



Oakmeadow CE Primary and Nursery School Attendance

When does the Oakmeadow school day start and finish?



Our school gates open at 8:35am and close at 8:55am. The school day starts promptly at 8.50am. Children arriving after 8:50am will be recorded as late (Code L). If a child arrives after 9:20am, they will be recorded as Code U (Late After Register Closure) unless there is an accepted reason for the late arrival. While this is recorded as an unauthorised absence for the morning session, it does recognise that the child has attended school for part of the session. We understand that occasional delays can happen, and we are always happy to work with families to support good punctuality and ensure children can access their learning as fully as possible.

Cohort	Finishing times
Reception	3.05pm
KS1	3.10pm
KS2	3.15pm

What should you do to notify us of your child being absent due to illness or medical appointment?



Please let us know by 9am if your child is too ill to come to school. We require a call for every day of absence.

We ask that where possible you try to arrange medical appointments before or after school or during school holidays. However we realise this isn't always possible. If you can't do this, please let us know of all appointments in advance and send the relevant details to our admin office together with appointment letter.

How do you contact us?



Phone – 01743 875020

Email – attendance@oak.mmat.co.uk

What happens when you don't report an absence?

If we don't hear from you, we will call you or any of the contacts you have provided us with on Arbor. If we can't make contact, we will send a text and/or email letting you know that your child is not in school and asking for the reason for absence. We will continue to make contact to find out the reason for the absence and will support you if there are problems we can help with. If in the event of not being able to make contact a member of our Safeguarding Team and member of Staff will make a home visit to offer assistance. If contact can still not be made, we will then need to contact the Education Welfare Officer and contact Shropshire Council due to a safeguarding concern that we are unable to know if the pupil is safe. If your child is off school and no reason is given, the absence will be classed as unauthorised.



Are holiday requests authorised?

Holidays requested during term time will only be authorised in exceptional circumstances which are very rare. Examples of these circumstances are listed on the Request For Leave form. A form must be completed at least two weeks before you wish to take your child out of school. This will allow time for your request to be processed and for you to find out whether it will be authorised so that you are fully informed before you wish your child to take the absence. Should



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you take an unauthorised holiday, the unauthorised absence will be reported to the Education Welfare Officer and you may be fined depending on the duration and previous absences.



Attendance Contacts - 01743 875020

There are lots of staff members in school who can support you with school attendance issues. You can contact the following people for support and assistance:

<u>Day to Day e.g. sickness</u>	<u>Specialist Support</u> e.g. worries, physical or mental health concerns, barriers etc
School Office Administration Team	Mrs Helen Morris – Deputy Headteacher, SENCO & Attendance Lead.
Mrs Frost– Attendance Administrator	Miss Lisa Oliver – Family Inclusion & Safeguarding Lead
	Mrs May Severn - Family Liaison & Parenting Support Advisor
	Mrs Samantha Hill - Headteacher

How can we support you ?



We always try to support families and children to improve attendance, but sometimes it might be necessary for the Education Welfare Officer to enforce school attendance. This often happens when attendance falls below 90%. If this does happen the Education Welfare Officer will either:

- invite you into school to discuss worries, agree an action plan and explain the legal implications of further absence from school.
- write to you and explain that further absence from school could result in a Fixed Penalty Notice or Prosecution.

It is never too late to try and resolve attendance problems, so ALWAYS talk to us or the Education Welfare Officer.



How do we reward good attendance?

We try to recognise and encourage excellent attendance in the following ways:

- Regularly supporting pupil's understanding of the importance and value of education and how to avoid missing any school through discussions and activities within class.
- Record, support and celebrate good attendance on school reports and during parent evenings.



How do we monitor attendance?

We check pupil's attendance every 3 weeks to ensure that it remains at or above our school expectation of 97%.



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- We may offer a weekly 'Support Phone Call' if attendance falls below 96%.
- We may write to let you know that attendance has fallen below our target.
- We meet with our Education Welfare Officer to review attendance on a half termly basis who may also contact you if there are any ongoing concerns. If the Education Welfare Officer has written to you, more formal attendance support may be needed.

These checks mean that we can put appropriate support in place for example, temporary adjustments to a child's school day, extra support with lessons, friendships or emotions.

What is Persistent Absence?



Persistent Absence is defined as a pupil missing 10% or more of their available school sessions across an academic year. Over the course of a full school year, this could equate to around 20 days of missed learning, or approximately one month of education.

At Oakmeadow, we work proactively to support good attendance and reduce the risk of persistent absence. We regularly monitor attendance patterns and work closely with families to identify and address any barriers to attendance as early as possible. In partnership with our Education Welfare Officer (EWO), we ensure that appropriate support, adjustments and interventions are put in place promptly, helping children to return to school successfully and achieve their full potential.



Who else can you seek additional advice from?

Education Welfare Service

0345 678 9063

- Citizens Advice

<https://www.cabshropshire.org.uk/>

- Shropshire SEND Local Offer

The SEND local offer is a single place for information, services, and resources for children and young people aged 0-25 with special educational needs and / or disabilities, their families, and the practitioners who support them.

<https://shropshire.gov.uk/the-send-local-offer/>

- Family Doctor
- Shropshire Early Help

Early Help means taking action to support a child, young person or family as soon as a problem emerges.

<https://shropshire.gov.uk/early-help/>

- Shropshire Information Advice and Support Service



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We provide information, advice and support to parents and carers of children aged 0 to 25, and young people aged 16 to 25 who have, or may have, special educational needs or disabilities (SEND).

<https://www.cabshropshire.org.uk/shropshire-iass/>

How can you regularly check your child's attendance details?

You can view your child's attendance record at any time through the Arbor Parent App. Arbor provides up-to-date attendance information, allowing you to monitor your child's attendance percentage and view any recorded absences with days lost.

We encourage all parents and carers to check attendance regularly, as good attendance plays a vital role in supporting children's learning, wellbeing and academic success. If you have any questions or concerns about your child's attendance, please contact the school office, who will be happy to help.