



Oxted Attendance: Key Facts

Five reasons why attending school is so important

1. Students have the right to an education
2. Parents/Guardians have a legal responsibility to ensure their child attends school and Schools and Local Authorities have a duty to ensure that students take up this right
3. There is a direct link between high pupil absence and low attainment in school
4. Getting students to attend school regularly and be on time is a very important skill for life beyond school
5. Poor attendance can potentially lead to students being isolated from their friends, risk of bullying, poor and unsettled behaviour, anti-social behaviour or criminal activity.

Ten Attendance Tips: How can I help my child attend School regularly?

1. Ensure they pack their bag the night before
2. Ensure that their uniform is ready, especially after the holidays or weekend
3. Get them to bed at a reasonable hour so that they get a good night’s sleep
4. Set the alarm clock early enough to allow plenty of time to get ready properly
5. Make sure they have some breakfast
6. Remind them to set off in the car, the train, the bus, or start walking early enough so that they are not late: punctuality is important (students on school site by 08.40am)
7. Check to make sure they have everything they need - pencil case, books, PE kit, bus/train fare, lunch money etc
8. Talk to your child about what they did in school today
9. Ensure your child has completed any homework or revised for any tests (as this can cause undue anxiety if not completed). Use FROG to stay up to date on what homework is being set
10. If you are at all worried about your child’s school attendance please contact the school and their House team as soon as possible so that we can offer support. Work with the school

Some facts and figures on Attendance

- 90% attendance equals **half a day** of school missed **every week**
- One school year at 90% attendance = **4 whole weeks** of lessons and school work missed
- 90% attendance over 5 years of secondary school = **half a school year missed**
- There is a direct correlation between low student attendance and future employment prospects

Days off school means lessons and learning missed

Student Attendance %	Number of days off school a year	Number of Actual Lessons Missed
95%	10 days absence	50
90%	19 days absence	95
85%	29 days absence	145
80%	38 days absence	190
75%	47 days absence	235

- Research suggests that 17 missed school days a year is equal to a GCSE grade drop in achievement (Department for Education and Skills)



What do I do if child is ill and cannot attend School?

1. Parents or carers must inform the school by telephone or email as soon as possible on the day of the absence (Pupil Welfare Office on 01882 712425 or by emailing Attendance attendance@oxtedschool.co.uk)
2. On the student's return to school an email to the Attendance Team or a letter or note in the planner for their tutor explaining the reasons for the student absence is required, signed by the parent/carer

Punctuality

- It is very important that your child is on the school site **before 8.40am**
- The front and back gates will be locked at 8.40am and students arriving after this time will be marked as late and given a lunchtime detention
- If you are aware your child is going to be late please telephone or email the school office
- If your child arrives late to school they must sign in at the pupil welfare office **before** they go to their first lesson

My child needs a medical appointment or orthodontic treatment during school time - What should I do?

- We completely understand that certain medical appointments, such as orthodontic treatments, have to be carried out in school time and parents have very little choice on the times that they are offered. In these cases we only ask that we are given advance warning and students return to school as quickly as possible
- For all other appointments (such as doctor or dentist) we ask that, where possible, these are made after 1.35pm in order for your child to miss as little schooling as possible

Can I take my child out of school for any other reason?

- It is not in your child's best interests to miss any schooling. Every school day counts towards your child's future. Day's off school add up to lost learning
- Your child is at school for 190 days and at home for 175 non-school days a year. This time not at school gives families ample opportunity to:
 - to go on holiday, visit relatives, taking long weekends, birthday treats or special days out, to go shopping etc.

I am concerned that my child is not ill but does not want to come to school

- What should I do?

- Contact your child's tutor, the House Team or the Pupil Welfare Officers and make the school aware. We can offer advice, support and strategies to work together to rectify the situation