

Attendance Matters!



Every school day counts! Make attendance matter for your child by making sure they are in school every day, with no late starts and no early pick-ups. We know that all children can get ill, but aiming for 96+% attendance gets your child off to a flying start and the best chance of success in their education.



ATTENDANCE FACTS All Parents (whether you live together or not) are responsible, by law, to ensure that their child regularly attends school. Unless your child is unwell, they should be in school EVERY DAY.

- At the end of the 2023 academic year there were 102 children who achieved 96+% attendance - well done to those children. Congratulations to the 21 children who achieved 99+% attendance.
- As a school, attendance is an area we need to continue to focus on. Our whole school target for 2023– 24 is 96% .
- To put the figures into context, 95% equates to children missing 9.5 days across the school year. 90% or less equates to children missing 4 or more weeks out of education across a school year which clearly gives these children less chance of success (both academically and socially). These children are also classed as 'Persistent Absentees' (i.e. they miss 10% or more of possible sessions) and Parents are at risk of being fined. This includes children who are persistently late in the morning.
- Parents of children who have 15 unauthorised absences in a 2 term period can, and will, be fined; the fine is per child per Parent (whether they live with the child or not). The fine rises if not paid within 21 days and, if not paid after 28 days, may result in a prosecution. If prosecuted, fines are up to £2,500, a community order or a jail sentence up to 3 months. The court also award Parenting Orders. Parents of children who are regularly late can also be fined.

Mrs Clayton constantly reviews daily attendance. Meetings will be arranged with all Parents whose child has 90% or less attendance in order to see what support can be put in place to improve this in order for them to reach their potential and to avoid referrals having to be made to Herts Attendance Improvement Team and, potentially, a fixed term penalty.

ATTENDANCE AWARDS & REWARDS: We have a number of reward systems in place to promote good attendance:



- Each class works towards a class chosen treat for whole class daily good punctuality & attendance (i.e. whole class being present for register per day).
- The class with the highest level of attendance per week will be awarded our Reach for the Stars trophy as well as our much coveted Attendance Ted who comes with the added bonus of extra playtime.
 - Children achieving 100% attendance per half term will take part in the 100 Club reward. Last year, three children and their families were given tickets to bowling and the cinema having had their name pulled out of the 100 Club box.
- Those children achieving 100% attendance each half term will be awarded our 'Reach for the Stars' certificate and be entered into our lucky dip with a chance to win family cinema/ bowling tickets at the end of the year.



If your child does not want to come to school because of something they are worried about, it is important that you bring them in as usual and talk to either their class teacher or another member of staff. If they do not come in, we cannot resolve any concerns and their absence cannot be authorised. Mrs Woollon, Pastoral Support Lead, is always happy to discuss any problems with children or Parents. As previously, Mrs Woollon will be meeting with KS2 children with attendance below 92% on a one to one basis to discuss any support that can be put in place.

AUTHORISED VERSUS UNAUTHORISED ATTENDANCE



The following absences will not be authorised:

- Absence for holidays in term-time.
- Absence for children with attendance below 90%, without **medical evidence** e.g. prescribed medication, appointment.
- Absence for a birthday or family celebration.
- Absence because of Parent illness.

IF YOUR CHILD IS UNWELL



Please contact the office on **01462 450716** before 9am on each day of the absence or email us either via **Arbor** or attendance@oughton.herts.sch.uk.

For the absence to be considered for authorisation please make sure that you explain the reason and add in any medical evidence. Parents/carers will need to provide medical evidence for any children with attendance under 90% for the absence to be authorised.

MEDICAL APPOINTMENTS



If your child has a hospital or emergency medical appointment, these will only be authorised if a letter, appointment card or text message is shown at the office.

Please make sure that, where possible, any medical appointments are made out of school hours. Doctors, dentists and opticians can usually accommodate this. If your child has an appointment during the day, where possible, they should register at school beforehand and return after the appointment. Most appointments will only be authorised for half a day.

REMEMBER



Doors open at **08.45** with register at **8.55 prompt**. Please set your alarm so that your child is not late - there are no excuses for constant lateness, even a few minutes impacts on your child's attendance figures. School finishes at **3.15pm**, please arrive promptly for collection.