



MOMENTS MATTER, ATTENDANCE COUNTS

Regular attendance at school is so important to your child's life chances

Please read this leaflet to understand how this works at Oldfleet.

National Expectation
96%

Our School Procedure

Sickness

Contact the school on the day of the absence. This can be done by a phone call, a verbal message, or an Arbor message for free.

Punctuality

It is vital your child arrives at school on time. If your child is late they must report to the school office and lateness will be recorded.

Holidays

No holiday should be taken during school time as this will be classed as an unauthorised absence. Unauthorised absences may result in a penalty of £80 per adult, per child.

Appointments

Wherever possible, appointments should be made outside of school hours. If this is not possible, please provide proof to the school office. Your child must return to school after their appointment.

How we can help you!

Medication

The school can administer medication such as Calpol, antibiotics and paracetamol. Visit the school reception to give us the medication and instruction and we will be happy to give it.



School Nurse

We have a School Nurse in school on a Friday. She can support with various aspects that can affect attendance such as poor sleep and routines. Please contact the school office if you would like to see her.



Walking bus

If you are finding getting your child in to school a challenge, contact the school office and we will support you the best we can!

We also offer a walking bus service your child can join, contact the office for more info.



How we record attendance

Absences are recorded as authorised or unauthorised.

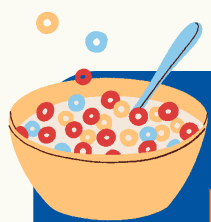
A child who is not in school and whose parents/carers have not contacted the school regarding their absences will receive an unauthorised absence mark. An unauthorised mark will also be recorded if the nature of the absence was unacceptable.

If the number of unauthorised absences or late marks for a child reaches 10 sessions (1 day=2 sessions) in a term, the case will be referred to the local authority. This may result in a fine.

We can help if getting your child to school is challenging!



Tel: 01482 782200



Breakfast Club

Every day we run a breakfast club and you do **NOT** need to book. Starts at 7:45am. **It is FREE!**



Start of the school day

Doors open at **8:45am** for all children. Doors shut at 8:55am. Children then need to report to the school reception to be marked present or late.



Lunch

Foundation Stage:
11:30am-12:15pm
Key stage 1 & 2:
12:00pm -12:45pm

End of the school day



All years: 3:15pm

Nursery

AM- 8:45am-11:45am
PM- 12:15pm-3:15pm

190
DAYS
100%



Very best
chance of
success

183
DAYS
96%



Off to a
flying
start

179
DAYS
94%



Less
chance of
success

175
DAYS
92%

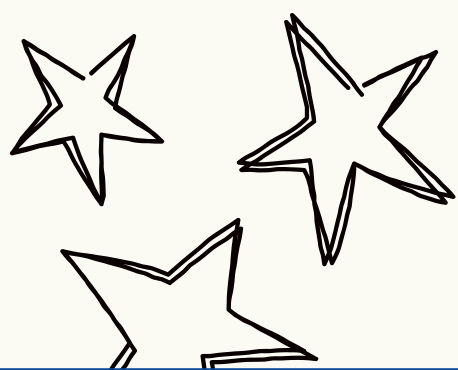


Harder
to make
progress

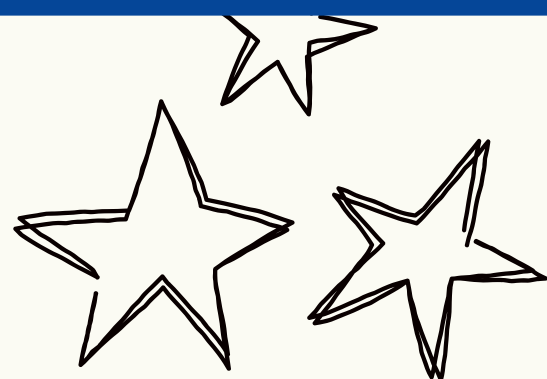
More than
18 days
absence less
than 90%



Persistent
Absentee
(Not fair on your child)



Attendance Rewards



Weekly Rewards...

Class certificate
for over 96%
attendance



Every child with 100% attendance for the week to receive 5 green stickers for their reward card

12 randomly chosen children with 100% attendance will have HKR time with Jack.



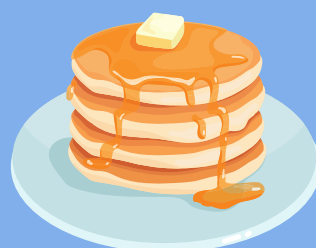
Half termly rewards..

Every child with 100% attendance at the end of the term will receive...

Autumn 1 - Halloween sweets



Spring 1 - Pancakes



Summer 1 - Decorate a donut



Autumn 2 - Hot chocolate and marshmallows



Spring 2 - Easter egg hunt



Spring 2 - Ice creams



Top 20 - End of Year Reward!

The 20 children with the best attendance for the year will receive a party!

