

The Oval School

Attendance Newsletter

Absence
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Punctuality
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Fast Track Process
Attendance Rewards



Absence

poor attendance + poor punctuality = lower academic achievement

It is a parent's **legal responsibility** to ensure their children receive appropriate education. **Failing to send your child to school regularly without good reason is a criminal offence.**

The Local Authority has fined 2 of our parents this year for their child's poor attendance: £851.00 and £275.00

If your child is going to be absent from school, parents must contact the school following our absence procedure on the **FIRST DAY OF ABSENCE BEFORE 9:30AM** to provide a suitable reason for not attending:

- **TELEPHONE (0121 464 3248 OPTION 1) OR MOBILE WHATSAPP ON 07376923669 (MESSAGE ONLY)**
- If school has not been contacted, parents will be notified by telephone, home visit or automated call every day the pupil is absent. Parents can respond to the Truancy Call by following the prompts.
- If no reason is provided the absence is recorded as unauthorised.

Please take time to read the Fast Track Policy over the next few pages to outline the process that the Local Authority (Birmingham City Council) will take if there are serious concerns with a child's attendance.

The Oval School's attendance target is to achieve greater than 96% attendance.

ATTENDANCE KEY
100% - Attendance Super Star
97%-99% - Well Done, This is Excellent!
93%-96.9% - Be Careful
90%-92.9% - Improvement Needed!
Less than 90% - You are now a Persistent Absentee

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

Medical

- Medical appointments should be made outside of school time, if this is not possible parents should bring in the appointment letter to the school **before the day of the appointment.**
- Parents should bring their child in to school as soon as possible following the appointment.
- Sometimes brothers and sisters are removed from school due to their sibling's medical appointment. This is not appropriate and will only be permitted in exceptional circumstance. If a sibling is removed due to a medical appointment that is not their own, this will be recorded as an unauthorised absence.

Punctuality

Parents may be prosecuted by the Local Authority if persistent late arrival is not resolved.

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons making them fall behind
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

Late marks after the register closes are recorded as an **unauthorised session** and can lead to Fast Track proceedings and possible legal sanctions.

8.45am	Children arrive at school, school staff will be in the playground from this time
8.55am	Start of the Registration Period, all children should be in class. The registration period last for 5 minutes.
9.00am	All pupils arriving after this time will receive a Late Mark (L) in the registers. These are closely monitored.
9.15am	Pupils are now more than 20 minutes late and will receive an Unauthorised Late Mark (U) . Unauthorised late marks reduce attendance percentage and can lead to legal proceedings for attendance.

Leave in Term Time

- The Oval School strongly discourage families removing pupils from school during term time. The Oval School have adopted the Birmingham City Council guidelines on 'Leave in Term Time' https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents
- If parents want to remove their child(ren) from school for a holiday, visits abroad or any other extended period of leave they must complete a 'Leave in Term Time Request Form' before the intended leave date (available from the school office or on the school website).
- A request for a term-time holiday is NOT a parental right. Leave *may* be granted in exceptional circumstances. **Arrangements should not be made** without the school's agreement.
- The Oval School and Birmingham Local Authority will consider legal proceedings and issuing penalty notices for families removing pupils from school during term time. Penalty Notices are issued to each parent for each child.

Penalty Notice Issued	£60 per parent per child
If not paid by 22 nd day of receipt	£120 per parent per child
If not paid by 28 th day of receipt	Parents generally prosecuted in court.

Please take time to read the Leave in Term Time Policy over the next few pages to outline the process that the Local Authority (Birmingham City Council) will take if there are serious concerns with a child's attendance.

Absence Fast Track Policy

'FAST-track to Attendance' is an Early Help approach to improving pupil attendance which also seeks to act quickly where there is unauthorised absence.

Concerning levels of absence either authorised or unauthorised (including illness).



Conversation with parent outlining concerns about absence. Explore if there are any underlying medical conditions or other factors affecting child's attendance. Offer Early Help if required.



School will complete the 'Signs of Safety and Wellbeing' Three Houses form with the child – this ensures that the voice of the child is heard.



If there are further unauthorised absences, school will invite parents to a formal School Attendance Review Meeting (SARM)



If there are further unauthorised absences, school will issue a 'Formal Warning Notice'. This is a formal warning stating if there is no improvement in attendance then the case will be taken further by the Education Legal Intervention Team (ELIT).



If there are further unauthorised absences, school will refer the case to ELIT. ELIT will pick up the case and start the legal process to fine or prosecute parents.



Education Legal Intervention Team actions:

- Penalty Notices will be issued as soon as possible;
- Penalty Notices are issued to each parent for each child;
- the Team does not send reminders to parents regarding payment and there is no facility for parents to pay a Penalty Notice in instalments or by debit or credit card; and
- parents should be asked to send any queries following a Penalty Notice to the Education Legal Intervention Team, in writing.



Penalty Notice:

Calendar day 1-21: Penalty Notices issued £60 fine per parent per child

Calendar day 22-28: £120 deadline

If the Penalty Notice has not been paid by Day 28, parents are generally prosecuted under section 444(1), the Education Act 1996.

Leave in Term Time Policy

There is a direct correlation between attendance and attainment. Absence from school interrupts teaching and learning and compromises progress. Birmingham City Council therefore seeks to support Birmingham schools and academies in reducing the amount of education lost to pupils and Birmingham City Council strongly discourages pupil leave of absence during term time.

The expectation is that leave would only be authorised in the most exceptional circumstances.

Collect '**Exceptional Circumstances - Pupil Term Time Leave Request**' form from Reception. Complete and submit **at least 2 weeks** before child(ren) due to leave (**this cannot be completed after you return**).

Parents must allow the Head Teacher to consider your application before booking flights or leaving the country, even when unforeseen events occur (e.g. family bereavement).

Head Teachers are within their rights to turn applications down and refuse authorisation for parents/carers to take their children out of school during term time.

If leave is granted, the Head Teacher is the person who determines the number of days a child can be away from school.

If leave is denied, parents will receive a 'Head Teacher Request Denied' letter in the post.

If leave is taken without applying or child(ren) have not returned from leave on dates granted, parents will receive a 'Leave Taken' letter in the post.

If the Head Teacher decides not to agree to the request and the parents/carers take their child/ren on unauthorised leave anyway, the 'Leave in Term Time (Penalty Notice) Process' will be followed.

This process enables the Local Authority to issue a penalty notice (fine) for removing their child(ren) from school for an unauthorised leave of absence in term time.

For pupils who have taken unauthorised leave in term time for **four weeks or more**, penalty notices may not be issued as cases may proceed straight to court.

Decisions as to whether a penalty notice is to be issued or the matter proceeds straight to court lie with the Education Legal Intervention Team and not the school.

If children are absent from school without authorisation and school is unaware of their whereabouts, school must contact the local authority to carry out enquiries into the pupil's whereabouts. Schools must refer any pupil whose **whereabouts is unknown to the Children Missing Education Team**.

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Attendance Rewards

After Easter, The Oval School will be implementing new attendance rewards and initiatives to encourage excellent attendance for all of our students, to help them to achieve their full potential and succeed!



Weekly

*100% attendance stickers for all children achieving that week

*The class with the highest attendance that week wins The Oval Mascot!...

Nursery and Reception - Cool Attendance Kitten

Year 1 and Year 2 - Perfect Attendance Puppy

Year 3 and Year 4 - Highest Class Attendance Trophy

Year 5 and Year 6 - Highest Class Attendance Trophy



Half Termly

*Treat Friday - classes over 97% a week will get a treat on the last Friday of the term, this could range from tasty treats to fun activities!



Termly

*100% Attendance Raffle - children who have achieved 100% attendance will be entered in to a raffle, 2 children will be picked at random to win a £25 voucher!

For next term, the draw will take place on Wednesday 18th July 2018

100%



Yearly

*Excellent Attendance Certificate for all children achieving 97% and above attendance

*Gold attendance badge for all children achieving 100% attendance

*Headteacher's 100% Attendance Certificate for all children achieving 100% attendance

*Stationary Kit for all children achieving 100% attendance

Thank you for all of your support with improving your child's attendance.

If you have any further queries or questions, please do not hesitate to contact us:

Miss Shah

Miss Robinson

0121 464 3248

THE OVAL SCHOOL

EVERY CHILD, EVERY SEAT, EVERY DAY, ON TIME



©Attendance Works

Attend Today, Achieve Tomorrow



#schooleveryday