

Arriving Late to School

Our school day starts at 8:50am, we encourage pupils to be ready to start work by this time, as soon as the classroom door opens pupil learning starts with morning work/challenge. Pupils arriving after 8:50am must sign in at the school office and give a valid reason. Minutes late will be logged.

Being frequently late for school adds up to lost learning.

- Arriving 5 minutes late every day adds up to over 3 days lost.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

Some strategies to improve punctuality:

- Bedtime routine to be in place.
- Pack school bags the night before.
- Have a set bed time.
- Setting a time for technology and devices to be turned off.
- Morning routines to be in place.
- Setting the alarm for a time that allows for the morning routine to be carried out.
- Having a good breakfast to set children up for the morning.
- Leaving 5-10 minutes earlier to allow for change in traffic.

What happens if I don't follow procedure?

You may receive a Penalty Notice which is a fine up to £120. It is £60, if paid within the first 21 days but then £120 past the 21st day/within the 28 days. If the penalty is not paid in full by the end of the 28 day period, the Local Authority will instigate Court Proceedings and the outcome of a prosecution could be up to £1,000 per parent/adult. This is an alternative to the prosecution of parents/carers/guardians for failing to ensure the regular attendance of a compulsory school age (age 5-16 years) student where they are registered or at a place where alternative provision is provided.



Attendance & Punctuality

The role of Parents/Carers

Pupils need to attend school regularly and on time to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Taken from 'school attendance – guidance for maintained schools, academies, independent schools and local authorities' Department for Education, Nov 2016

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Attendance Team
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Why is good attendance and punctuality important?

Education lays the VITAL foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people. Missing vital minutes or days will have an impact on pupils learning.

Attendance	Description	Approx. days lost per year	Approx. days lost per term
98-100%	Excellent	0-4	Less than 1
96-98%	Good	5-9	1-2
93-96%	Warning	10-13	2-3
90-93%	Unsatisfactory	14-18	3-4
Below 90%	Persistent absence	More than 19	More than 4

What is good attendance?

So what does 90% attendance mean?

90% attendance over a school year equals to ½ a school day being missed EVERY WEEK!!

It's Your Responsibility

Parents/Carers have a legal duty to ensure that their child/children attend school regularly and punctually in order to optimise their learning, achieve the best they can and get the most out of their school experience. Failure to do so is an offence under section 444 (1) of the Education Act 1996.

If a child is registered at school they must by law attend that school regularly and punctually. Children should only miss school if they are ill or unable to attend for some other unavoidable reason.

Reporting an Absence

When a child is absent from school without prior permission, Parents/Carers should inform the school by calling our absence line on the first day of absence and every day thereafter to give a reason for absence.

To report an absence please call 01536 461199 and select the option for absence to leave the message required. Please leave name and class of child and reason for absence

Parents/Carers cannot authorise absences and should be aware that either calling the school or providing a note for an absence does not automatically mean it will be authorised.

Absences will be treated as unauthorised unless a satisfactory explanation is given to the school.

What is an authorised absence?

There may be some circumstances where the school will authorise an absence such as:

- Illness – high temperature/vomiting and diarrhoea, emergency medical/dental appointments which unavoidably falls in school time.
- Visits to prospective new schools, external exams and educational assessments. (evidence must be provided)
- Exclusions from school.
- Each case will be looked at individual basis by the attendance team.

Illness

Most cases of absence due to illness are short term, but parents/carers will need to make a phone call to the school and leave a message on the absence line for each day of absence. In some cases the school may require medical evidence such as a note from the doctors or appointment letter/card.

Medical or dental appointments

Parents/Carers should make every effort to ensure appointments are made outside of school hours. Where it cannot be avoided, pupils should attend school as much of that day as possible. Parents/Carers MUST provide evidence of the appointment prior to the date.

What is an unauthorised Absence?

There are absences which Oakley Vale does not consider reasonable and for which 'leave' of absence has not been given. Some examples of this type of absence include:

- Parents/Carers keeping their child away from school unnecessarily – this can be due to child care arrangements, transport issues or parents are unwell. In this case alternative arrangements should be made to ensure the child attends school.
- Shopping trips.
- Birthdays.
- Day trips and holidays in term time.
- Failure to inform school will result in an unauthorised absence on the register.

Family Holidays and term time leave

Parents/Carers should ensure that family holidays and any term time leave are arranged outside of school term. Children should not be removed during school time without prior advanced notification /request to the Principal. Please see the attendance policy available on our website.

If you do not inform the school about your child's absence then please be aware this may result in a phone call and/or home visit.