

# Attendance - Make every day count.

## Oakfields Aim:

Oakfield School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential.

We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Parents and Carers have a legal responsibility to ensure that their child/ren attend school regularly and punctually.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Skills. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and local attendance targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

## Supportive Network

If you are struggling to ensure that your child attends school:

- ✚ Home tuition for children with long term and recurring illnesses, so they do not fall behind.
- ✚ Support to help reduce the burden on children where families are in difficulty (e.g. if a child is spending a lot of time as a home carer).
- ✚ If there is no good reason for the absence, the case may be referred to an Education Welfare Officer, who will visit you.
- ✚ The Education Welfare Officer will also give you advice and support. If needed they may refer the family to other agencies that can help you.

## Support from the School

Oakfield School has a In house Attendance Officers - Jo Clark who is on hand each and every school day to support your child with their attendance and will address any difficulties your child may be experiencing.

Jo Clark will visit parents / carers and offer support and give advice on attendance and will try to agree a plan of action to improve your child's attendance.

Oakfield have rewards and certificates for all children that receive a 100% attendance and children with most improved attendance are also recognised for their achievements.

The School may work with you to build an attendance contract to encourage your child's attendance.

The attendance team has weekly meeting with the Education Welfare Officer - Katherine Semple.

If your child's absences become a cause for concern, you will be visited by Katherine Semple Education Welfare Officer to support and advice on ways forward.

## The Law states

The Education Act 1996 states that all children of compulsory school age (5 to 16) must receive fulltime education.

Once your child is registered at a school/ college, you are legally responsible for making sure they attend regularly.

If your child fails to do so, you risk getting a fixed penalty notice or being /prosecuted.

## You can help prevent your child missing school by:

- ✚ Making sure your son/daughters understands the importance of good attendance and punctuality.
- ✚ Taking an interest in their education - ask about school work and encourage them to get involved in school activities.
- ✚ Discussing any problems by informing their Teacher, In House Attendance Officer, Head of Attendance or Residential Staff about any issues that may arise at school.
- ✚ Arranging appointments such as doctor or dental outside school hours.

## What the Law allows:

School can issue fixed penalty notices for unauthorised absences and /or students absent for unauthorised holidays in term time.

Following 5 days absence medical evidence will be requested for the students by the school.

## Holiday in Term Time:

Holidays during term time are to be discouraged. Parents /carers will be reminded of the effect that absences can have on their children/rens potential achievements.

Parents need to be aware if you are going to take your child on holiday during term time that this will be documented as an unauthorised absence and places you at risk off receiving a penalty notice or even a fine.

**BY WORKING TOGETHER WE  
CAN ACHIEVE OUR 100% TARGET**

