

The Law

You need to make sure your child attends school regularly and on time. You will be **breaking the law** if you do not do this and there are no good reasons for your child missing school.

Help and Support

If you need help with attendance you must talk to Mrs Brannan, Mrs Lowrie or Mrs Mathwin as soon as possible.

Sometimes, school may need to involve other services to help. The School and Local Authority **want to help you if you have a problem**. If attendance does not get better or you do not accept help and support offered, the Local Authority may have to begin enforcement action.

Please ask us if you would like this document summarised in another language or format.

العربية (Arabic)	(中文 (繁體字)) (Chinese)	اردو (Urdu)
polski (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)

03000 261 381



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Oakley Cross Primary School Attendance Policy

Essential information for Parents



& NURSERY UNIT

Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances.

Lateness



School starts at **8:55** am. At this time the gate will close. Your child will receive a late mark if they arrive after this time. For safeguarding reasons, you must come into school with your child and sign the '**late book**' if you arrive after the gate has closed.

If your child is ill and will be absent you must:

- Contact school on the first morning of absence.
- Keep school informed on a regular basis if your child is absent for a long period.

Failure to do these things may result in your child's absences being unauthorised

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence. For children who are regularly absent you must :

- Attend a '**return to school interview**' with Mrs Brannan, Mrs Lowrie or Mr Readman when your child returns. This will explore the reasons for absence and discuss the missed school work.

Medical Appointments



If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. **If your child is well enough to go back to school following the appointment they should do so.**

We do need to see evidence of all medical appointments in school time

Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

Holidays / Leave of Absence

Please request a meeting with Mrs Lowrie or Mr Readman to complete an **application form**. Unauthorised leave may result in a Fixed Penalty Notice (fine).

Persistent Absence

If your child's attendance falls below 90% this is considered by the Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, they may result in intervention from the Local Authority for enforcement action



Please remember to contact us if your address or contact details change!