

## Leave during term time

We ask that parents and carers take any family holiday outside of the school term. Leave during term time will be classed as an unauthorised absence and this may result in a Penalty Notice in line with the Local Authority guidelines. School should be given advance notice before removing your child by completing a **Leave of Absence form**. These can be collected from the main office.

## Arriving late to school

Children should **arrive** at school **between 8.40am and 8.50am** and be **collected at 3:30pm**. Children arriving after 8.50am should report to the main office to be signed in and give a valid reason for the lateness. Late arrivals, collections and children who are collected early from school without evidence of an appointment, will be recorded. If frequent lateness becomes a cause for concern it will be followed up by The Wellbeing Team.

## Attendance meetings

As we regularly monitor attendance of all the children, an attendance meeting will be requested of any child that is a concern. This meeting will be held with the Attendance Lead to discuss the concerns and agree a plan for improving the child's attendance.

If you have any concerns regarding your child's attendance or punctuality please contact

[admin@oakleyvaleprimary.org](mailto:admin@oakleyvaleprimary.org)

**Tel: 01536 461199**

Mrs Ruth Eaton  
Education Welfare Officer  
Attendance Lead

Mrs Frances Dunn  
Safeguarding Officer/Designated  
Safeguarding Lead



# Attendance and Punctuality



## Why attendance and punctuality is important?

We expect all children to attend school every day that they are fit and well enough. Regular and punctual attendance is key to academic and social development. This will enable your child to learn and achieve their potential and will help your child develop their friendship and social skills.

## It's your responsibility

It is a parents and carers legal responsibility to ensure that their child attends school regularly and arrives on time every day. Therefore, we constantly monitor and review the attendance and punctuality of all our children. Failure to send your child to school regularly may result in a fine or prosecution.

## Reporting an absence

When your child is absent from school without prior permission, it is parents or carers responsibility to contact the school office by **9.00am**. This needs to be done on the first day of absence and every day thereafter to give a reason for the absence by calling **01536 461199**.

**Parents/Carers cannot authorise absences and should be aware that either calling the school or providing a note for an absence does not automatically mean it will be authorised. Absences will be treated as unauthorised unless a satisfactory explanation is given to the school.**

## Medical or dental appointments

Where possible parents or carers should make every effort for appointments to be made outside of school hours. Where this cannot be avoided, children should still attend that school day as much as possible.

Parents or Carers **MUST** provide evidence of the appointment for this to be authorised.

## Home visits

Parents or Carers should be aware that home visits are completed by all Brooke Weston Trust schools as a standard procedure when children are absent from school. All children will be visited on day 3 of a consecutive absence. Should The Wellbeing Team have any safeguarding concerns for a child or if the child's attendance is a concern, home visits will be completed for these families on day 1 of absence. Home visits allow school staff to see the child and discuss the absence with the parent or carer and offer support if required.

Attendance Matters!



Every Student, Every School, Every Day