

# OAKFIELD SCHOOL

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## ATTENDANCE, PUNCTUALITY AND BEHAVIOUR

### IMPORTANT INFORMATION

Dear Parent/Carer

Oakfield School is committed to improving pupil attendance, punctuality and behaviour. Regular attendance is essential for all pupils to maximise their opportunities to succeed and to reach their full potential.

It is essential that parents regularly work with the school to achieve consistent attendance of their child. By working with the school, you will be supporting your child's developmental needs, which is important to a fulfilled future.

If your child does not attend School regularly, it will have a massive detrimental effect on their school success. This is not only measured by their academic achievements but to the life skills they will develop over their time at School. Furthermore, statistics also state: non - attendance can place pupils at a higher risk of being involved in anti-social behaviour, criminality and multiple safeguarding concerns.

All attendance is under constant monitoring from Oakfield's Attendance Team. Their role is to daily and weekly monitor, address the attendance, punctuality and behaviour of your child. Also the Attendance Team work closely with the Emotional Wellbeing Team, and if any additional support for your child is required they may arrange a Home Visit.

School attendance is subject to Education Laws. Oakfield's School attendance policy has been written to reflect these Laws and follow the guidance produced by the Department for Education.

### **PARENTS – if your child is absent from school you MUST make the school aware.**

Oakfield appreciates that appointments can be unavoidable, particularly those relating to your child's health. Therefore in the first instance, Oakfield would expect appointments to be made out of school hours.

Parents/Carers are responsible for:

- Your child attending school regularly.
- Your child to be up and ready to leave, before the taxi arrives.
- Provide the School with a current contact number.
- If your child is unable to attend School. You **must** contact the School office on the first morning of your child's absence from 8:30am.
- You **must** inform the School of any medical appointments that will take place in school time, in advance of the appointment. For the absence to be recorded as a medical absence: we require written evidence (appointment card/ letter) from a Doctor or Dentist.
- You **must** fill in a request form **4 weeks prior** for an authorised absence during term time. This will only be authorised if the School deems it to be absolutely necessary or an exceptional circumstance. **Please remember holidays cannot be authorised by School and can result in a penalty notice from the Local Authority.**

- If your child is not attending School because of an issue that is happening at School. For example bullying. You **must** contact the school soon as possible, so that the issue can be resolved as quickly as possible.
- If your child is unwell and unable to attend School, you **must** contact the school in the morning. You must explain the reason your child is unable to attend and approximately the length the absence might be.
- If their absence is longer than a day, you **must** then contact the School every morning after to inform Oakfield your child is going to be still absent that day.
- Be positive about the School and support Oakfield in celebrating your child's achievements.
- Encourage your child to take healthy options and to participate fully in School life.
- To support your child with homework by offering encouragement, time and space.
- Oakfield believes that parents have the responsibility to support their child and the School by implementing the School policies.
- Ensure that your child is appropriately dressed for the environment, for example the weather.
- If you are experiencing family issues that could potentially affect your child's attendance. You **must** let the school be aware. Oakfield has an Attendance Team and Emotional Wellbeing Team on site to help and support your child's attendance during this time.

**Please be aware that your child's absence needs to be justified.**

For example pupils are not permitted to be absent from School for the following:

- A birthday
- Spending their birthday money
- Shopping trips/ getting new shoes/ getting new clothes.
- Family visiting
- No reason given at all
- If your child has a dental/medical appointment at 9.30am in the morning or 2.30pm in the afternoon- it is not acceptable to have the full day absent.

Above are **some** examples; in these circumstances the absences will be classed as an unauthorised absence.

#### **Penalty Notice:**

A Penalty Notice **will be** issued in the following circumstances:

- unauthorised absences
- holidays in term time
- persistent late arrival at school (after the Register has closed)

Once again I must remind you that you have a legal responsibility, as a parent, to ensure your son/daughter attends school regularly. Please make every effort to ensure that **your child** does so in the future. Otherwise Oakfield will refer your case to the Education Welfare Service. Any further unexplained absence from School may lead to the matter being placed before the Magistrates' Court under Section 444(1) A of the Education Act (1996).

As you can appreciate we are governed by law. Please be aware if your child does not attend School regularly this will activate the School's attendance protocol which can lead to a Prosecution by the Local Authority.

You could get a **fine of up to £2,500**, a **community order** or a **jail sentence up to 3 months**. The court will give you a **Parenting Order**.

**Holidays in term time** - Full school attendance is vital for your child's educational progress and we expect all parents and carers to ensure their children attend School.

**Request a leave of absence** - If you want to take your child out of school, you must complete the School's leave of absence request form. The School will then consider the request. Oakfield School cannot authorise any holiday during term time however leave of absence may be permitted in "Exceptional Circumstance". Leave of Absence

forms are required to be completed **4 weeks** prior to the date of the leave of absence. This is so the School can respond according to the law. Leave of absence forms are available on request by calling the School administration office.

**Absence without permission** - If you choose to take your child out of School for a holiday or any other leave of absence without permission from School, it will be recorded as a period of unauthorised absence. This means that you may be issued a penalty notice (a fine) to pay.

Links to School Attendance from the Department of Education: <https://www.gov.uk/school-attendance-absence>

All school holidays are posted to you annually, they are also on the school web site or on request from the school office. Please ensure you familiarise yourself with these holidays.

All school policies are available on the school web site at: <http://www.oakfieldhull.co.uk/>

### **Pupil's responsibility:**

- To ensure you are up, washed, dressed, had breakfast and ready for your taxi to arrive
- Listen and watch out for your taxi
- Arrive at school
- Try your best for the rest of the day
- Follow school rules
- No bullying, this matter will be dealt with seriously by staff
- Be respectful to everybody
- Be where you are supposed to be
- Enjoy your day, it is fun to learn and achieve.

In order to support each child that arrives at Oakfield we allocate a Keyworker. The Keyworker provides support whilst the pupil is at Oakfield, and during times of transition. Oakfield School believe that having keyworker roles within the school has a fundamental impact on raising the standard of care given; meeting needs, and identify any concerns.

In addition to the school day, Oakfield residential provision provides:

- To support identified students within the Oakfield cohort that require additional support of a 24 hour curriculum to enabling your child to engage in learning, achieve and attain.
- To use the 24 hour curriculum to work through issues with the young person and family.
- To learn the skills to be a group/team member in a range of contexts.
- To develop independent learning skills.
- To develop and understand positive behaviour.

### **Times of the school day are:**

- **8.50am** for breakfast club
- **9.10am** for the morning session – tutor time
- **1.30pm** for afternoon registration

As you can appreciate, the impact of poor attendance can significantly deteriorate your child's progress. Your support is always valued and appreciated. By working together we can achieve the best outcomes for your child.

With Kind Regards

A handwritten signature in black ink, appearing to read 'Leanne Smith', written in a cursive style.

Leanne Smith  
Deputy Headteacher