



**ATTENDANCE AND
PUNCTUALITY**

**INFORMATION
FOR**

PARENTS/CARERS

2018-2019

Why attendance matters

If students are to achieve their potential, excellent attendance and punctuality are critical. The link between attendance and achievement is well documented.

At King's Oak Academy we want all of our students to achieve the very best examination results that they can and poor attendance is likely to have a significant impact on student achievement. Students with irregular attendance ...

- Get behind with work
- Lose the thread of the topics being taught
- Become de-motivated on return to school
- Lose friendships
- Miss out on important career and guidance input
- Miss out on extra curricular opportunities
- Are less likely to feel part of the school

Excellent attendance is key to a student's success in school and so, at King's Oak Academy we actively promote and celebrate good attendance, monitor individuals' attendance and act when a student's attendance falls below 95%.

What is excellent attendance?

The school target for attendance (2018-2019) is 95%.

Below is a guide to your child's attendance:

100%	Outstanding
97 - 99%	Excellent
96 - 97%	Good
95 - 96%	Satisfactory
90 - 95%	Cause for concern
Below 90%	Serious cause for concern

It should be remembered that 90% attendance is equivalent to one day of absence every fortnight. Over an academic year this amounts to four weeks of absence (100 lessons missed!)

Punctuality

Students should be in school by 8:40 a.m. School starts at 8:50 a.m. each day and students are late if they are not in their lesson by this time. The gate is locked at 8.45 am.

Any child arriving to school late will be expected to sign in in the foyer and attend detentions where relevant.

We will contact you if we have concerns about punctuality and ask that you support our sanctions for student lateness.

Holidays in Term Time

At King's Oak Academy we strongly discourage the taking of holidays during term-time. A week's holiday in term-time, means 25 hours of missed lessons and students often find it difficult to catch up with work that they have missed. Parents/carers should be aware of the following:

From September 2014, requests for absence during term time will not be granted unless there are exceptional circumstances. The Principal will make the final decision as to what constitutes exceptional circumstances. If, due to exceptional circumstances, leave is granted, the Principal will determine the number of school days a child can be away from school.

Any requests for holidays must be placed in writing to the Principal and must be received by the school at least two weeks before departure. The information given must detail the exact dates and the reasons for requesting the holiday within term-time.

Students are always expected to complete the work they have missed to make sure they do not fall behind.

What Parents/Carers can do?

Ensure students arrive on time each day, well equipped and in a fit state to learn.

Take an interest in the education of your son/daughter by talking to them about school and by attending school events (e.g. Consultation/Information Evenings etc.).

Where possible arrange medical appointments so that they fall outside of the school day.

Ensure that notes are provided explaining any absence.

Be alert to any signs that might indicate bullying or other issues that may affect school attendance.

Inform the school immediately if there are any matters that arise that may affect the attendance of your son/daughter.

If your child is ill we ask you to ring our dedicated attendance line between 8.30am and 9.30am to speak to our Attendance Officer.

What King's Oak Academy will do?

Excellent attendance is praised and rewarded in assemblies and houses and tutor groups are encouraged to compete with each other on attendance. Assemblies are also used to stress the importance of good attendance and to highlight the link between attendance and achievement.

The Academy employs a full time Attendance Officer who makes first day calls and so, if a student is absent from school and we have not heard from you, the Attendance Officer will phone or text you on the first day of absence.

The attendance of individuals is monitored by the Attendance Officer and if your child's attendance falls below 95% we may ask you to come into school for a meeting.

Following the meeting we will continue to monitor your child's attendance and will involve the Educational Welfare Service if there is no improvement.