

Stay Safe

Do Your Best

Show Respect

Attendance- Every Day Matters

**Information for parents &
carers**

Mrs Emma Coleman – Headteacher
Mrs Emma Millett-Clay – Attendance and
Welfare Officer (AWO)

Welcome!

As the Attendance and Welfare Officer at Sandhills I'm here to help.

Having excellent attendance is so important but there may be times that this is difficult, so I can help with

Getting your child to school on time

Helping your child settle in school

Support you in improving your child's attendance

I am based at Sandhills and can be contacted in the following ways

Mrs Emma Millett-Clay

Phone 01865 433000

Email: welfare@sandhills.oxon.sch.uk

Every Day Matters!

Sandhills school believes that excellent attendance is the foundation for a successful education and we want our students to be the best.

We will always aim to have 100% attendance but understand that this is not always possible, so we set a target each year to aim for.

Our current target is 96.5 %

Attending school gives your child the best start in life and coming to school helps



children learn new skills



make friends



have fun

EVERY DAY REALLY DOES MATTER

DID YOU KNOW?

Children who attend school regularly are statistically more likely to do well the future

90% attendance means your child has missed nearly 4 weeks off school. **That's a month off school!**

If you take your child on holiday for **2 weeks** their attendance automatically drops to **95%**

Taking a 2 week holiday each year in primary school means 14 weeks teaching time missed. This will have an impact on their numeracy and literacy skills.

A child who is off school for 2 days each month has lost nearly 4 weeks of education

Holidays

Please think before taking your child out of school during term time.

Leave in term time **will only be authorised where the Head Teacher feels there are exceptional circumstances.**

An “Application for Exceptional Absence from School” form can be requested from the school office. This needs to be completed and returned prior to the absence. The Attendance and Welfare Officer or Deputy Head will review the form and respond.

To help your child do well in school you should:

- Arrange holidays during the school holidays.
- Never take your child out of school when there are examinations or tests.
- Consider the impact your child’s absence will have.
- Especially avoid taking your child out of school at the beginning of the school year or new term. This is a really important time for a child to settle into their new environment.

HOLIDAYS

Remember...

...there are 190 compulsory school days in one year

That means there are 175 (176 in a leap year!) available for holidays!

...there is no automatic entitlement in law for time off school to go on holiday

...a 2 week holiday during term time means your child has approximately 50 hours of work to catch up on

...that any unauthorised time off school can result in a Penalty Notice being issued

Medical Appointments and Sick Days



Please try and make routine medical, dental and opticians appointments outside of school hours, many Dr's surgeries, dental practices and opticians have early morning, evening and even Saturday morning appointments available.

If you do need to make an appointment during the school day, please try and make the appointment after 1.30 so they are not marked as absent.

We understand that this is not always possible. Each half day of absence needs to be recorded so it is important that you give a reason for your child's absence, so it can be recorded accurately.

If your child has poor attendance and is regularly off school sick, then we may not always authorise these absences and may ask for medical evidence. We will invite you to a meeting to discuss your child's absence and offer support to help improve their attendance.

Does your child need to be off sick?

If you are unsure whether your child should be off school, send them in and if they are ill we will send them home. It's not unusual for children to say they feel poorly in the morning but quite often they are fine once at school.

Be **H**ere, **E**very Day, **R**eady and **O**n Time- Be a **HERO!**



We want children to be in school every day and on time.

The school gate opens at 8.30 and the bell rings at 8.45 for children to go into class. If you arrive after this time you need to go to reception and sign in. If you know you are going to be late please inform the school.

Learning to be punctual is an essential life skill.

Phonics, English and Maths all happen in the first few minutes of the school day. Those first few minutes are the foundation for the day ahead.

Children don't like walking into class late as it can cause embarrassment. **It is also disruptive for the rest of the class.**

Minutes late per day	Equivalent of missing
5 minutes	3.4 school days per year
10 minutes	6.9 school days per year
15 minutes	10.3 school days per year
20 minutes	13.8 school days per year
30 minutes	20.7 school days per year

Being late really does negatively impact your child's education and we will write to you if we have concerns regarding your child's punctuality.

We're here to help

We understand that each child and family are unique and there may be times that attending school is difficult.

Talk to us if you are having problems getting to school on time or are concerned about your child's attendance.

You can talk to your child's teacher or contact the Attendance and Welfare Officer for help and advice.

Things you can do to help

Avoid taking holidays during term time.

Make sure your child arrives at school on time, in uniform and ready to learn.

Make sure your child gets enough sleep and encourage them to eat a healthy breakfast – tired & hungry children find it hard to learn.

Inform school at the earliest opportunity of your child's absence, if we don't hear from you we will contact you.

The best way to do this is via ParentMail, if you need any help using this system just ask.

Alternatively, you can call the office on 01865 433000

CONTACT DETAILS

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Attendance and Welfare Officer

01865 433000

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