



Your Child's Attendance Matters!



Ashford Oaks is a fun, exciting and caring school working with the community to achieve high standards for all.



Getting It Right

- Aim for 100% attendance!
- Get up and leave your home in good time to avoid being late.
- School lessons start at 8.50am.
- Arrange for a friend or relative to get your child to school in an emergency.
- Call the school before 9.30am on the first day of your child's absence and keep us informed. Failure to notify an absence will result in the session/s being marked **unauthorized**. Ten sessions of unauthorized absence may result on a penalty issue and fine.
- Obtain evidence from your GP if you have visited. Our office can give you a form for your GP to sign.
- Keep us informed of any medical conditions your child has.
- Obtain a pupil absence pass for any other absence.
- Get everything your child needs for school ready the night before.
- If in doubt, bring them in and we can advise you.
- If you're struggling, talk to us! Your child's attendance matters. Talk to your child's teacher, one of our pastoral team or one of our senior leadership team. We're here to help!

Got a question? Talk to our FLO, Helen Thayer

Ashford Oaks Primary School

01233 631259



Ashford Oaks Primary School

We are committed to the continuous raising of achievement of all our pupils. One of our basic principles is to celebrate success. Good attendance is vital to a successful school experience, so we actively promote 100% attendance for all our pupils and we reward good attendance and punctuality.

It's a Parent's Responsibility

Parents have a legal duty to ensure their child attends school regularly and on time.

Sometimes Absence Is Unavoidable

We understand there can sometimes be circumstances when your child does have to take time off school. In the event that your child becomes ill please inform the school office before 9.30am on the first day of your child's absence and keep us informed. Failure to notify an absence on the day will result in the session/s being marked ***unauthorized***. We request that if a child is absent in excess of three days you should obtain evidence from either a doctor or a health professional. Where absences of three days or more occur, the attendance office may make a home visit.

A penalty notice (fine) may be issued if a child has had 10 unauthorised sessions (5 days) within a possible 100 session attendance.

In exceptional circumstances an absence may be authorised by filling in the ***request for absence form*** which is available from the office.



It's Important to be on Time.

Please remember our main gates open at 8.40am when children and parents are able to enter the school building, the main gates close at 8.45am, and children will then enter via the office entrance independently. **School starts at 8.50am.** We expect children to be in class and seated ready for learning at 8.50am. Children arriving after this time will be marked late. Children arriving after the register has closed at 9.00am, will be given an unauthorized late mark.

A penalty notice (fine) may be issued if a child has had 10 unauthorised late marks within a possible 100 sessions attendance.

We Monitor Attendance and Punctuality

We monitor all attendance under 95% and will support families who may be finding it difficult to get their child in to school or arrive on time. If attendance and/or punctuality does not improve and attendance drops below 85%, it may be necessary for the school to refer your family to our Education Welfare Officer. **Continued poor attendance after referral could result in court action, a maximum fine of £2,500 or imprisonment.**

Our FLO Can Help

If you are struggling with attendance or punctuality our Family Liaison Officer, Helen Thayer, or one of her team, are here to help. Please talk to them if you have any comments, concerns or questions.