

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.

- Registration is at 8.50am. Children should be in their classroom **no later than 8.50am**. The playground opens at 8.35 am, classrooms open at 8.45am. Ensure your child is at school no later than 8.45am for a prompt start.

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 8.30am, classrooms open at 8.45am. Ensure your child is at school no later than 8.45am for a prompt start.
- 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. A specific reason for absence must be provided, rather than leaving a 'not well' message. Without specific information the absence will remain unauthorised.
- **Please refer all absences directly by telephone or in person to Mrs Terentiak, The Attendance Officer in the school office - and not via dojo, email or your child's class teacher.** Mrs Terentiak will ensure the right people are notified.
- 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**. This 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 physically weak, 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 contact you.**

Please refer to the **government guidelines** for schools, a useful guide for 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 stay away from school for 48 hours.

School must receive a phone call **every day** of illness absence unless agreed otherwise with 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 or an appointment card, letter or text must be produced for the session to be authorised and brought to the school **before the day of the appointment.**

An absence due to a medical appointment will not be authorised until proof is seen. All absences must be reported directly to the Attendance Officer, Mrs Terentiak on 01724 842246

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 if you think they will miss lunch to tell us whether or not they have a school dinner or packed lunch.

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 a surprise holiday 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 but preferably 4 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 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. Lateness disrupts learning and it is difficult for your child to catch up on what he or she has missed.



Attendance support



Our Attendance Team (made up of the Attendance Officer, Pastoral Lead and Head teacher) monitor attendance, lateness and late collection closely.

If poor attendance patterns are noticed you will receive a **phone call** from a member of the Attendance Team to discuss your child's absence, remind you of your statutory obligations regarding attendance and to offer support if needed. If attendance does not improve after this phone call, you will be **invited in** to discuss your child's attendance where an attendance contract will be created and targets set for improved attendance. The attendance contract can also be done over the phone if necessary. If, after the attendance contract has been reviewed over a period of time, a significant improvement in attendance is not seen a **referral** may 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 also 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.

