

Oakhill Primary School



Attendance Guidance

This guidance highlights some important information for parents and is taken directly from our full Attendance Policy which can be found here:

<https://www.oakhillprimaryschool.co.uk/policies/>



Attendance and Punctuality: What does it mean?

Attendance	What will happen?
97% - 100% 0 – 5 days off per year	We will celebrate good attendance with you and your child. Your child is more likely to do well in school both academically and personally.
93% - 96.9% 6 – 17 days off per year	Informal support. Contact will be made with parents to inform them of the attendance. Attendance will be tracked weekly and support offered including Early Help support to identify areas of support needed.
90% - 92.9% 19 – 25 day off per year	Formal support. Contact will be made with parents to inform them of the attendance. Attendance will be tracked weekly and support offered including an agreed attendance contract. A letter will be sent home explaining the possibility of fines. Referrals may be made to the relevant agencies (including Social Care where appropriate) for further support. No absences will be authorised without evidence (for example, medical evidence).
Below 90% 26 or more days off per year	Formal support. This is a cause for concern and referrals will be made to the relevant agencies (including Social Care where appropriate) for further support. Attendance will be tracked weekly by the EWO who will contact the parents each week and hold attendance clinics for further support. No absences will be authorised without evidence (for example, medical evidence). Notice to Improve letters will be sent and fines issued where no further improvement.

Promoting Good Attendance at Oakhill Primary School

At Oakhill Primary School, we believe that excellent attendance and punctuality are essential for every child to reach their full potential. We define good attendance as 97% or above, which means no more than one day off per half term wherever possible. However, the ideal goal for all our pupils is 100% attendance.

Our vision is to help children grow both academically and personally, providing them with the strongest possible foundation for future success. To achieve this, we need pupils to be in school every day. We are committed to working with families to support and promote good attendance, and this guidance outlines how we can work together to make that happen.

Oakhill's Attendance Team

If you have any concerns or need support regarding your child's attendance, our dedicated team is here to help:

Mrs H Dodd – Deputy Headteacher and Senior Attendance Champion

Mr S Smith – Headteacher

Ms J Somogy – Lead Learning Mentor

Mrs T Middleweek – Education Welfare Officer

For initial support, please contact Ms Somogy through Class Dojo, by phone, or by arranging a face-to-face meeting.

If more formal intervention is required, Mrs Middleweek will get in touch with you directly.

For concerns or complaints regarding attendance, or if you wish to speak with a senior leader, please contact Mrs Dodd via Class Dojo, telephone, or by arranging an appointment.

Reporting an Absence

Please report all absences by 9:00am on the first day of your child's absence. The easiest and most reliable way to do this is via Arbor under the 'Absence' section.

Other reporting methods include:

Class Dojo - Absences

Phone: 01782 235238

Email: office@oakhillprimaryschool.org.uk

Written note delivered to the school office

In person at the school office

Showing an appointment card or letter in advance

School Day Timings

Breakfast Club: Opens at 7:30am (available if needed)

School Opens: From 8:40am

Pupils must be in school by 8:50am (arrivals after this are marked late)

Registers close at 9:10am (after this, pupils are marked absent for the morning session)

Home time: 3:10pm for all pupils (Nursery & Reception collection starts from 3:00pm)

After School Club (Treehouse): Runs until 6:00pm

Authorised Absence

Only the Headteacher can authorise an absence. Valid reasons include:

Illness (medical evidence may be requested)

Funeral – usually up to one day

Unauthorised Absence and Holidays

If a pupil is absent and no valid reason is provided, the absence will be marked as unauthorised.

Holidays during term time are typically classed as unauthorised and may result in fines, in line with Stoke-on-Trent Local Authority guidance (see the full attendance policy for details).

How School Will Support Attendance?

Celebrate and reward good or improving attendance

Make home visits if we have safeguarding concerns

Monitor attendance closely and offer tailored support

Refer to external agencies, including social care, when needed

How Parents and Carers Can Help

Talk positively about school and your child's day

Celebrate their successes and reinforce the value of attending school

Establish consistent routines, including bedtime, homework, and getting ready for school

Engage with school support and outside agencies when help is offered

Reach out for support when needed—we are here to help