



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