being punctual is a life skill. Imagine if your child's teachers were late for school! Lateness disrupts learning and it is difficult for your child to catch up on what he or she has missed.



# Attendance support



Our Attendance Officer, Pastoral Lead and Assistant Head monitor attendance, lateness and late collection closely.

If poor attendance patterns are noticed you will receive a **phone call** from the Assistant Head to discuss your child's absence and you will be offered support from the Pastoral Team if you require it. If attendance does not improve over an agreed period of time after this phone call, you will **receive a letter reminding you of your legal responsibility to ensure your child attends school**. If there is no further improvement in your child's attendance in the agreed time period after this letter has been sent, you will **receive a letter inviting you** to discuss your child's attendance with the Pastoral Lead and Assistant Head, where a **Parenting Contract will be created and targets set for improved attendance**. Regular meetings will be held between home and school to offer continued attendance support. If, after the parenting contract has been created a significant improvement in attendance over time is not seen, a **referral** will be made to the **Education Inclusion and Partnership Team** which may result in an interview under caution, a court appearance and a **fine**.

Our Pastoral Team are able to offer support if you are struggling with your child's attendance. Please make an appointment to see Mrs Chafer on 01724 842246 if you and your family need support.

# Benefits of great attendance



Your child will understand their lessons better.

They will achieve better results.

They will sustain stronger friendships.

They will be more confident and have good self-esteem.

They will be proud of their great attendance record.

Weekly class attendance is recorded - the class with the highest percentage is rewarded with a trophy - a team effort.

Children with fantastic attendance over the year receive a certificate and a visit to the ice cream van!