



Every Day Counts

Raising Standards & Aspirations

Research has shown that there is a close link between attendance at school and a child's achievement. Being late results in a loss of learning:

If your child is 5 minutes late every day, this amounts to the same as being absent for 2 weeks a year:

All time out of school affects learning and achievement for both primary and secondary pupils. Please make sure your child arrives at school on time.



Where can I find help?

Contact the County Attendance Team at:

The County Attendance Team
Oxfordshire County Council
Abbey House
Abbey Close
Abingdon
Oxon
OX14 3JD

Tel: 01865 323513

Email: attendance@oxfordshire.gov.uk



Information is also available on the Oxfordshire County Council's website
www.oxfordshire.gov.uk

The County Attendance Team

Why attendance matters



School process on attendance concerns explained

Whole School Procedure

Every school, by law, has to register pupils twice in the day; first thing in the morning at the start of the school day, and again in the afternoon session.

To allow schools to take the register, time is allocated as part of the school day and your child must be present at both registration times to be given a present mark.

All schools have a whole school attendance target for the year. This is normally somewhere between 95% - 98%. The higher the attendance of a school, the higher the attainment of all the pupils who attend it.

In order to try and meet this target each school will regularly monitor the attendance of all its pupils. A pupil with 90% or less attendance is classed as a 'persistent absentee' as set by the Department for Education.

Each school has an attendance policy which will be available on the school website. This policy will set out the school's procedures for addressing attendance concerns.

Most schools will initially write a standard letter to all parents of pupils who fall below 90% on a termly basis. The expectation is that the attendance will no longer be of concern when the attendance is next monitored if a pupil had had a few days absence but had no further days away.

**High attendance =
More learning opportunities
More qualifications
More choice**

What will happen if my child continues to have poor attendance?

If your child continues to have poor attendance after the initial letter of concern has been sent out a further letter may be sent to you or the school may invite you in to discuss the matter in more depth.

This is an opportunity to raise any issues that may be causing your child to be absent. Concerns around school work, friendships, illness or circumstances at home may all contribute to your child's absence.



The meeting at school may be an informal one or it may be in the form of a Parent Contract.

This is not legally binding but is intended to provide a written plan of action for parents, pupil, school and any other agency involved by discussing issues behind low attendance and working together to provide solutions to improve attendance.

What will happen next?

A review date and a target attendance will be set within the meeting. If the target is not met the school may decide to investigate further.

It is the head teacher's decision to authorise or unauthorise absence. If it is felt that the reason given for an absence is not appropriate the Headteacher will unauthorise the absence. If absence is due to illness the school may ask for medical evidence to support the time away from school or ask for permission to contact your GP.

Schools need to appropriately care and support its pupils. If your child has an illness that makes full time school or time at school difficult, the school will need medical evidence to be able to access the right support for your child while they are in school or off school if too unwell to attend.

Schools also need to ensure that pupils are not away from school for inappropriate amounts of time. Frequent days off ill are triggers for concern and the school will address them accordingly.

Punctuality and attendance are important life skills each pupil learns during their time at school and with that an element of resilience to low level illnesses.

A high level of **unauthorised** absence may result in the school making a referral to the County Attendance Team. This is to address your legal parental responsibility to ensure your child receives a full time education under Section 444 of the Education Act 1996.