

## Punctuality

Our school day starts promptly at 8:50am and excellent punctuality is also expected. As soon as the classroom door opens, learning begins for all children.

Pupils arriving after 8:50am must report to the school office. Minutes late/reason for late arrival will be logged. Arriving to school frequently late is extremely disruptive to a child's daily routine, and also means that they miss a considerable amount of valuable learning time.

Minutes late per day	Equivalent of missing
5 minutes	3.4 school days per year
10 minutes	6.9 school days per year
15 minutes	10.3 school days per year
20 minutes	13.8 school days per year
30 minutes	20.7 school days per year

Some strategies to improve punctuality could include:

- 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.

## Leave during term time

Should parents/carers take their child/children out of school during term time, a leave during term time absence form must be completed prior to the absence commencing.

Leave during term time absences will be referred to the Education Inclusion Partnership Team where consideration may be given to issue a penalty notice under Section 444(1) of the Education Act 1996 (amended regulations 2013).

There is clear evidence that any absence can and will have an impact on attainment.

## Support

Should you have any questions or would like to discuss your child's attendance and/or punctuality further, please do not hesitate to contact the Attendance Team.

If you feel that family support would benefit your family, we may be able to offer additional support through an Early Help Assessment. This can also be discussed further by contacting us either via telephone or email.

## Celebrating attendance

Celebrating children achieving 97% and above, as well as recognising those children who strive to attend school every day despite adversities to which they may have faced, is a priority here at Oakley Vale Primary. Attendance rewards are issued throughout the school year.



# Attendance and Punctuality

**Oakley Vale Primary School**  
Cheltenham Road, Corby, NN18 8RH

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Website: [www.oakleyvaleprimary.org](http://www.oakleyvaleprimary.org)



@OakleyValePri

In line with the Brooke Weston Trust expectations, we expect children's attendance to be **97%** and above.

### 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.

### Every School Day Counts!



### Parental 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

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; class of child; and reason for absence.

### Absence

Parents/Carers should be aware that absences for illness **will not** be authorised unless medical evidence (examples overleaf) is provided upon their return to school.

As outlined in our Trust and school attendance strategies (available to view on our school website), home visits are completed as a standard procedure if a child is absent from school. Telephone calls; letters; and attendance and punctuality surgeries may also be carried out, along with referrals to the Education Inclusion Partnership Team should concerns present around a child's attendance.

### Medical Evidence

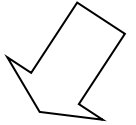
My child has been absent from school, what medical evidence do I need to provide so that the absence can be authorised?



An appointment card given to you by the doctors/dental surgery – Same-day appointment clinics will also provide you with a proof of appointment card if you ask.



A text message received to confirm an appointment.



Should your child have been prescribed a course of medication, the bottle/box with the prescription label can be used as medical evidence.



A letter from your GP or hospital, following an appointment or surgery.

