

# Oatlands Junior School



## Attendance Strategy

*Information for parents/carers*



*“Pupils love everything about this vibrant and welcoming school.”*

Ofsted 2023

## CONTENTS:

<a href="#">Vision</a>	2
<a href="#">Aims</a>	2
<a href="#">Roles and responsibilities</a>	3
<a href="#">Start and end of the school day</a>	4
<a href="#">Absence</a>	6
<a href="#">Monitoring</a>	7
<a href="#">Reporting to parents</a>	8
<a href="#">Links to other policies</a>	8
<a href="#">Appendices</a>	8

### Vision

**Excellent attendance and punctuality are important to us and will enable your child to make the most of their time at Oatlands Junior School and achieve their potential to the full. This is the aim of both parents and school in partnership together, thank you for your support.**

The Oatlands Junior School Attendance Strategy sets out how we can achieve this together and follows the RKLT Attendance Policy.

### Aims

[How we promote excellent attendance and punctuality at OJS](#)

- Our pupils want to come to school. Our recent Ofsted report says that: *‘Pupils love everything about this welcoming and vibrant school. They enjoy their learning both in and out of the classroom. They are curious, keen to find out more and share their knowledge with others. Pupils are happy and safe. They are looked after by very kind staff.’*
- From the minute each child/family walks through our gates they are greeted with a warm welcome and we actively engage with our pupils and parents with chat and conversation. This is equally important at the end of each day, with a ‘goodbye’. Our school value: *‘We are friendly, kind and caring’* and maintaining positive relationships with our community, is important to us at OJS.
- The Learning Mentor/Lead Attendance Officer and Attendance Officers work closely with parents who are struggling with attendance and/or punctuality.
- Posters are displayed around the school to allow parents/carers to understand the number of hours of lost learning through days of absence.
- Working in partnership with parents, the headteacher will write to parents, when necessary, to reinforce the message about the importance of high attendance and their responsibilities in this respect.
- Parents are acknowledged and thanked for ensuring their child gets into school and on time in half termly letters/attendance cards above 95%.
- We appreciate that sometimes life is busy in the morning and unexpected things can happen, so if your child is late after the gates are closed, they are welcomed and cared for by our Attendance Officers, who ensure your child gets their registration mark and have their lunch ordered.

- All teachers and Learning and Teaching Assistants greet pupils in the morning on the playground and support those who are struggling to get into school. For some pupils, this can be extremely difficult, so we offer our Community Hub as a place to arrive at school from 8:45am in the morning, rather than the playground. This is managed by our Lead Attendance Officer who greets the children and ensures they have a settled start to their day.
- Our Active Travel scheme rewards children for participating in healthy and environmentally friendly travel into school.
- Any pupil who is absent is always welcomed back into school and supported when necessary.

### Meet the Attendance Team:



Estelle Scarth  
**Senior Attendance Champion**  
**Headteacher**



Tricia Morales Macias  
**Lead Attendance Officer**  
**Learning Mentor**



Julie Sanderson  
**Attendance Officer**



Carmel King  
**Attendance Officer**

### Responsibilities:

#### School

##### The Senior Attendance Champion

The Senior Attendance Champion ensures the RKLTL Attendance policy and Oatlands Junior School Attendance Strategy are implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

They also support other staff in monitoring the attendance of individual pupils and authorises fixed-penalty notices to the Local Authority, where necessary.

The Senior Attendance Champion is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- The Senior Attendance Champion is Estelle Scarth and can be contacted via 01423 872827 and/or [admin@ojs.rklt.co.uk](mailto:admin@ojs.rklt.co.uk)

#### The Local Governing Body

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties 7

- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher/Senior Attendance Champion to account for the implementation of the RKLTL Attendance Policy.

### The Lead Attendance Officer

- Monitoring and analysing attendance data at school and individual pupil level, using the DfE dashboard and RKLTL attendance dashboard, as benchmarking.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion.
- Arranges calls and meetings with parents to discuss attendance issues.
- Working with other colleagues to tackle persistent absence.
- Working with NYCC education welfare/attendance and enforcement officer Julie Parrish – Tel: 01609 798013 [julie.parrish@northyorks.gov.uk](mailto:julie.parrish@northyorks.gov.uk)
- The Lead Attendance Officer is Tricia Morales and can be contacted via 01423 872827 and/or [admin@ojs.rklt.co.uk](mailto:admin@ojs.rklt.co.uk)

### The Attendance Officers

- To tackle persistent absence advising the Senior Attendance Champion when to authorise fixed-penalty notices to the Local Authority.
- Taking calls and checking email from parents/carers about absence on a day-to-day basis and recording accordingly.
- Transfer calls from parents (where appropriate) to the Learning Mentor/Lead Attendance Officer or Headteacher/ Senior Attendance Champion.
- Check absence answer phones by 9:30 and follow-up.
- The Attendance Officers are Carmel King and Julie Sanderson and can be contacted via 01423 872827 and/or [admin@ojs.rklt.co.uk](mailto:admin@ojs.rklt.co.uk)

### Class teachers

Class teachers record attendance daily, using the correct codes (Present and Late before Register Closes), and submitting this information to the school office, who will use other applicable codes to mark absence or visits, in line with school policy.

They promote and support good expectations for excellent attendance and punctuality with pupils with encouragement and praise. Class teachers will also actively engage with parents.

### Pupils

Pupils have a responsibility to:

- attend school every day.
- arrive at school on time and follow the school start of day procedures for registration.
- understand what to do if they arrive late and the gates have been locked, when they are walking to school without an adult.
- come to school each day with the correct uniform and equipment.

### Parents / Carers / Legal Guardians

You have a responsibility to:

- follow the RKLTL Attendance Policy guidance for Parents, Carers and Legal Guardians (in Appendix A). <https://www.oatlandsjunior.co.uk/seecmsfile/?id=8353>



- ensure your child walking to school without an adult, arrives to school on time and understands what to do if they arrive late and the gates have been locked (see below procedures at OJS).

## Start of the school day

A late start is unsettling for your child. We are trying to instil life skills into all of our children to prepare them for future life at work and it is important that they arrive at school on time.

- If parents know their child is going to be late for any reason, they should let the school know.
- If children arrive after the school gates have been locked, they should be accompanied by their adult to the main reception to be signed in. Mrs King in reception will then ensure that they are given their registration mark and book their lunch.
- The register for the first session will be taken from 8.55am when children are in class and seated and will be kept open until 9:15am. The register for the second session will be taken from 1pm when children are in class and seated and will be kept open until 1.10pm.
- Children arriving **during or after** registration has been taken, but before 9:15am will be recorded as 'late before the registers have closed'. Children arriving after 9:15am will be recorded as 'late after the registers have closed'.
- Parents of children who persistently arrive late will be reminded of these times and their obligation to comply. It will be explained that the lateness not only interrupts their child's education, but also that of others in the class.
- Repeated unexplained lateness or persistent lateness without an acceptable reason will be referred to the Local Authority.
- The school gates will be open at 8.45am, when your children will be welcomed onto the playground by two members of staff on duty.
- Upon arrival at school children should wait on the playground.
- The school day begins at 8:55am. The hand bell is rung on the playground for children to line up in their classes at 8.53am. Each class has a designated place on the playground to line up by their named class planter. They are greeted by their teacher and lead into school to be registered in class.
- If it is bad weather, then the children will be directed straight into their classrooms by the duty member of staff when the gates open at 8.45am.
- The school gates will be locked at 9:00am.
- Children arriving after the school gates are locked should be accompanied by their adult to the main reception to be signed in.

**We, like you, want to make sure that your child is in school and safe, so we ask you to arrive promptly.**

## End of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately.
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you are unable to arrange for another adult to collect your child, then the school will look after your child in the main school reception until 4:00pm, but no later.

**If a parent / carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:**

1. Children who have not been collected by 3:40pm will be brought inside.
2. If no contact has been made by the parent/carers, the office staff will attempt to contact the parent/carers and the emergency contact by telephone.
3. Where appropriate, a member of staff will ask the child if they have any additional contact information.
4. School will continue to try and contact the parent/carers and the emergency contact/s.

If contact cannot be made with the parent/carers or the emergency contact/s by 5:00pm, school will contact the NYC Customer Service Centre (Children's Social Care).

In an emergency, school will contact the police.

**If a parent / carer does not arrive to collect their child at the end of an after school club and the school has not been made aware of alternative arrangements, school will take the same steps, as above.**

**We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carers.**

## **Absence**

### **Unplanned absence**

- Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.50am or as soon as practically possible and, subsequent days if they are still unplanned absences.
- We would prefer parents to notify the school office via a telephone call, selecting option 1 and leaving a message on the school absence answer phone. Where this can't be done for any reason, an email should be sent instead to [admin@ojs.rklt.co.uk](mailto:admin@ojs.rklt.co.uk)
- Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

### **Medical or dental appointments**

- Missing registration for a medical or dental appointment is counted as an authorised absence, parents are required to notify the school office via telephone call or email to [admin@ojs.rklt.co.uk](mailto:admin@ojs.rklt.co.uk)
- However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- Parents/carers should email school in advance using the admin address above to notify the office of medical or dental appointments.

### **Planned absence**

- Applications for other types of absence in term time must also be made in advance by completing a leave of absence request form, which is available from the school office, and which can also be found on the school's website.
- <https://www.oatlandsjunior.co.uk/seecmsfile/?id=8354> Application for Leave of Absence (RKLT Attendance Policy Appendix C)

- Information relating to whether the school can authorise such absences can be found in the RKLTL Attendance Policy <https://www.oatlandsjunior.co.uk/seecmsfile/?id=8353>

## Authorised and unauthorised absence

### Granting approval for term-time absence

- The Headteacher may not grant any leave of absence to pupils during term-time unless they consider there to be 'exceptional circumstances'.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.
- The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.
- Applications for leave of absence during term-time for exceptional circumstances, should be made in advance by completing the request form, which is available from the school office and also found on the school website <https://www.oatlandsjunior.co.uk/seecmsfile/?id=8354>

## Attendance monitoring

### Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Where a pupil is absent with no notification from parents or carers, this will be followed up by the Attendance Officers which will include a phone call to the parent/carer where necessary. If the call is unanswered, a text will be sent, and follow-up calls made. If it has not been possible to ascertain the reason for the absence by 10.00 a.m. further steps will be taken, including a home visit if necessary or the notification of other services. A decision on any home visit will always be made by 12.00pm on the first day of absence. Additional home visits may be made (if appropriate) if the absence is prolonged.

The Attendance Officers will monitor pupil absence daily by:

- Taking calls and checking emails from parents/carers about absence on a day-to-day basis and record it on the school system (Arbor and CPOMS).
- Transfer calls from parents (where appropriate) to the Learning Mentor/Lead Attendance Officer or Headteacher/Senior Attendance Champion, to provide them with more detailed support on attendance.
- Check absence answer phones by 9:30am and follow-up.

### Analysis and Actions

- If a pupil's absence goes above 4 days, we may (depending on the circumstances) contact the parents to discuss the reasons for this.
- If after contacting parents a pupil's absence continues to rise, we will, in the first instance, involve our Learning Mentor/Lead Attendance Officer.
- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- The school will identify whether there are particular groups of children whose absences may be a cause for concern.
- The Lead Attendance Officer, along with the Senior Attendance Champion, will meet each half term to review attendance, absence and punctuality data and agree next steps as appropriate. They will also consider historic and emerging patterns of attendance and absence and develop strategies (where necessary) to address these patterns.
- Each half term, the school will also provide regular attendance reports to phase leaders and other school leaders, to facilitate discussions with pupils and families. The school will also use data to

monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies.

- Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.
- Our school uses electronic registers which enable us to easily produce reports and analyses for the purpose of identifying trends or concerns so we can take prompt action to address such issues.

### Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.
- Engage in preventative work with parent/carers where poor attendance is anticipated.

*See Tiers of Strategic Actions and Interventions at OJS in Appendix B*

### Reporting to parents

Attendance and punctuality records are shared with parents/carers half-termly, termly and in the annual end of year report. However, intermediate reports are used and shared with parents at a meeting with the Headteacher/Senior Attendance Champion and Lead Attendance Officer where there is a serious concern regarding either attendance or punctuality. Actions and support are agreed and monitored. Where attendance is 95% or above, this is acknowledged through a letter that is emailed to parents/carers, thanking them for their efforts and supporting the school's Attendance Strategy.

### Monitoring arrangements

This strategy will be reviewed annually by the Headteacher and the Local Governing Body.

### Links to other policies

This strategy is linked to:

[RKLT Attendance Policy](#)

[RKLT Child Protection and Safeguarding Policy.](#)

[DfE Working together to improve school attendance](#)

[NHS link- Is my child too ill for school?](#)

### Appendices

A- [Leave of absence form](#)

B- [Tiers of Strategic Actions and Interventions at OJS](#)

C- [Letters and emails to parents](#)



## Appendix A – Application for Leave of Absence

### **Application for leave of absence in exceptional circumstances during term time**



***Leave of absences are granted for exceptional circumstances at the discretion of the Headteacher/Principal. Leave of absence applications for family holidays will not be approved.***

***Please ensure you have read the statutory declaration at the end of this form before signing.***

SCHOOL: Oatlands Junior School		DATE OF REQUEST:		
First Name	Surname	Date of Birth	Class	
From:		To:		
Date due back in school:				
Siblings in other schools: Please note this information may be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School	
Contact Details				
Parents/Carers/Legal Guardians:	First name:	First name:		
	Surname:	Surname:		
	Address:	Address:		
	Postcode:	Postcode:		

	<b>Email:</b>  <b>Home phone number:</b>  <b>Mobile:</b>  <b>Alternative number while away:</b>	<b>Email:</b>  <b>Home phone number:</b>  <b>Mobile:</b>  <b>Alternative number while away:</b>
<b>Reason for absence including full explanation (use a separate sheet of paper if necessary)</b> The exceptional circumstances are...          		
<b>If child is not leaving with parent(s)/carer(s)/legal guardian(s) who is accompanying them?</b>   <b>Who will be caring/responsible for the child?</b>   <b>Why is/are the parent(s)/carer(s)/legal guardian(s) not leaving with the child?</b>   <b>Name:</b> <b>Relationship to child:</b> <b>Address:</b>		

### **Statutory Declaration**

#### **Legal responsibility**

***As a parent/carers I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent/carers to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.***

***I understand that requests for leave can only be granted by schools if there are **exceptional circumstances**, and **holidays are not considered exceptional**. They must also be made to the school in advance, as the **Department for Education** has told schools that they cannot authorise any absences after they have been taken.***

## **Fines**

*I understand if my request is unauthorised, I am most likely to receive either a single fine of **£80 for both parents/carers or £80 per parent/carer then an additional £80 per child** (for example a family of four with two parents and 2 children could be fined a total of £320). Fines are handled by and issued in accordance with the Local Authority Regulation.*

*Once the penalty notice is issued, I have **21 days in which to pay the fine**. If I fail to pay in that time period, the fine **will double** and I then have **another seven days in which to pay**, taking the total time in which to make payment to 28 days.*

*In the case of repeated fines, if I received a second fine for the same child within any given three-year period, this will be charged at the higher rate of **£160**.*

*I understand that fines per parent/carer will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.*

***If I fail to make payment after 28 days**, then the Local Authority has the power to prosecute me in the Magistrate's Court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court **can lead to a fine of up to £2500, and a criminal record which can affect employment opportunities**.*

## **School places**

*I am aware that a **referral will made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised, and my child hasn't returned to school on the agreed date**. This can result in my child **losing their school place**.*

*I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being a detriment to their education and causing implications to my own employment.*

**Parent/Carer/Legal Guardian full name:**

**Parent/Carer/Legal Guardian signature:**

**Date:**

**Parent/Carer/Legal Guardian full name:**

**Parent/Carer/Legal Guardian signature:**

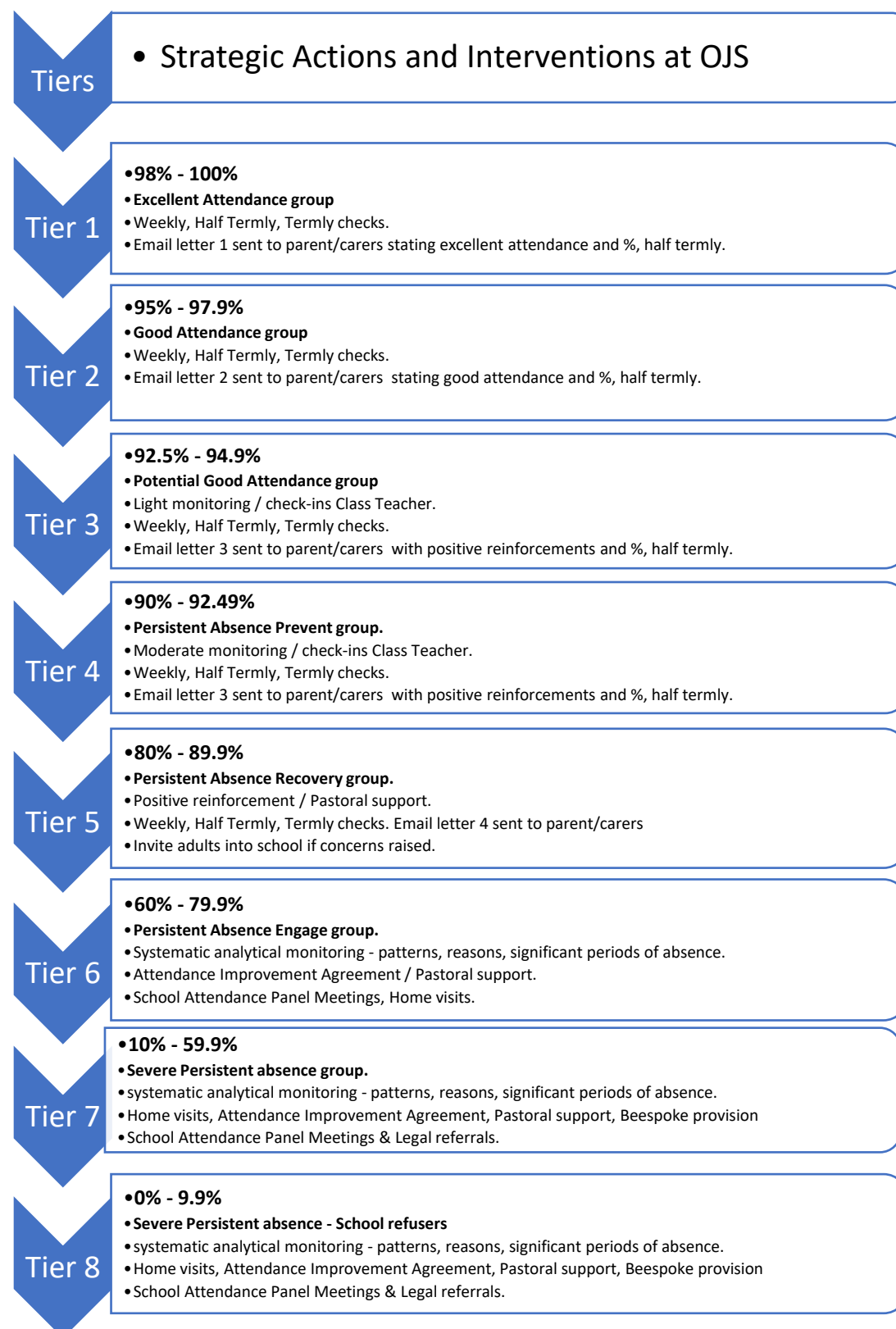
**Date:**

<b><u>School Section</u></b> Any previous request    Yes <input type="checkbox"/> No <input type="checkbox"/>		Is the requested absence during exams Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Reason for refusal/comments</b>				
<b>Authorised</b> <input type="checkbox"/>	<b>Approved</b>		<b>for school days</b>	
<b>Unauthorised</b> <input type="checkbox"/>	<b>Not approved</b>		<b>for school days</b>	
<b>Headteacher's/Principal's signature</b>   <b>Date:</b>				

## Appendix B – Tiers of Strategic Actions and Interventions at OJS



### Oatlands Junior School – Attendance Monitoring Strategy





## Appendix C – Letter and Emails to Parents

### Letter 1 – Excellent Attendance 98% - 100% Tier 1

**Working together to improve your child's school attendance.**

Dear

As part of our attendance monitoring, we would like to inform you that {pupil's name} attendance is xx% for this half term / term, sitting in Tier 1 at excellent attendance. Thank you for ensuring your child is attending school and supporting the schools Attendance Strategy.

Kind regards

Estelle Scarth  
Headteacher

## **Letter 2 – Good Attendance 95% - 97.9% Tier 2**

**Working together to improve your child's school attendance.**

Dear

As part of our attendance monitoring, we would like to inform you that {pupil's name} attendance is xx% for this half term / term, sitting in Tier 2 at good attendance. Thank you for ensuring your child is attending school and supporting the schools Attendance Strategy.

Kind regards

Estelle Scarth  
Headteacher

### **Letter 3 – Below due to Illness Tier 3 92% - 94.9% & Tier 4 90% - 91.9%**

#### **Working together to improve your child's school attendance.**

Dear

As part of our ongoing monitoring of all students we have noticed that {pupil's name} attendance for this half term / term was XX%. This equates to X days of school, which was equal to X lessons missed and X hours of lost learning. The Department for Education states good attendance is 95% and above.

We know that sometimes our pupils cannot come to school because they are unwell - and that is the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-call-the-doctor/) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At Oatlands Junior School, we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

Whilst we know and understand the reasons for their absences, as per our Attendance Strategy, we have a duty to share this with you and is for information purposes only. If you wish to discuss further or need any support, please contact your child's class teacher or the Lead Attendance Officer, Tricia Morales.

Kind regards

Estelle Scarth  
Headteacher

**Letter 3 – Below due to Holiday Tier 3 92% - 94.9% & Tier 4 90% - 91.9%**

**Working together to improve your child's school attendance.**

Dear

As part of our ongoing monitoring of all students we have noticed that {pupil's name} attendance for this half term / term was XX%. This equates to X days absent, XX lessons missed, and XX hours of lost learning, XX of these absences (morning and afternoon mark) were unauthorised holiday. The Department for Education state that good attendance is 95% and above.

We know that pupils fall behind their friends and classmates when they miss school. At Oatlands Junior School, we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement and attainment. Our attendance target for all pupils is 98%.

Whilst we know and understand the reasons for their absences, as per our Attendance Strategy, we have a duty to share this with you and is for information purposes only. If you wish to discuss further or need any support, please contact your child's class teacher or the Lead Attendance Officer, Tricia Morales.

Kind regards

Estelle Scarth  
Headteacher

#### **Letter 4 – Persistent due to Illness Tier 5 80% - 89.9%**

##### **Working together to improve your child's school attendance.**

Dear

As part of our ongoing monitoring of all students we have noticed that {pupil's name} attendance for this half term / term was XX%. This equates to X days absent, XX lessons missed, and XX hours of lost learning.

We know that sometimes our pupils cannot come to school because they are unwell - and that is the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-call-the-doctor/) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At Oatlands Junior School, we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

As per the Department of Education, good attendance is 95% and above. Where attendance is below 90% the child is classed as a persistent absentee, which {pupil's name} falls into, as their attendance is sitting at XX%. Enclosed is a copy of {pupil's name} Attendance Certificate.

Whilst we know and understand the reasons for {pupil's name} absence, as per our Attendance Strategy we have a duty to share this with you and is for information purposes only. If you wish to discuss further or if there is anything we can do to support your child, please contact your child's class teacher, or our Lead Attendance Officer Tricia Morales. We appreciate every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Estelle Scarth  
Headteacher



#### **Letter 4 – Persistent due to Holiday Tier 5 80% - 89.9%**

##### **Working together to improve your child's school attendance.**

Dear

As part of our ongoing monitoring of all students we have noticed that {pupil's name} attendance for this half term / term was XX%. This equates to X days absent, XX lessons missed, and XX hours of lost learning, XX of these absences (morning and afternoon mark) were unauthorised holiday.

We have high expectations at Oatlands Junior School and therefore, we continually strive to raise attendance levels to maximise the educational achievements of all our pupils. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement and attainment. Our attendance target for all pupils is 98%.

We also know that you can have a significant effect on {pupil's name} absences this academic year. We would really appreciate your help and support ensuring that {pupil's name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet your child's class teacher, or our Lead Attendance Officer, Tricia Morales, if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

As per the Department of Education, good attendance is 95% and above, where attendance is below 90% the child is classed as a persistent absentee, which {pupil's name} falls into, as their attendance is sitting at XX%. Enclosed is a copy of {pupil's name} Attendance Certificate for information purposes only.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Estelle Scarth  
Headteacher