

## 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.

# 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://oakhill-primary-school.secure-primariesite.net/policies/>

### **Good attendance at Oakhill Primary School**

Good attendance and punctuality (being in school on time) are vital to pupils reaching their full potential. Oakhill Primary School define good attendance as 97% or above. This means having no more than 1 day per half term off school where possible. The aim for all pupils and parents should be 100%.

At Oakhill, our vision is to develop pupils both academically and personally in order to give the best possible start we can to then go on and achieve well in the future. In order to do this, we need them in school every day. At Oakhill, we want to do everything we can to support parents in ensuring their children have good attendance and the aim of this policy is to set out how we can do this together.

### **Oakhill's Attendance Team**

Attendance Team: Mr S Smith (Deputy Head and senior attendance champion), Mrs J Leach (Headteacher), Ms J Somogy (Lead Learning Mentor), Mrs A Keay (Home School Link Worker), Mrs R Reaney (Education Welfare Officer)

Should you require any support in improving your child's attendance or need someone to talk to about issues around attendance please contact Mrs Keay in the first instance, either via Dojo, telephone or by arranging a face to face appointment. Where attendance is a concern and more formal support is required it will be Mrs R Reaney who will contact you regarding this.

If you have a complaint about attendance or wish to speak to a member of the senior leadership team then Mr S Smith should be contacted either via Dojo, telephone or by arranging a face to face appointment.

### **How to report absence**

All absence must be reported to school by 9am on the first day of absence. By far the easiest and most reliable way to do this is via ParentMail. Simply go to the 'Absence' section, select your child and give the reason for the absence. Other ways to report absence are as follows:

- By telephone (01782 235238)
- By email to office@oakhillprimaryschool.org.uk
- By letter, delivered to the school office
- In person, at the school office
- By showing an appointment card or letter in advance, at the school office.

### **School start and end times**

- School breakfast club opens at 7.30am if parents require this
- School opens for all pupils at 8.40am and all pupils should be in school by 8.50am and are classed as late if arriving after this time
- Registers close at 9.10am. If pupils are not in school by this time they are classed as absent for the morning session
- School finishes at 3.10pm for all pupils (the doors open to collect Nursery and Reception children from 3pm)
- Treehouse After School Club runs until 6pm if parents require this

### **Authorised absence**

The Headteacher has the ultimate responsibility for authorising absences and will do so when a valid reason is given for the child's absence such as:

- Illness (medical evidence may be requested)
- Funeral – up to one day

### **Unauthorised absence and holidays**

An unauthorised absence will be given when a child does not attend school and a valid reason is not given for the absence. Holidays will almost always be classed as unauthorised leave and fines will be issued as per the Stoke on Trent Local Authority guidance found in the full attendance policy

### **What will school do?**

We will celebrate good and improving attendance with you and the pupils. We will make home visits if we are concerned as part of our safeguarding duty. We will also monitor attendance closely and will offer support to anyone who needs it. If we feel it necessary, we will refer to other agencies including social care for support.

### **What can parents /carers do?**

Talk to your children about their day, celebrate their achievements and talk about the importance of good attendance. Encourage a routine at home, e.g.: bed times, homework and preparing school bags and uniform the night before. Engage with school and outside agencies where support is offered and seek support if needed. We are here to help!