

Students are expected to attend school 100% of the time.

High levels of attendance and good punctuality are essential if a student is going to make the best of their time at Oakwood.

High Attendance:

- Leads to good levels at Key Stage 3 and rewarding grades at Key Stage 4
- Is essential preparation for working life
- Contributes towards successfully attaining employment

Rewards:

- Certificates given to reward attendance
- Attendance/Punctuality Student of the week for each Year group
- Reward points given for good attendance
- Termly certificates issued by Year Group Leaders for attendance and punctuality
- Half termly prize draw

NUMBER OF DAYS EDUCATION LOST THROUGH ABSENCE

%Attend	Days Lost	%Attend	Days Lost	%Attend	Days Lost
99	2	79	41	59	80
98	4	78	43	58	82
97	6	77	45	57	84
96	8	76	47	56	86
95	10	75	49	55	88
94	12	74	51	54	90
93	14	73	53	53	92
92	16	72	55	52	94
91	18	71	57	51	96
90	20	72	59	50	98
89	21	69	60	49	99
88	23	68	62	48	101
87	25	67	64	47	103
86	27	66	66	46	105
85	29	65	68	45	107
84	31	64	70	44	109
83	33	63	72	43	111
82	35	62	74	42	113
81	37	61	76	41	115
80	39	60	78	40	117

Based on 195 days in a school year

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ATTENDANCE INFORMATION

2019/20

**24 hour Absence Line
 01293 874358**

Attendance

My child is ill or has an appointment?

All absences must be reported to the school as early as possible **on a daily basis**.

How do I report an absence?

Where possible, please report your child's absence through the Studybugs app. If this is not possible, telephone the 24hr absence line on 01293 874358 or email the attendance office on: attendance@oakwood.surrey.sch.uk and leave a message, to include your child's name, tutor group, reason for absence and your name and relationship to the child.

Do I need to send a note in when my child returns to school?

Yes please, this can be as a letter or in your child's organiser and handed into the Attendance Office.

My child is late for school?

Registration takes place in tutor rooms from 8.40am—9.05am daily, except Wednesday when school commences at 9.05am into the first lesson. If your child arrives after 9.05am, they **must** sign in at the Attendance Office with a letter signed by parent/carer explaining the reason for lateness etc.

Persistent lateness will not be tolerated and further action will be taken. If there is a valid reason for your child's lateness or a change in your home circumstances that is affecting your child's attendance at school please advise us immediately.

Oakwood School operates a Truancy Call system

If we do not receive an absence line message or have not received prior notification for an absence, an automated system called Truancy Call will text mobile numbers and telephone landlines to ascertain the reason for your child's absence.

We also operate a late text service so you will be notified if your child has arrived after 8.40am or has been marked late at morning registration.

My child has a medical appointment during school time, what do I need to do?

Appointments, where possible, should be made outside of school hours. We are aware that this is not always possible so request that you notify the school in advance by telephone, letter or note in the student's organiser.

Students should sign out at the Attendance Office if they are already in school and then sign back in on their return. Students must be collected from reception.

If a student arrives at school following an early morning appointment then they should sign in at the Attendance Office with a note detailing the reason for the absence.

If your child has a specific medical condition, please inform the school as soon as possible. A medical certificate may be requested in some circumstances.

Can I take my child out of school for a family holiday?

All holidays should be arranged outside of term time. The Education Regulations 2013 state that Headteachers may **not** grant any leave of absence during term time unless there are exceptional circumstances. A Penalty Notice may be issued for unauthorised leave of absence in term time for 5 days or 10 sessions or more and the leave of absence is without the authority of the Headteacher.

A leave of absence request **must** be completed prior to any time taken, this can be collected from the Attendance Office.

Will I be made aware if my child has low attendance?

If your child's attendance falls below an acceptable level, you will be made aware by your child's Year Group Leader or Attendance Manager. If there is no improvement, a referral may, in some circumstances of persistent absence, be made to the Education Welfare Service.

A Penalty Notice may be issued in some circumstances — further details are available in the school's Attendance Policy which can be found on the school website and/or upon request.