

ATTEND TODAY  
ACHIEVE TOMORROW



## How can parents help?

- Good routine in the mornings and evenings so your child is prepared for school
- Ensure your child arrives at school **on time**
- Arrange dental and medical appointments outside school hours when possible
- **Always** inform the school if your child is absent due to illness
- Take family holidays outside term time
- Talk to your child about school and take interest in their school work.
- Discuss any problems or difficulties with the school, staff are there to help and be

Our school target  
for 2016/17 is

95%



## The Law

As a parent/carer, you are responsible for ensuring your child attends school, on time, every day.

By law all children of compulsory school age must get suitable full-time education. Parents are responsible for making sure this happens.

The local authority has the power to issue Penalty Notices or to prosecute in cases where parents do not take responsibility for ensuring their child's regular attendance at school.

***Regular and punctual attendance is vitally important in raising achievement and developing potential***

Home and school must work together to ensure the children feel safe and secure about coming to school and know the routines clearly

**If you have any queries relating to your child's attendance please contact either**

- Felicity Botterill—Head of pupil safety and welfare
- Deena Singh - Welfare officer
- Terri Needs - Attendance welfare officer



Off Oakway

Wellingborough, Northants

NN8 4SD

01933 678714

[www.oakwayacademy.org.uk](http://www.oakwayacademy.org.uk)

# Attendance at



What parents  
and carers  
need to know



## Why is attendance so important?

At Oakway Academy we believe excellent attendance is important to allow a child or young person to fulfil their potential.

Below are just some of the key reasons why it is so important for children to attend school

- \* To learn
- \* To have fun
- \* To make new friends
- \* To achieve
- \* To experience new things in life
- \* To develop new skills
- \* To build self confidence and self esteem
- \* To have the best possible start in life
- \* To develop awareness of other cultures, religions, ethnicity and gender differences

**Research shows that there is a direct link between attendance at school and academic achievement.**

## Attendance policy

Our **attendance for learning** policy aims to be clear about:

- Parents' responsibilities
- What constitutes an authorised and unauthorised absence
- The start and end times of the school day
- What to do if your child is ill, or if you need to take your child out of school during term time
- School procedures for monitoring attendance
- When penalty notices will be used.

A copy of the attendance for learning policy is available on the Oakway Academy website.

[www.oakwayacademy.org.uk](http://www.oakwayacademy.org.uk)

School starts at  
**8.50am**



## Attendance procedures

- We do not authorise absences without a good reason.
- We will send you a text if your child is absent and we have not heard from you. We will phone you if a reason for absence is still not given.
- We monitor attendance carefully and we will write to you if your child's attendance drops below 95%.
- If attendance problems continue we will ask you to meet with us to discuss the way forward and ask you to provide medical evidence before we will authorise anymore absences.
- If all measures fail to lead to an improvement in attendance, we will refer your child to the Education Inclusion Partnership and this may lead to legal action being instigated.

## Incentives

There are many ways in which we reward attendance at Oakway Academy.

- Team points—up to 10 points awarded each week for being in school and on time
- Certificates awarded termly—Bronze, Silver and Gold awards
- Class certificates and reward each week for classes that achieve 100%

## Punctuality

When your child arrives late at school, he/she misses the teachers instructions and the introduction to the lesson. Your child may feel embarrassed at having to enter the classroom late. Punctuality is important for children to start the day off well.

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

## Did you know?

Every single day a child is absent from school equates to a day of lost learning.

Attendance	Days/Weeks of learning missed per year	
100%	0	Excellent
95%	9 days (1 week 4 days)	Satisfactory
90%	19 days (3 weeks 4 days)	Poor
85%	28 days (5 weeks 3 days)	Very poor
80%	38 days (7 weeks 3 days)	Unacceptable
75%	46 days (9 weeks 1 day)	Unacceptable