

## **HOW WILL THE SCHOOL LET ME KNOW IF MY CHILD'S ATTENDANCE IS A CONCERN?**

Parents can see their child's attendance on the Class Charts parent account.

The school will run fortnightly attendance drops and email parents of all students who have had an attendance under 85% for the two-week period.

Letters will be sent to parents of student who has an attendance below 90% at the end of every half term.

If you are finding it difficult to get your child to attend school then please contact their Head of Year in the first instance.

## **HOW WILL THE SCHOOL DEAL WITH CONSISTENTLY LOW ATTENDANCE?**

Low attendance is not only a concern in terms of a student's academic progress, it can be a safeguarding concern.

If a student's attendance remains below 90% despite in-school support, the school may issue an FPN for persistent low attendance or refer to the Attendance Legal Panel.

For the full attendance and registration policy please see the school website



**OAKLANDS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE**  
Stakes Hill Road, Waterlooville, Hampshire,  
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# Attendance and Registration Parent Booklet

APPROVED SEPTEMBER 2022



## **OAKLANDS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE**

With delegated responsibility from the Edith Stein Catholic  
Academy Trust

## **The mission of Oaklands Catholic School**

is to provide “Community, Unity and Opportunity” for all our students to help each person achieve their potential.

As a school dedicated to inclusivity, we wish to ensure that every child receives his/her full entitlement and that no-one is disadvantaged. In order to accomplish this mission, we recognise that it is vital that children attend school at all times, unless there is a serious reason which prevents them. The principles and fundamentals of the school’s Attendance and Registration Policy are built on this fundamental vision.

We recognise that for the majority of our students, good attendance is a well-established habit; however, it is crucial that parents understand clearly their responsibilities for their child’s attendance.

Oaklands works in partnership with parents/carers and in promoting and encouraging 100% attendance and punctuality.

## **PUNCTUALITY TO SCHOOL**

School starts at 9am with a 20-minute tutor period. This is an important part of the school day and integral to ensuring students are ready for their lessons throughout the day.

A warning bell rings at 0850 each morning to encourage students already on site to move towards their tutor base or assembly.

If a student arrives on site after 0920 they must ensure they sign in at the attendance window.

Where students arrive to school after 0900 without a satisfactory explanation they will be logged as Late and issued a lunchtime detention for that same day.

If a student arrives late to school three times in one week they will be set an after-school detention.

If a reason for absence is not given absences will be unauthorised, which could potentially lead to the issuing of a Fixed Penalty Notice.

## **SIGNING OUT OF SCHOOL DURING THE SCHOOL DAY**

If there is reason for your child to leave site, such as for a medical appointment, we ask that you let the attendance team know in advance.

Students leaving site during the school day should ensure they sign out at the attendance window. No student should leave site before the end of the day without signing out first.

### **MY CHILD IS UNWELL. WHAT SHOULD I DO?**

We do understand that sending a child to school if they feel unwell can be a difficult decision to make, however, as per the Federation Joint Statement on Attendance

“if your child has no temperature but has a cold, headache, earache, etc. then as with adults, the medical advice is to give them paracetamol and send them to school.”

We often find that once in school, surrounded by friends and having their learning to focus on, students feel better and are able to complete the school day. Should they continue to feel unwell they can report to Student Services and somebody will contact you if your child needs to go home.

### **MY CHILD NEEDS A MEDICAL APPOINTMENT, WHEN IS THE BEST TIME TO BOOK IT FOR?**

Where possible, medical appointments should be made for outside school hours; doctors' surgeries and dentists should be accommodating.

If this is not possible, please inform the attendance team prior to the appointment so they know to expect a late arrival or for a child to be signing out during the school day.

### **MY CHILD CANNOT COME TO SCHOOL, HOW SHOULD I LET YOU KNOW?**

If your child does need to remain at home, perhaps due to illness or another reason, we ask that you contact the attendance team by 8am.

Contact can be made by emailing the team on [attendance@oaklandscatholicschool.org](mailto:attendance@oaklandscatholicschool.org), by leaving a message on the absence line, 023 9224 8053, or through Class Charts. Please give the name and tutor group of your child and the reason for the absence.

Please make contact each day unless you have a confirmed date of return (given by a doctor or for cases of D&V, which necessitates 48 hours absence from the last episode).

### **LEAVE OF ABSENCE REQUEST**

Leave of Absence forms should be submitted for all planned absences from school, and should be submitted at the earliest opportunity.

Please complete the online form on the school website. If this is not possible then a paper copy can be collected from the attendance window.

Absences can only be authorized in exceptional circumstances, which will not be considered if the LOAF is received after the absence has already taken place.

We may ask for further evidence to support a Leave of Absence request.

## WE PLAN TO TAKE ADVANTAGE OF CHEAPER FLIGHTS DURING TERM TIME, WILL AN ABSENCE BE APPROVED?

Holidays should be booked for a time which will not impact upon a child's learning or attendance at school, and the absence will not be authorized unless there are exceptional circumstances.

The cultural advantages of a holiday are not a criteria for exceptional circumstances and exceptional circumstances will not be considered after the absence has already taken place.

Please be aware, holidays booked during term time are likely to result in a Fixed Penalty Notice being issued.

## FIXED PENALTY NOTICES

Fixed Penalty Notices will be issued for school holidays that are 5 days or longer, and do not meet our exceptional circumstances criteria.

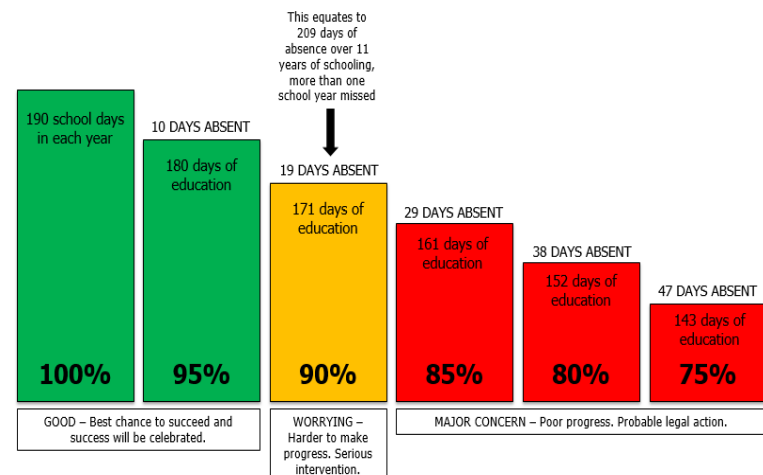
Where we can authorize under exceptional circumstances we are advised by the Department for Education to only authorize the specific event, not extra days around it.

An FPN may also be issued if a student accrues 10 sessions of unauthorized absence over a 100-session period.

## WHY IS GOOD ATTENDANCE IMPORTANT?

Consistently high attendance at school is recognised as the main contributing factor towards young people achieving their potential at GCSE.

The graph below, taken from the Federation Joint Statement on Attendance, shows how repeated absence can impact upon successful learning in school.



### While 90% attendance may seem high:

90% attendance = ½ day missed each week  
 1 year at 90% = 4 whole weeks of missed lessons  
 90% over 5 academic years = ½ school year missed

Low attendance can lead to insecure friendships in school and decreased confidence in young people. We do have pastoral staff employed to ensure the happiness of our young people, but like support for learning, emotional support can only take place while students are in school.