

Going to school regularly is vital for your Child's future. Good Attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly are at less risk of getting involved in antisocial behaviour or crime

365 Days in a Year	190 School Days in Total	Total of Absence
100% attendance	190 days attendance	0 absences
95% attendance	180 days attendance	2 weeks absence
90% attendance	171 days attendance	4 weeks absence
85% attendance	161 days attendance	6 weeks absence
80% attendance	152 days attendance	More than half a term absences
75% attendance	143 days attendance	9+ weeks absence

## Oakfield's Attendance Team

Leanne Smith 01482 854588 EXT 2007

### Further Details



For more information on Attendance and the incentives and any other school policies and procedures please visit the school's web site at:

[www.oakfieldhull.co.uk](http://www.oakfieldhull.co.uk)

A guide to attendance, absence and the Law regarding Schools can be also found at:

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



Breakfast	8.50am to 9.10am
Tutor Time	9.10 am to 9.40am
Lesson 1	9.40am to 10.20am
Lesson 2	10.20am to 11.00am
Break time	11.00am to 11.20am
Hub	11.20am to 11.30am
Lesson 3	11.30m to 12.10am
Lesson 4	12.10pm to 12.50pm
Lunchtime	12.50m to 1.10pm
Clubs	1.10m to 1.30pm
Afternoon Registration	1.30pm to 1.40pm
Lesson 5	1.40pm to 2.20pm
Lesson 6	2.20pm to 3.00pm
End of School Day	3.00pm

## School Contact Information:

Oakfield School  
 Hope well Road  
 Hull  
 HU9 4HD

Telephone: (01482) 854588

Fax: ( 01482) 855496

Email: [admin@oakfieldhull.co.uk](mailto:admin@oakfieldhull.co.uk)



## Attendance



## Parents/ Carers Guide

[www.oakfieldhull.co.uk](http://www.oakfieldhull.co.uk)



# Attendance

## 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 endeavor 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 .

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



# Powers and the Law

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 Prosecuted by the magistrate courts. **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, 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/Leave of absence in Term Time:

Holidays during term time are discouraged, Parents /carers will be reminded of the effect that absences can have on their children/rens potential achievements. In all cases where you are removing your child out of school during term time you must complete a leave of absence request form, which are available from the school office. These forms need to be sent to the school 4 weeks prior to time requested time. Please be aware leave of absences will only be granted in exceptional circumstances. If you take your child on holiday during term time 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 (fine.).

I must remind you again that you have a legal responsibility to ensure your son/daughter attends school regularly. If attendance doesn't improve your case will be referred to Education Welfare Office to investigate further and may result in the matter being placed before the Magistrates court under section 444(1) A of the Education Act 1996

# Supportive Network

## Your Local Authority and School will Help:



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 the Attendance /Emotional Wellbeing Team or the Safeguarding Coordinators who will visit the child's home.

The Attendance / Emotional Wellbeing Team or the Safeguarding Coordinators will also give you advice and support and might refer the family to other agencies that can help you.



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

The attendance Team 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 pupils that receive a 100% attendance, pupils with most improved attendance and willingness to attendance during extreme difficulties are also recognised for their achievements.

The School will may work with you to build an attendance contract and /or into place agreed rewards and sanctions to encourage your child to attend more regularly.

The attendance Team has weekly meetings to address any concerns relating to attendance.



If your child's absences becomes a cause for concern, you will be visited by one of the Attendance Team / Emotional Wellbeing Team to support and advice on ways forward.