

Oatlands Attendance and Punctuality Procedures FAQs

Good Attendance and punctuality are vital to children's achievement and well-being. At Oatlands we encourage parents to help their children achieve maximum attendance and any barriers that prevent this are identified and acted on Promptly.

What are Oatlands expectations?

We expect that ALL children must:

- Attend school **100%** of the school term.
- Arrive at their classroom by **8:50am**.

What is the morning procedure?

Children should be waiting at their classroom door at **8:50am** where their teacher or Learning Support Assistant will greet them. The register will then be taken. Entrance gates and classroom doors will be **closed at 9:00am**. If your child arrives **after 9:00am they will be recorded as late** and you will need to enter the school via the main school entrance and sign your child in. If you arrive **after 9:10am** your child will have missed the close of registration and will be recorded as having an **unauthorised absence for the morning session**.

What if my child is ill or other circumstances prevent my child being in school?

Parents must inform the school by **9:30am if your child will not be in school** – for example if they are unwell. If we do not hear from you by **9:30am** you will receive an SMS message from the office. If you have not responded by **9:45am** a member of the Admin team will call you.

Absence due to ill health will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity is in doubt or we are concerned about your child's attendance you will be asked to provide medical evidence. We will not ask for medical evidence unnecessarily. If we are **not** satisfied with the authenticity of the illness, the absence will be recorded as unauthorised.

You **MUST** follow this process EVERY morning that your child will not be in school.

What if my child has a medical or dental appointment?

We encourage parents to make medical and dental appointments **out of school hours** where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time possible. If you intend to take your child out of school for an appointment, please visit the office at least 1 week ahead of the appointment with your appointment letter. Absences for appointments will be authorised if these procedures are followed.

Can I take my child out of school during term time?

Head Teachers are not permitted to grant any leave of absence during term time unless they consider there to be **'exceptional circumstances'**.

The school considers each application for term time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

If you do feel that you need to take your child out of school during term time you must complete an **absence request form**, which can be obtained from the reception area.

How can I check my child's attendance?

Arbor will provide the percentage of sessions that your child has attended.

Your child's end of year report will state the number of sessions that your child has missed and their overall attendance for the year.

Please note – Each day is 2 sessions. For example if your child has 4 absences, they will have missed 2 days of school.

How do Oatlands reward good attendance?

Each term we hold a **100% attendance assembly** where children are awarded certificates and badges for not missing any school.

What happens if the school grows concerned about your child's attendance and punctuality?

Attendance and Punctuality are monitored daily and a weekly meeting held with the Head Teacher. If we grow concerned about your child's attendance you will initially receive a letter outlining our concerns. If no improvement is seen, you will be invited to a meeting with the Head Teacher to look at how the school can support you to improve your child's attendance. In exceptional circumstances the Education Welfare Officer will become involved in working with your family.

Legal Sanctions

Parents should be aware that in the case of persistent absence, without due reason, a penalty notice may be issued where the child is of compulsory school age.

Our full attendance policy is available on the Website